

# **Choudrant High School**

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**Mr. Tony Antley, Principal**

**Mr. Chris Jones, Assistant Principal**

**Mrs. Amy McGuire, Guidance Counselor**

## **A Message from the Principals**

Welcome to Choudrant High School! We are very excited about the new school year. Very high standards have been set, and the program which awaits you at CHS is both exciting and challenging. We have implemented programs for career bound students as well as college bound students. It is our goal for each student to achieve his or her highest learning potential while attending Choudrant High School.

The information found in the Student Handbook has been carefully prepared to assist you in achieving excellence. You will find the rules and regulations, which govern our lives at CHS, make it possible for all of us to work together to assist you in becoming a successful citizen of this community. The policies and guidelines contained in this handbook apply to all school-sponsored events whether on premises of CHS or at other locations. Please use this handbook as a reference. If you have questions, please ask a teacher, counselor, administrator, or other staff member on campus. Anyone will be glad to assist you!

We encourage you to take pride in your school as renovation projects have been completed. We also encourage you to join clubs and athletic groups and show pride in being an Aggie! Always remember...the longest journey starts with a single step! We wish you a rewarding and enjoyable school year! Go Aggies!!!!

Mr. Antley, Principal

Mr. Jones, Asst. Principal

## **Mission Statement**

The mission of Choudrant High School is to ensure higher academic achievement for all students and prepare them to be effective citizens.

## **Equal Opportunity Statement**

In compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy:

THIS IS AN EQUAL OPPORTUNITY SCHOOL AND IS DEDICATED TO THE POLICY OF NON-DISCRIMINATION IN EMPLOYMENT OR TRAINING QUALIFIED STUDENTS, APPLICANTS, OR EMPLOYEES WILL NOT BE EXCLUDED FROM ANY COURSE OR ACTIVITY BECAUSE OF AGE, RACE, CREED, COLOR, SEX, RELIGION, NATIONAL ORIGIN, OR QUALIFIED HANDICAP.

## **Parent's Right to Know**

As a parent of a student in the Lincoln Parish School System, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's teachers, and requires us to give you this information in a timely manner if you ask for it.

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**The following is a set of guidelines and policies set forth by Choudrant High School. These guidelines are strictly enforced and shall apply to all school-sponsored activities including those held on school premises as well as off school premises.**

**Accidents**

All accidents that occur on campus must be reported to a teacher or to the school office immediately. Neither Choudrant High School nor the Lincoln Parish School Board provides liability insurance for accidents. See more in Illness and Accidents in District Guidelines.

**Arrival/Departure for Students**

The first bell rings at 7:40 for students to report to first period. No student should **report** to school prior to 7:20 a.m. The last bell rings at 3:15, at which time all students should begin leaving school. Buses will depart first followed by car pick-ups and car drivers.

**Athletics**

All varsity athletic programs at CHS are sanctioned by the Louisiana High School Athletic Association. Students in both high school and junior high showing athletic ability are encouraged to participate in school sports and should contact the coach of the sport for details. Student athletes must provide proof of insurance prior to participating in sports. Prior to participation in a sport, LHSAA requires a current physical on the approved LHSAA Physical Form. Students interested in athletics are reminded that eligibility rules exist for age and scholastic achievement. One through three below are mandated by LHSAA for high school athletics:

1. To be eligible for the first semester of high school athletics of the 2015-2016 school year, a student shall have earned at least six (6) units from the 2014-2015 school year which shall be listed on the student's transcript, including any special education subjects and shall have earned at least a 1.5 grade point average when considering all "graded" subjects.
2. To be eligible for the second semester of high school athletics of the 2015-2016 school year, a student shall pass at least six (6) units from the first semester of the 2015-2016 school year, including any special education subjects.
3. Choudrant High School coaches reserve the right to establish higher expectations regarding grades for players.

Choudrant High School has guidelines which pertain to junior high students playing junior high sports. The following guidelines are required for all junior high sports:

1. The student athlete must maintain a 1.5 GPA and pass at least 6 subjects during each grading period. The athlete's grades will be reviewed each 4.5 weeks which is progress report time. If the grade requirements are not met at progress report time or time of report card, students will not be allowed to participate until grades are brought up. Students must have grades verified on a weekly basis by each teacher until grade requirements are met.
2. Eligibility for junior high students will be taken from the last grading period of the current year. Incoming 7<sup>th</sup> graders will be evaluated based on the first progress report of the 7<sup>th</sup> grade year.
3. A 7<sup>th</sup> grader will not be eligible if they turn 15 years of age during the sports season.
4. An athlete will not be eligible if they turn 15 before September 1<sup>st</sup> of the season.
5. Transfer students will be eligible to participate immediately as long as all academic requirements are met.
6. All athletes will adhere to individual rules put into place by their coaches.

Student athletes are reminded that each time they play they represent our school. Therefore, athletes are expected to exhibit behavior of the highest order and serve as an appropriate example for other students. Since participation in athletics is a privilege, athletes who encounter disciplinary problems or violate other individual team policies may be subject to removal from the athletic team. All students participating in athletics must have personal insurance for accidents. Neither the Lincoln Parish School Board nor Choudrant High School provides liability insurance for students. In addition, all athletes must submit a LHSAA Physical Exam form completed by a physician prior to trying out for any sport. Athletes may not participate on a day that they have been absent without a doctor's excuse or administration approved extenuating circumstances. ***Administration reserves the right to refer to the Athletic Handbook created for Choudrant High School, and a copy will be on file with Lincoln Parish School Board.***

**Attendance**

CHS students must be present to be eligible to receive credit for the courses taken. According to Louisiana Department of Education, absences should not exceed 5 per semester (18 weeks). All absences, excused and unexcused, count toward the total of 5 absences per semester. Junior high students are allowed a maximum of 10 days of absences per school year, and it is based on a yearly basis rather than semester. Excused absences permit students to make up work.

They do not remove the day or days absent from the record. Students will be referred to the Truancy Division of the District Attorney's Office on the 5th unexcused absence. Students participating in school approved activities away from the campus are not counted as absent and make-up work will be allowed. Students with 5 unexcused absences within a semester are not excused to attend school functions including athletic events or reward field trips. Student driver's licenses may be revoked due to truancy issues. You may refer to the LDOE for more information on this matter. Parents must call the school office (768-2541) to report a student's absence(s). Upon returning to school, a student who has a doctor's or other excuse should report to the office to turn in his/her excuse. These excuses must be submitted within two school days upon the student's return. **See Section II for additional information regarding attendance.**

### **Bathrooms**

Students should go to the bathrooms in-between classes. No student should be allowed to leave class to go to the bathroom unless it is an emergency. In extreme emergency situations, students should receive permission and a hall pass from the teacher, and the teacher should monitor the student's return to class. Any misbehavior in the bathrooms should be reported to a teacher and/or administrator.

### **Bell Schedule**

Bell to go to 1<sup>st</sup> period 7:40

Period 1 7:44-8:37 50 min.

Period 2 8:40-9:30 50 min.

Period 3 9:33-10:23 50 min.

Period 4 10:26-11.16

*11.16-11.42 Junior High Lunch*

Period 5 HS 11:19-12.09 50 min.

Period 5 JH 11-45-12:35 50 min

*12:09-12:35 High School Lunch*

Period 6 12:39-1:29 50 min.

Period 7 1:32-2:22 50 min.

Period 8 2:25-3:15 50 min.

### **Bicycles on Campus**

Due to safety concerns, no student shall ride a bicycle to or from school or to any school function.

### **Book bags**

Students are required to have book bags to carry books and materials to and from class. However, book bags are to remain on the floor once in the classroom and should never be kept on top of desk or in lap. Some teachers reserve the right to require book bags to be left in lockers due to lack of space.

### **Breakfast**

Breakfast is available in the cafeteria at 7:20. Cost is \$1.00 or .30 for students qualifying for reduced prices. Students should report to breakfast quickly and quietly. When finished eating, students should report to Old Gym area until the 7:40 bell rings. Students on late buses will be allowed to finish breakfast without receiving a tardy; however, car drivers and drop offs are tardy at 7:44 if not seated in class.

### **Building Hours**

The school is officially open in the morning when the first bell rings. Students should not arrive on campus before 7:20 a.m. In the mornings, students shall remain in the Old Gym until the first bell at 7:40 a.m. Students shall not enter any other part of the buildings until the first bell rings unless reporting to breakfast. Students shall leave the school campus when the last bell of the day rings. Any student or group of students remaining after that time must be supervised by a member of the faculty.

### **Bullying or Harassment**

Bullying and/or harassment of other students or teachers is strictly prohibited. Any student complaint about another student engaging in sexual or other types of bullying or harassment reported to a teacher or counselor shall be immediately reported to an administrator and will be investigated. If the acts involve criminal conduct, the proper authorities should be notified. Disciplinary steps will be taken if retaliation exists after an incident is reported. **Please refer to Section II for more information.**

### **Buses**

Transportation is provided for all Lincoln Parish students. All students must follow the rules of conduct set down by the Lincoln Parish School Board. Each year all students are given a copy of these rules. **Refer to Section II Standards of Safety and Conduct for Buses.** When the bell rings at 3:15 p.m., bus riders will first go to their lockers and then to the

proper bus loading area. Buses will have priority leaving campus. Students who do not ride the bus will be picked up by their parents in front of the new gym or go to their vehicles after all buses have departed.

### **Car Riders**

Due to safety issues, students should be dropped off in the mornings in front of the main building and should enter the building through the old gym doors. At the end of the day, students who do not ride the bus will be picked up by their parents in front of the new gym or go to their cars after all buses have departed. When a student is not picked up in a timely manner, the school will attempt to contact the parent. If a parent cannot be contacted, the Lincoln Parish Sheriff's Office will be contacted. Younger students are not allowed to stay for practices of older siblings.

### **Change of Address**

Students must inform the main office if there is a change of address or phone number in order to help in mailings and in case of an emergency.

### **Cell Phones**

This policy is realistic and accommodates the undeniable changes of the 21<sup>st</sup> century while providing a greater convenience for all. The policy is as follows:

1. Students may have cell phones on campus as long as they are turned off and out of sight.
2. A student's cell phone will be taken by school personnel if it is seen, heard, or used while at school.
3. A student may get his phone back by paying a \$10 cash fine at the end of the day.
4. A \$5 fine increase is charged for each subsequent violation with the maximum fine being \$25.
5. The phone is kept until the fine is paid at the end of the day..
6. These same restrictions apply while on a school bus.

### **Check-In / Check-Out Procedures**

1. All students checking in after the tardy bell must report to the office for a tardy slip before reporting to class.
2. A student may check out of school only if the parent/guardian comes for him/her or if a parent calls an administrator or sends a note requesting that he/she be allowed to check out and the reason for the check out. All notes must have parent phone numbers in case administration questions the validity of the note.
3. A student will not be allowed to call home to check out unless it is evident that the student is ill. Administrative approval is necessary.
4. All check outs must go through the office administration.
5. If a student is checked out to go to the doctor, a note/excuse must be presented by the parent or doctor upon returning to school.
6. Upon returning to school after having checked out earlier in the day, students must report directly to the office with the excuse.
7. The same rules apply for check out or absences as it relates to whether they are excused or not.

### **Checks**

CHS gladly accepts personal checks. However, checks that are returned due to insufficient funds may be assessed a \$20.00 collection fee. No checks will be excepted after the second NSF returned check for that school year.

### **Class Schedule**

Each student in grades 7-11 is required to attend 8 classes which are 50 minutes in length. Seniors are required to be in attendance for a minimum of 5 classes. Seniors can not be excused for work until after 5<sup>th</sup> period unless approval is granted by LPSB. This new policy for seniors has been approved and adopted by Lincoln Parish School Board.

### **Closed Campus**

We operate under a closed campus policy. Students must stay on school grounds from the time they arrive, even if class has not yet started, until dismissal or until they are picked up at the end of the day. Students must bring a written parental request to the office in order to leave the campus for *any reason*. Parent phone numbers shall be on the parental request. No student may leave for lunch or be checked out for lunch.

### **Code of Conduct**

Students are expected to attend school to learn and participate in procedures for helping maintain an effective learning environment as well as a safe environment. *Please refer to appendix for Disciplinary Actions and Action Codes containing infractions and consequences.*

### **Communicable Diseases**

The Lincoln Parish School Board follows the policies and guidelines set by the Louisiana DHH (Department of Health and Hospitals), Office of Public Health. The Lincoln Parish School Board also follows the Universal Precautions and Bloodborne Pathogen Standards set by OSHA (Occupational Safety Hazard Agency).

### **Computer Use**

In an effort to provide students the vast resources accessible through a computerized information resource system such as the Internet, the Lincoln Parish School Board believes it is necessary for all persons to become aware of acceptable uses of computers. The academic benefit of having access to resources from all over the world must be weighed against objectionable materials found on the Internet.

Use of the Internet is a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet. Disciplinary action may include but is not limited to loss of computer use, monetary reimbursement, suspension, detention, or suspension room assignment. This shall apply to all students. *See Section II for Acceptable Use Policy for School Computer Systems and the Internet – Student Use.*

### **Corporal Punishment**

Choudrant High School does not participate in issuing corporal punishment to students. However, parents are welcome to provide this in private in an administrator's office. Parents may not discipline their children in front of other students or teachers.

### **Counselors**

Choudrant High School has one counselor who is available to address student needs.

### **Crisis Situations**

Choudrant High School has specific, detailed plans in place for crisis situations. A copy of this plan has been distributed to all staff members and appropriate training has been conducted. Drills will be conducted throughout the school year. In case of evacuation, it is very important that parents use the proper procedures for picking up their child.

### **Deliveries**

Unfortunately, we are not staffed to accept personal deliveries for students. Flowers, balloons, etc. should be delivered to the student's home. No deliveries for students will be accepted at Choudrant High School. No deliveries will be transported by bus to the student's home.

### **Detention**

Detention is defined as activities, assignments, or work held before, during, or after the normal school day or on weekends. Students who refuse or fail to attend will be subject to ISS or OSS. *See Section II for information on Detention and Rules for Detention.*

### **Discipline**

Discipline is defined as training that develops self control. We believe that in order for our school climate to be positive, all students must have self control, tolerance, and conduct themselves in an orderly manner. Students who do not follow the rules and show self control will be dealt with fairly and systematically. Students should be rewarded for positive behavior. *See Section II for more information regarding Student Conduct and Discipline. Please refer to the Discipline Grid in the appendix of this handbook for specific information concerning infractions and consequences.*

### **Dress Code**

The purpose of a dress code is to ensure an effective learning and teaching environment, to maintain a favorable school image, and to promote positive self images among students. The dress of students will be monitored each day during first period and the dress code will be strictly enforced. Any form of dress that is determined to be in violation of the mandatory school uniform policy will be handled according to the procedures in the appendix. The administration reserves the right to bar any apparel deemed inappropriate for school. *The specific uniform code is located in the appendix of this handbook. See Section II for more information regarding Student Dress Code.*

### **Drugs and Alcohol**

The Lincoln Parish School Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming or having in his possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, nitrate based inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal. Students 16 years old or older who are found guilty of



possession, dealing, distributing, having intent to distribute or knowledge of a intent to distribute of a narcotic controlled substance on school property will be expelled for 24 calendar months. Students under 16 for the same offense will be expelled for 12 months (Act 909). Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law.

The School Board shall require a comprehensive alcohol, tobacco, drug, and substance abuse prevention education program be incorporated into every school of the parish that shall include grade appropriate programs on the education, prevention, and counseling of alcohol, tobacco, drug, and substance abuse. Such programs shall be included in the school program so that every student in grades kindergarten through nine is involved for a minimum of sixteen (16) contact hours every school year, and every student in grades ten through twelve is involved for a minimum of eight (8) contact hours every school year. The required minimum contact hours shall be incorporated into a comprehensive school health program.

As part of the alcohol, tobacco, drug, and substance abuse program, substance abuse counselors shall be appointed who shall visit every school regularly for the purpose of counseling students who have been identified as having an alcohol, drug, or substance abuse problem.

Any student enrolled in school who is identified as having a substance abuse problem, including manufacture or distribution, shall be required to participate in the school drug counseling program, or an equivalent approved by the Board.

Each school shall have a substance abuse prevention team, whose membership shall be in accordance with statutory provisions, that shall investigate, research, and report on all instances or reports of possession of controlled dangerous substances or alcoholic beverages. The team shall adequately report their findings in writing and make appropriate recommendations for treatment, counseling, or other appropriate action to the principal of the school.

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 1000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as Drug-Free Zones. The School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark Drug-Free Zones which surround all schools and school property. *See Section II for more information regarding Student Alcohol and Drug Use.*

#### **Electronic Devices**

Students shall not bring electronic devices on campus. If a cell phone is seen or heard, the phone will be taken and turned in to the office. The cell phone may be retrieved by the student or parent at the end of the day once the fine is paid. The fine for the first offense is \$10, and the fine increases by \$5 increments for subsequent violations to a maximum of \$25. All electronic devices including headphones are prohibited at school. No faculty member, including administration, shall spend time investigating the disappearance of a student's electronic device. *See Section II for more information regarding Electronic Telecommunication Devices.*

#### **Emergency Procedures**

Each teacher will be properly trained regarding emergency procedures including fire, tornado, and crisis situations. Drill procedures will be practiced and discussed in each classroom.

#### **Expulsion**

Students who receive 4 out-of-school suspensions may be recommended for expulsion. Before a student may return to school after the second out-of-school suspension, the parent(s) and student must have a conference with the administrator at the school. Before the student may return to school after the third out-of-school suspension, the parent(s) and student will be required to meet with one of the district discipline coordinators. These conferences will be to communicate with the parents in an attempt to prevent an expulsion from school. *See Section II for more information regarding Suspensions and Expulsions.*

#### **Family Involvement**

Positive family involvement is an important part of each student's education. Families are encouraged to participate in appropriate ways. A complete copy of the CHS Parental Involvement Policy is available for viewing in the office. *See Section II for more information regarding Parental Involvement Policy.*

#### **Fees**

School fees are collected from each student at registration. This money is used to offset the cost of supplies, handbooks, instructional materials, literary rally expenses, extra uniform items, etc. Fees should be paid in a timely manner. Students who have not paid fees in a timely manner will be prohibited from participating in any extracurricular activities

until all fees have been paid. Please contact the school office to arrange for a payment plan, if needed. Current fees are \$30.00 for junior high students and \$45.00 for high school students. Advanced Placement courses may require extra materials at the students' expense.

### **Field Trips**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without a signed parent consent form. Students with previous disciplinary problems may be prohibited from participating in field trips and will be given an alternative assignment at school. All school attendance and disciplinary rules apply to all field trips.

### **First Aid**

First Aid will be limited to the use of ice, water, and band-aids. No medication, orally or topically, will be used. *See Section II for more information on Health and Medical.*

### **Food and Drink**

Drinks and food of any type are prohibited in the buildings unless weather conditions result in inside lunch sessions. Violations of this policy will result in the assignment of detention or suspension. Concession drinks and snacks will be available for purchase near the end of lunch, but remains must be discarded prior to reporting to class.

### **Grading scale**

Act 701 of the 2010 Louisiana Legislative Session mandates the following grading scale for all public schools. The following uniform grading scales will be utilized by all teachers at Choudrant High School.

Regular Classes	(High School) Honors & Dual Enrollment
93-100 A	90-100 A
85-92 B	89-80 B
75-84 C	79-70 C
67-74 D	69-60 D
66-0 F	59-0 F

\*Junior high honors' classes will be the same as regular classes.

\*AP classes will follow Lincoln Parish School Board Policy.

### **Graduation Requirements**

See Guidance Counselor for graduation course requirements.

Students must pass 3 End-of-Course tests in the following categories: English II or English III, Algebra I or Geometry, Biology or American History.

Completion of graduation requirements does not guarantee that a student will be allowed to participate in graduation exercises. Please refer to Lincoln Parish Pupil Progression Plan for more information.

### **Hall Passes**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher, have an official hall pass, or note from a teacher, administrator, or counselor. *Violations of this policy will result in detention and/or suspension.*

### **Health**

Certain health issues, such as lice, ringworm, etc., may require proper treatment as determined by the school administration in order for a student to be allowed to attend. Students who have fever, are vomiting, or show other signs of having a contagious condition will be required to go home.

### **Homework**

Choudrant High recognizes that a reasonable amount of study and preparation is essential for the scholastic growth of the child. It is also aware, because of the individual differences and needs of pupils, that it is unsound to require or expect all pupils to be assigned the same kind of homework in connection with their school instruction. Purposeful homework varies from day to day with each pupil, depending on his/her educational capacity, potential, and need. Homework should supplement, compliment, and reinforce classroom teaching and learning. A homework site is available for you to refer to regarding updated assignments and test schedules for each teacher. The *moodle* website may be accessed through the Lincoln Parish School website or the Choudrant High website.

### **Immunizations**

The Louisiana State Legislature passed a law concerning immunizations for school age children. (RS 17:170) The Lincoln Parish School Board requires every child to have a current immunization record to comply with this law. These immunization requirements must meet the standards set by the Louisiana DHH (Department of Health and Hospitals), Office of Public Health. *See Section II for more information regarding Health and Medical.*

### **Insurance**

Choudrant High School does not provide insurance for students or student athletes. However, the school can provide you with an option to purchase insurance for students. Please contact the office if you have questions concerning this topic. It is the parents' responsibility to complete the required information and submit payment, form, and/or claims to the company. All athletes are required to provide proof of insurance before participation in a program.

### **Lockers**

Lockers are to be issued by the assistant principal at the beginning of the year. Lockers are to be locked at all times except when in use. Students are not allowed to change lockers without permission or to share lockers without permission from the administration. Students are responsible for keeping lockers clean. Students are responsible for any damage that occurs to the locker. Any locker malfunction must be reported to the Assistant Principal. Students are strongly cautioned not to keep money or other valuables in their lockers. School officials may search student lockers at any time. *See Section II for more information regarding Student Searches.*

### **Lost and Found**

Students who find lost articles or books are asked to take them to the office where they may be claimed by the owner.

### **Lunch**

Lunch payment accounting is managed by computers. Each student is assigned a lunch number that must be given to the clerk at the time of payment. We encourage paying students to prepay for meals. This will allow the students to go through the lunch line faster. When a student has run out of money, he/she will be notified. Any money left over at the end of the school year will be refunded. Applications for free or reduced lunch will be handed out at Prep Day. Students have until the Friday before Labor Day to return the application to the cafeteria. After that time, students must pay for their lunch until the application has been approved. Students MAY NOT leave campus for lunch. Students will not be allowed to go to their lockers after lunch until the bell rings ending their lunch shift. Students may bring their lunch and eat in the cafeteria or in the student commons. No carbonated beverages in original containers are allowed in the cafeteria. Lunches may not be brought to the office and left for distribution. Lunch will be served only during the designated time. If students are in line when the designated serving time ends, they will be served and allowed time to eat. Students are expected to follow proper procedures while in the cafeteria. Lunch is \$1.50 daily, with reduced lunches being .40. Breakfast prices are \$1.00 and, .30 for reduced.

### **Make-Up Work**

Students who meet the criteria for excused absences and extenuating circumstances may make up work. Students have the same number of days to make up work as they were absent, unless other arrangements are made with the teacher. If a student is absent for any extended medical reason for more than 3 consecutive school days, the student must make arrangements to get assignments from teachers and to return these on a regular basis. If medical conditions prevent the completing of assignments, the school administration should be contacted to work out a solution. Incomplete nine weeks grades become "F's" if missed work is not completed in two weeks after the end of the grading period unless verified and prior approval is given for extenuating circumstances. The days a student misses school as a result of any suspension shall be counted as unexcused absences.

### **Medication**

The Louisiana State Legislature passed a law concerning medication administration in public schools. (R.S. 17:436, Act 87) The Lincoln Parish School Board adopted its Medication Policy to comply with this law.

Medications at school:

- Will be restricted to those which cannot be administered before or after school.
- Must be transported to and from school by a parent or guardian. (*DO NOT SEND MEDICATION WITH YOUR CHILD*)
- Must be in a pharmacy-approved container **with a prescription label**. This label should include a prescription number, child's name, name of medication, dosage and frequency, physician's name, date, and pharmacist's name.
- Will be restricted to a 30 day supply.
- Must be in correct dosage form. If a child is to receive a ½ pill, the pills must already be cut in half.
- Must have the first dose given at home.

**No OTC (Over-The-Counter) medication will be given at school.**

### **No antibiotics will be given at school.**

PARENTS: If your child is taking medication during school hours, *YOU MUST HAVE A MEDICATION FORM ON FILE AT SCHOOL.*

The Lincoln Parish School Board Medication Form includes:

- a **MEDICATION ORDER** from a LA licensed physician or dentist
- a **PARENTAL CONSENT**

These Medication Forms are available at schools and at local physician's offices. If you bring medication to give to your child at school, you must check in with the school office. *See Section II for more information regarding Health and Medical.*

### **Off-Campus Activities**

All school-sponsored activities that occur off campus are under the school's jurisdiction. All school policies are in effect.

### **Parent Conferences**

Parents may make appointments for conferences with teachers or counselors by telephoning or by email. These conferences must be scheduled during the teacher's planning period or before or after school. *Please follow the Contact Sequencing procedures indicated in the appendix.*

### **Parental Involvement**

Choudrant High School's Parental Involvement Policy is available for review in the Principal's office. *For additional information concerning the Lincoln Parish Policy, please refer to Section II Parental Involvement Policy.*

### **Parking**

Students of legal driving age and holding a valid driver's license with insurance may drive their own vehicles to school. These vehicles must be parked in an area designated by administration. Students may not park in spaces that are designated for faculty member parking. No students may park in the back parking lot at any time. Students are to leave their vehicles immediately upon arrival and shall not revisit their vehicles during the school day. No loitering is allowed in the parking areas. All vehicles are subject to search at any time. All accidents occurring on CHS property should be reported immediately to an administrator or SRO. Failure to do so may result in disciplinary actions. Students displaying careless or show-off characteristics may have driving privileges revoked while on school campus.

### **Parties**

No parties are permitted during school hours.

### **Piercings**

Girls may have piercings in ears only. Disciplinary actions will be taken for piercings in the nose, lip, tongue, brow, etc. No separators are allowed to maintain openings during school hours. Males shall not have piercings.

### **Progress Reports**

Progress reports will be issued at the mid-point of the grading period to all students.

### **Public Displays of Affection**

Any public display of affection between students is strictly prohibited. This includes hugging, kissing, handholding, or any other physical contact. This rule applies to all students regardless of gender.

### **Report cards**

Report cards are issued at the end of each nine-weeks grading period. The report card contains grades that are used to designate a pupil's progress and the absences of the student. Parents will be required to pick up report cards at the end of school year. Progress reports are issued midway through the grading period. They are issued to the students at school.

### **Safety**

The staff at Choudrant High School considers student safety the highest priority. All concerns of students and parents should be reported to administration immediately. Safety issues will be addressed in a timely manner.

*Please refer to Section II on Safety for additional information.*

### **School Closing**

Occasionally school may be closed because of poor weather or other unusual circumstances. Please do not call the school or school personnel. The following TV/radio stations will be notified by school officials: KNOE-TV, KTVE-TV, KTBS-TV, KSLA-TV, KPCH-FM 99.3, KXXZ-FM 107.5, and KRUS-AM 1490.

### **Sexual Harassment**

Harassment on the basis of sex is a violation of state and federal law. Choudrant High School will not tolerate any sexual harassment on the part of any student towards another student or staff member. Harassment does not only depend upon the perpetrator's intention, but also upon how the person who is the target perceives the behavior or is affected by it. Conduct in violation of this prohibition will result in severe disciplinary measures. *See Section II for information on Sexual Harassment.*

### **Smoking and Tobacco Use**

Students are not permitted to smoke or use tobacco in any form at any time in the school building, on the school grounds, or within the area surrounding the school grounds. This applies to all school activities as well as the regular school day. Lighters and matches are also prohibited. *Violation of this rule will result in suspension from school.*

### **Student Harassment**

All students at CHS have the right to receive an education in an environment free from any form of harassment whether physical, emotional or sexual in nature. All incidents of harassment of any type or suspected harassment are to be reported to the school administration immediately. All reported incidents shall be investigated. *See Section II for information on Bullying, Intimidation, Harassment, and Hazing.*

### **Tardiness**

All students are expected to be seated in the classroom when the tardy bell rings. Students who do not adhere to this policy will receive a tardy. Students who must leave class to get items from their locker, use the restroom, etc. may receive a tardy if he or she arrives to class after the tardy bell. *Please refer to the Tardy Policy in the Appendix.*

### **Teaching and Learning**

It is the teacher's responsibility to teach and the student's responsibility to learn. Individual students will not be allowed to disturb the learning environment. Students have the right to learn in an environment free from distractions. Time in the classroom should be spent on task.

### **Telephone**

Students are allowed to use the school phone only in cases of emergency. Calling home for forgotten items will not be allowed. Permission must be given by a faculty member before the phone is used. Students will not be called out of class to accept phone calls. Only messages of an urgent nature are to be delivered to students. Students may not use any other telephone on campus except the office phone.

### **Testing**

Final Test exemptions are allowed for students with an "A" in the coursework for that subject. No student may take a final test early or late unless the reason for missing the test meets the guidelines for extenuating circumstances. Requests must be made in writing to the principal. Final tests will be given in all academic subjects. CHS reserves the right to create further exemption guidelines based on individual results of statewide testing.

Statewide standardized testing is required in grades 7-11. Tests are administered as follows:

**Grade 7 – 8** Louisiana Education Assessment Program in ELA, Math, Science, and Social Studies  
(8<sup>th</sup> grade will take Explore Test in Spring)

**Grade 9 - 12** – End of Course Tests in Biology, Algebra I, English II and English III, Geometry, and American History. 9<sup>th</sup> graders will take Explore Test in Spring; 10<sup>th</sup> graders will take Plan Test in Spring; 11<sup>th</sup> graders will take ACT in Spring. These tests determine eligibility for AP and/or Dual courses.

### **All students entered in high school by the 2010-2011 school year:**

Students must pass 3 End-of-Course tests in the following categories: English II or English III, Algebra I or Geometry, Biology or American History. The results of statewide testing are not the only factor in determining promotion. Refer to the Pupil Progression Plan for Lincoln Parish.

### **Textbooks**

Textbooks are furnished by the Lincoln Parish School System and are issued at the beginning of each term. Students who lose or damage a book while it is checked out to them will be required to pay for it. Damage fees will be assessed and charged based on damage and/or neglect of textbooks. Administration reserves the right to determine the damage fee of textbooks.

**Valuables**

The school assumes no responsibility for items of value that are lost or stolen. Students are highly encouraged to leave anything of significant value at home, including cash.

**Visitors**

Under no circumstance is a student to bring a visitor to school. Parents are always welcome, but must go directly to the office and receive permission before proceeding. If a conference or discussion with teacher is needed, it shall not be conducted during instructional time. No person is to be on campus without the consent of the school administration. Persons who are on campus in violation of this policy will be considered as trespassers and will be subject to criminal charges. *See Section II for information on Visitors to the Schools.*

**Volunteers**

Choudrant High School recognizes that volunteers can make many valuable contributions to the school. Therefore, CHS endorses a Volunteer Program in the school, subject to suitable regulations and safeguards, to be promulgated by the Principal or staff, in cooperation with the school. All volunteers should sign-in in the office in the designated Volunteer Binder.

**Weapons**

Weapons are strictly prohibited on campus. Any student or non-student carrying a firearm on school property shall be subject to imprisonment at hard labor for not more than five years (Act 833). Any student 16 years of age or older found guilty of being in possession of a firearm or knife on school property shall be expelled from school for a minimum period of twelve calendar months. Any student under 16 years of age and in grades 6-12 found guilty of being in possession of a firearm or knife on school property shall be expelled from school for a minimum of six calendar months (Act 620).

**Withdrawal Policy**

In order for a student to withdraw from school, a parent with picture identification, must come to school and complete necessary withdrawal documentation with the counselor. All student books must be returned and fees paid. Name and forwarding address of the new school is required.

**Zero Tolerance – Fighting**

Choudrant High School has established high expectations for behavior while students are at school or at school sponsored events. Proper authorities will be involved when necessary, and all procedures will be followed as indicated in the Student Handbook.

# APPENDIX

# Disciplinary Action

## Action Codes

ISS = In School Suspension  
 OSS = Out of School Suspension  
 RE = Recommend Expulsion

\*\*\*This grid is to serve as a general guideline and disciplinary actions may be altered at the discretion of the school or district administration.

<b><i>Infraction</i></b>	<b><i>1<sup>st</sup> Offense</i></b>	<b><i>2<sup>nd</sup> Offense</i></b>	<b><i>3<sup>rd</sup> Offense</i></b>
Assaulting Faculty or Staff	OSS – indefinite; RE	OSS – indefinite; RE	OSS – indefinite; RE
Careless/Reckless Driving	Vehicle restricted for 2 weeks	Vehicle restricted for remainder of school year	n/a
Cheating	Zero on work; ISS – 1 day	Zero on work; OSS – 1 day	Zero on work; OSS – 3 days
Cutting Class	ISS – 2 days	OSS – 3 days	OSS – 5 days
Defacing or Destroying School Property	OSS – 1 day; restitution	OSS – 3 days; restitution	OSS – 5 days; restitution
Destruction of others' property	Detention – 2 days; Restitution	ISS – 2 days Restitution	OSS – 1 days Restitution
Disruption During Assembly/Drills	ISS – 2 days	OSS – 2 days	OSS – 3 days
Disturbs the School	ISS – 1 day	OSS – 1 day	OSS – 3 days
Dress Code Violation	Correct violation	Correct violation; Detention – 1 day	Correct violation; Detention – 3 days
Eating/Drinking in Restricted Areas	ISS – 1 day	OSS – 1 day	OSS – 3 days
Entering Restricted Areas	ISS – 1 day	OSS – 1 day	OSS – 3 days
Fighting – Active Participant or Instigator	OSS – 2 days	OSS – 5 days	OSS – indefinite; Depending on severity
Flagrant Disrespect for Authority	OSS – 1 day	OSS – 3 days	OSS – 5 days
Forged Signature/Notes	ISS – 2 days	OSS – 3 days	OSS – 5 days
Gambling	ISS – 1 day	OSS – 1 day	OSS – 3 days
ISS Rules Violation	ISS – 2 days	OSS – 1 days	OSS – 2 days
Leaving Campus Without Permission	OSS – 1 day	OSS – 3 days	OSS – 5 days
Leaving Class Without Permission	ISS – 1 day	OSS – 3 days	OSS – 5 days
Misuse/ Lack of Hall Passes	ISS – 1 day	OSS – 2 days	OSS – 3 days
Not bringing materials to class	Detention – 1 day	Detention – 2 days	ISS – 1 day



On LBSB Property or in Attendance at LPSB Sanctioned Event While Under Out of School Suspension	3 additional days of suspension; possible referral to law enforcement	5 additional days of suspension; possible referral to law enforcement	OSS – indefinite; RE; possible referral to law enforcement
Possession of Alcohol and/or Illegal Drugs	OSS – indefinite; RE; refer to separate policy	OSS – indefinite; RE; refer to separate policy	OSS – indefinite; RE; refer to separate policy
Possession/Shooting Fireworks	OSS – 3 days	OSS – 5 days	OSS – indefinite; RE: refer to separate policy
Possession of Tobacco Products and/or Lighter or Matches	OSS – 1 day	OSS – 3 days	OSS – 5 days
Possession of Unauthorized Electronic Devices	ISS – 1 day; item will be confiscated and shall be released to parent	OSS – 1 day; item will be confiscated and shall be released to parent	OSS – 3 days; item will be confiscated and shall be released to parent
Possession of Weapons/Firearms	Refer to separate policy	Refer to separate policy	Refer to separate policy
Profane/Obscene Language/Gestures/Materials/Acts	ISS – 1 day or OSS – 1 day based on severity	OSS – 2 days	OSS – 3 days
Public Displays of Affection	Detention – 2 days	OSS – 1 day	OSS – 3 days
School Phone (unauthorized use)	ISS – 1 day	OSS – 2 days	OSS – 3 days
Sexual Harassment	OSS – 2 days	OSS – 3 days	OSS – 5 days
Stealing	OSS – 2 days; restitution	OSS – 5 days; restitution	OSS – indefinite; restitution; RE
Sleeping in Class	Detention – 1 day	ISS – 1 day	OSS – 1 day
Tampering with Fire Alarm/Intentionally Causing False Alarm	OSS – 5 days	OSS – indefinite; RE	OSS – indefinite; RE
Tardy to Class	See Tardy Policy	See Tardy Policy	See Tardy Policy
Threatening/ Harassing Students	OSS – 1 day	OSS – 3 days	OSS – 5 days RE: separate policy
Threatening Faculty/ Staff Member	OSS – indefinite; RE: separate policy	OSS – indefinite; RE: separate policy	OSS – indefinite; RE: separate policy
Transporting Students Off-Campus Without Permission	OSS – 1 day	OSS – 3 days	OSS – 5 days
Willful Disobedience or Habitual Violation of School Rules	ISS – 1 day	OSS – 1 days	OSS – 3 days

# Choudrant High School

## Tardy Policy

### 2015-2016

**Tardiness** for students is defined as not being in one's desk when the tardy bell rings. Students have ample time to gather books, materials, etc. and report to his or her classroom each period throughout the day. It is the responsibility of students and parents for students to report to school on time each morning.

Teachers are required to close their classroom doors immediately when the tardy bell rings. All students not in a classroom, should report to an administrator for a tardy slip. Only those students receiving a tardy slip should be allowed into the classroom. Administration will maintain records and administer consequences for tardies. The following guide will be used for **each semester**:

*Tardy #1 & #2– The student will receive a warning.*

*Tardy #3 – The student will receive 1 day detention at 7:00 A.M.*

*Tardy #4 – The student will receive 2 days detention at 7:00 A.M.*

*Tardy #5 – The student will receive 3 days detention at 7:00 A.M.*

*Tardy #6 –The student will receive 1 day ISS.*

*Tardy #7 - The student will receive 2 days ISS.*

*Tardy #9 or more – The student will receive 1 day OSS for each additional tardy and failure may result in coursework of classes.*

**\*\*Consequences for being tardy to detention will include an additional day in detention.**

**\*\*If the student is absent on the day he or she is assigned detention or ISS, a parent should notify an administrator. The student will have the opportunity to make-up the detention or ISS.**

**\*\*If the student does not attend ISS on the designated days, additional days in ISS or OSS will be assigned.**

# Contact Procedures

Parents, to obtain information or discuss concerns related to your child's education at Choudrant High School, please contact the individual outlined in the steps below:

## Step 1: Your child's teacher

Call the school secretary at 318-768-2541 or email your child's teacher to find out when your child's teacher has a planning period or to set up a conference after school. Email addresses may be found on the school's website: [choudranthigh@lincolnschools.org](mailto:choudranthigh@lincolnschools.org)

## Step 2: Mrs. Amy McGuire, Counselor at 318-768-2541 or [amcguire@lincolnschools.org](mailto:amcguire@lincolnschools.org)

Step 3: Mr. Tony Antley, Principal at 318-768-2541 or [tantley@lincolnschools.org](mailto:tantley@lincolnschools.org) or  
Mr. Chris Jones, Asst. Principal at 318-768-2541 or [chris.jones@lincolnschools.org](mailto:chris.jones@lincolnschools.org)

Step 4: Mr. Tim Nutt, Child Welfare and Attendance at 318-255-1430 or  
[tnutt@lincolnschools.org](mailto:tnutt@lincolnschools.org)

# Signature Page

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## **STUDENT SECTION:**

I have read the information in the Choudrant High School handbook. I understand the policies on discipline, electronic devices, dress code, drug use, bus safety and conduct, computer use, family involvement, and the school rules and regulations.

I agree to:

- attend school daily (except when absent for reasons due to illness or other excused reasons)
- arrive at school on time each day
- demonstrate significant effort toward completing all required homework assignments
- follow the school and classroom rules

I have read the Lincoln Parish School Board policy IFBGA, Acceptable Use Policy For School Computer Systems and the Internet — Student Use. I agree to follow the rules contained in these policies, I understand that if I violate the rules, my Internet privileges can be terminated and I will be subject to suspension and/or other disciplinary measures.

Student Name Printed \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_

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## **PARENT SECTION:**

I have read the information in the Choudrant High School handbook. I understand the policies on discipline, electronic devices, dress code, drug use, bus safety and conduct, computer use, family involvement, and the school rules and regulations.

I agree to ensure that my child:

- attends school daily (except when absent for reasons due to illness or other excused reasons)
- arrives at school on time each day
- completes all required homework assignments
- follows the school and classroom rules
- I also agree to attend all required parent and teacher or principal conferences

I have read the Lincoln Parish School Board policy IFBGA, Acceptable Use Policy For School Computer Systems and the Internet — Student Use. I hereby release the Lincoln Parish School Board, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's misuse, or inability to use, the Lincoln Parish School Board's system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Section 2

(Contains information from Lincoln Parish School System)

Absences and Excuses  
Attendance  
Bullying – Harassment  
Bus Standards  
Calendar 2015-2016  
Code of Conduct  
Communication between employees and students  
Compacts  
Compliance Statement  
Computer Acceptable Use policy for Students  
Contact Sequence  
Detention  
Directory Rights  
Discipline  
Dress Code  
Due Process  
Electronic Devices  
Equal Opportunity Statement  
Expulsion  
Gang Activity  
Grading Periods  
Health and Medical  
Homeless policy  
Illness and Accidents  
Parent Involvement Policy and Parents Right to Know  
Safety Statement  
Searches  
Sexual Harassment  
Student Drug Use Policy  
Suspension  
Teachers’ Bill of Rights  
Truancy  
Visitors to Campus