

**SIMSBORO SCHOOL
STUDENT HANDBOOK
2018 – 2019**



**ADDRESS: #1 TIGER DRIVE
SIMSBORO, LA 71275
TELEPHONE: (318) 247-6265**

SCHOOL COLORS: PURPLE AND GOLD

Table of Contents

Introduction	4
Mission Statement	4
Equal Opportunity Statement	4
Parents' Right to Know	4
Statement of Philosophy	4
Acceptable Use Policy for School Computer Systems and the Internet – Student Use	5
Administration/Office Staff.....	10
After School Activities	10
Afternoon Pick-Up.....	10
Alcohol, Tobacco, Drug, and Substance Abuse Education Program	10
Alma Mater.....	11
Announcements.....	11
Assemblies.....	11
Assignments	11
Athletics	12
Attendance, Absences, and Make-Up Work	12
Bathroom Procedures	13
Bell Schedule.....	14
Bicycles on Campus	14
Book Bags.....	14
Bullying Prevention Procedures	14
Bus Standards of Conduct	14
Cafeteria	15
Calendar	16
Car Transportation	16
Change of Address	16
Cheating Consequences.....	16
Check Out Procedure	17
College Visit Days.....	17
Communicable Diseases	17
Concessions	18
Contraband	18
Counselor's Office.....	18
Credit Recovery/Seat Time Recovery.....	18
Crisis Plan and Disaster Drills	19
Dances.....	19
Deliveries at School	19
Discipline/Corporal Punishment	19
Dress Code/Uniform Policy	20
Drug-Free Zones.....	22
Dual Enrollment/Clep	23
Electronic Communications Between Employees and Students	23
Electronic Telecommunication Devices	25
Emergency Closing of Schools	26
Extracurricular Activities and Clubs.....	26
Fees.....	26
Fighting Consequences	27
Field Trips	27

Fundraising Sales 27

Gang Activity 27

General Rules of Conduct..... 27

Grading Periods 29

Grading Scale 29

Graduation Requirements..... 29

Hall Passes 30

Homecoming..... 30

Honor Classes 30

Honor Roll..... 30

Immunizations..... 30

In-School Detention, Morning Detention, Saturday Detention, Suspensions, and Expulsions 31

Instructional Time..... 33

Insurance 33

Interscholastic Athletics 33

Library 35

Lockers 36

Locker Searches 36

Lost and Found..... 36

Medical & Health Guidelines 36

Mr. and Miss SHS 37

Parent Conferences 37

Parent And Family Engagement 37

Parties..... 38

Physical Education..... 38

Pictures..... 38

Private Vehicles/Parking 38

Progress Reports 39

Promotion Guidelines..... 39

Report Cards..... 39

Safety..... 39

Schedule Changes..... 39

School Spirit..... 39

Sexual Harassment..... 40

Social Media 40

Student Concerns/Parental Contact Sequence..... 40

Student Organizations 41

Students’ Due Process Law 42

Supplies 42

Tardy Policy 43

Telephone Usage..... 43

Testing - General 44

Testing Dates - Accountability..... 44

Textbooks 44

Tops Curriculum Requirements 44

Valedictorian/Salutatorian 44

Visitors To School 44

Vandalism And Property Damage..... 45

Volunteers..... 45

Withdrawals And Transfers..... 45

INTRODUCTION

The policies and procedures contained in this book are the results of concerted effort on the part of the faculty, students, and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to your school and become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within your school which will prepare you to live a better life and finally take your place in the complex society. Policies and guidelines stated in this handbook apply to all school sponsored events and activities. Remember that your success in this school will be directly proportional to your efforts.

Our school welcomes you to its ranks, and we hope that you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do the things which will make it outstanding.

MISSION STATEMENT

School Mission: "Building a Better Tomorrow...One Student at a Time"

District Mission: "A Quality Education for a Quality Life"

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 A 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. ALL STUDENTS HAVE EQUAL RIGHTS TO COUNSELING AND TRAINING.

PARENTS' 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.

STATEMENT OF PHILOSOPHY

In compliance with the philosophy of the Lincoln Parish School Board, the focus of Simsboro High School is on the student, the parents, and the community. We believe that **all students can learn**. The teacher is a key figure in carrying out the learning process; however, the student's parents are very important agents in a child's educational achievements. We believe that with all proper guidance and assistance from parents, teachers, and community each student will have the opportunity to develop to the maximum extent academically, morally, socially, physically, emotionally, and culturally.

We at Simsboro High strongly believe that if students are given these opportunities they can harvest the fruits of academic success. We further believe that academic achievement is a major prerequisite for succeeding in life, and we should never settle for mediocrity.

The PURPOSES of education as set forth by this school and the Lincoln Parish system are:

To help students achieve curricular by using the complete curriculum as the teacher's guide for teaching and learning.

1. To help students develop good physical and mental health.
2. To help students learn to receive and express ideas effectively.
3. To help students understand our constitutional form of government and accept the responsibility and obligations of good citizenship.
4. To help students understand and learn the use of the scientific approach to problem solving in real life situations to develop their thinking ability in order for them to make worthwhile contributions to society.
5. To help students acquire responsible skills in order that they may take their place in the economic world.
6. To help students understand and learn to recognize and appreciate, ethical, esthetic, and moral values and to be responsible for their behavior.
7. To provide a smooth transition from elementary to high school in a departmentalized educational setting.

ACCEPTABLE USE POLICY FOR SCHOOL COMPUTER SYSTEMS AND THE INTERNET—STUDENT USE

In an effort to provide students the vast resources accessible through a computerized information resource system such as the Internet, the Lincoln Parish 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.

INTERNET SAFETY

The Lincoln Parish School Board shall incorporate the use of Internet protection measures, either hardware or software, that are designed to restrict or filter access to specific areas or sites on Internet. Such measures provide protection against access by minors or adults to Internet resources that are or contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing, or material harmful to minors (with respect in Internet access by minors), or are otherwise inappropriate in an educational environment.

It is the policy of Lincoln Parish School Board that all Internet access from within Board facilities be filtered with no exceptions. In the case of Internet access by minors, the filtering mechanism may not be disabled for any reason. However, the School Board does not prohibit employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1000, for legitimate scientific or educational purposes approved by the Board. For access by adults, the filtering mechanism may be, but is not required to be disabled, to enable bona fide research.

The Board recognizes that filtering or blocking technology is not 100% effective. School administrators may request the blocking of additional sites that are deemed inappropriate for their students. This request shall be in writing to the district technology coordinator. The possibility exists

that all inappropriate content may not be blocked or that a determined person may find a method to partially or completely circumvent the filtering or blocking method.

If a person feels an Internet site has been blocked in error, a written request from the school or central office department head must be submitted to the District Technology Coordinator, who will review the site in question. If it is deemed that the site is wrongly blocked, the site will be opened. If there is any question about the appropriateness of the site, the Coordinator shall make a recommendation to the Superintendent for a final decision.

In addition to filtering requirements, the Board shall maintain regulations which:

- Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
- Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as *Instant Messaging*;
- Prohibit unauthorized access, including what is now known as *hacking*, and other unlawful online activities by minors online;
- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Institute measures designed to restrict minors' access to materials harmful to minors.

Guidelines are provided so that Internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of network resources. The student and parent of guardians shall sign an *Acceptable Use of Computers and Internet Agreement*, which shall be required before any student shall be allowed to use school system computers. The student and/or parent/guardian signatures shall be legally binding on all parties and shall indicate they have read the terms and conditions carefully and understand their significance.

ACCOUNTABILITY

Student use of school computers or the School Computer System (SCS) shall be reserved for academic purposes only. All students using a school computer or a computer network located on school property, or computers accessing the Internet shall be accountable for its use. This shall include, but not be limited to (a) unauthorized use resulting in expenses to the school; (b) equipment damage; (c) use of unauthorized software; (d) privacy and copyrights; (e) tampering; (f) accessing obscene and objectionable materials; (g) sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language; and (h) any action that is deemed inappropriate by the supervisory personnel.

Student or class files on the network are analogous to school lockers, that is, these accounts will be treated as district property subject to control and inspection, rather than private property which cannot be searched without just cause. Access codes or passwords shall be assigned by the teacher if and/or when it is needed. The teacher shall keep a record of these accounts in case an inspection is warranted. Use of the Internet and/or the SCS is considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet and the SCS. No students will be allowed to use the Internet and/or the SCS unless a signed consent form is on file.

UNAUTHORIZED AND ILLEGAL USE

Students must be under the supervision of a teacher, monitor, principal, librarian, or supervisor while using the School Computer System (SCS) or any school computer. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the SCS that incurs expenses to the school other than the monthly user fees

and rates shall be strictly prohibited. Furthermore, the computer system shall not be used for commercial, political or religious purposes.

Use of the network for any illegal activities shall also be prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

PRIVACY AND COPYRIGHTS

All students must adhere to the Copyright Law of the United States (P.L. 94-553), and to the Congressional Guidelines that delineate it regarding software, authorship, and copying information. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. Reposting personal communications without the original author's prior consent shall be prohibited. To do this is a violation of the author's privacy. All persons who willfully violate copyright laws do so without the sanction of the Board and at their own risk and assume all liability and responsibility. However, all messages posted in a public forum such as news groups or list serves (a means of broadcasting and E-mail message for the purpose of maintaining a discussion list) may be copied in subsequent communications, so long as proper attribution is given.

The School Board directs that:

1. Unlawful copies of copyrighted materials shall not be produced on Board-owned equipment of within Board-owned facilities.
2. Unlawful copies of copyrighted materials shall not be used on Board-owned equipment, within Board-owned facilities, or at Board sponsored functions.
3. Information about copyright law and guidelines shall be made available to all employees.

INSTALLING PRANK SOFTWARE

Students should avoid the knowing or inadvertent spread of computer viruses and/or worms. Computer viruses and/or worms are programs that have been developed as pranks, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus and/or worm, students shall not import files or programs from home or from unknown or disreputable sources. If a student obtains software or files from remote sources, proper procedures should be followed to check for viruses and/or worms before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or any spreading of computer viruses and/or worms shall be considered criminal activity under state and federal law. No software shall be loaded without the permission of the administration.

OBJECTIONABLE MATERIALS

Profanity or obscenity shall not be tolerated on the network. All users should use language appropriate for school situations as indicated by school codes of conduct. Offensive or inflammatory speech should be avoided. The rights of others must be respected both in the local network and the Internet at large. Personal attacks are an unacceptable use of the network. If a user is the victim of a flame, a harsh critical or abusive statement, the user should bring the incident to the attention of a teacher or system administrator. It is usually better not to respond. Furthermore, retrieving and/or viewing pornographic or obscene materials shall not be allowed.

The SCS shall be used for academic purposes only. Conduct that is in conflict with the responsibilities outlined in this document will be subject to loss of network privileges.

Special restrictions by the school or district may be implemented in order to meet special needs provided that School Board policy is not violated.

USE OF THE INTERNET

The Internet is a vast global computer network that provides access to major universities, governmental agencies, other school systems, municipalities, commercial providers of data banks, and marketing services.

Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the Lincoln Parish School Board. Any persons using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner and must have a consent form on file. The Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

1. Appropriate language and manners which demonstrate honesty, ethics and respect for others shall be required.
2. Individual students shall not be permitted to have E-mail accounts. Only classes as a whole or teachers and administrators may be permitted to have an E-mail account. Only appropriate teacher of class messages shall be allowed.
3. No personal addresses, personal phone numbers, or last names shall be permitted on the Internet. Only first names and last initials shall be used to identify students and/or faculty in photographs posted on the Internet. Schools must obtain parental permission prior to posting student photographs on the Internet. Pseudonyms, impersonations, and anonymity are not permitted.
4. Illegal activities, including copyright or contract violations shall not be permitted.
5. Students shall not be allowed access to online instant messenger programs, chat rooms and/or other forms of online communication.
6. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
7. Threatening, profane, harassing, or abusive language shall be forbidden.
8. Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.
9. No user is permitted to knowingly or inadvertently load or create a computer virus and/or worm or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software shall be installed without the consent of the assigned administrator.
10. Resources offered by the Internet and paid for by the Board may not be willfully wasted.
11. A student may not attempt to access any Internet resource without the prior consent of the teacher.
12. Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
13. Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.
14. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
15. Any subscription to list serves, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.

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. The Internet Usage Contract **must** be signed by both students and parents and returned to the homeroom teacher at the beginning of school.

ADMINISTRATION/OFFICE STAFF

Principal – Rusty Farrar
K-6 Director – Angela Hoffman
Assistant Principal – Patrick Findley
Athletic Director – Josh Brown
School Counselor – Monika Locke
Curriculum Specialist – Sheila Nugent, Ed.D
Coordinating Teacher- Leigh Ann Williams
Receptionist – Mary Smith
Bookkeeper – Michele Brown

AFTER SCHOOL ACTIVITIES

After school activities are a part of the school operation. Various activities such as athletic events, banquets, athletic practices, dances, etc. are treated as a school activity. All school rules apply for these events as well as behavior while traveling to/from these events. If a student is suspended out-of-school, he/she is prohibited from attending any after school activities during suspension days. **(See OUT-OF-SCHOOL SUSPENSIONS, p. 30)**

AFTERNOON PICK-UP

Students load the school buses at 3:15 PM. Buses leave the parking lot at approximately 3:20 PM. Car riders in grades 7–12 are picked up by the front entrance of the school. It is very important that arrangements are made prior to the dismissal of school for students to be picked up promptly.

If there is to be any change of transportation for a student, then the student must bring notification IN WRITING when he/she comes to school that morning. Phone calls to the office to change students' means of transportation are not allowed. In the event of an unavoidable change, a parent may bring or send a signed note to the office. Any student who has not been picked up by 3:40 and whose parent or emergency contact person has not been available for contact will be taken home by the school resource officer (SRO).

ALCOHOL, TOBACCO, DRUG, AND SUBSTANCE ABUSE EDUCATION PROGRAM

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 (9) is involved for a minimum of **sixteen (16)** contact hours every school year, and every student in grades ten (10) through twelve (12) is involved for a minimum of **eight (8)** contact hours each 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, and/or substance abuse problem.

Any student enrolled in school who is identified as having a substance abuse problem, including manufacturing 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 appropriate recommendations for treatment, counseling, or order appropriate action to the principal or the school.

ALMA MATER

In our Simsboro School we're working striving for the best;
For we know success depends on things of high school days.

Simsboro, Simsboro we adore thee; you're our noble school.
Not a boy or girl would ever act against a rule.

When our school days are all over and in life we go,
Choice of work will show our aims in things of high school days.

Simsboro, Simsboro we adore thee; you're our noble school.
Not a boy or girl would ever act against a rule.

ANNOUNCEMENTS

1. Students **WILL** be seated, quiet, and listen to **ALL** daily announcements.
2. Teachers will remain in the classrooms with students during announcements.
3. Students **MUST** hear and heed **ALL** announcements.

ASSEMBLIES

At all times the students' behavior should be refined and courteous. An indication of the respect level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled clapping or laughing, boisterousness, and talking or yelling during a program.

ASSIGNMENTS

HOMEWORK

A student's success with homework is dependent upon his/her own efforts. To help develop responsibility and self-discipline in completing assignments, students should:

IN CLASS

1. Keep an assignment book to write complete instructions for work.
2. Ask your teacher for complete instructions before leaving class.
3. Take all instructions, books, and materials needed to complete work home with you.

AT HOME

1. Have a special time each day to do homework.
2. Have a special place to work, free from noise and disturbances.
3. Have a plan for completing work.

4. Check your work carefully when finished.
5. Review what you have done in class.
6. Put all completed assignments together in one place when finished, so you will be less likely to forget them the next morning.

ATHLETICS

The purpose of athletics is to promote physical, mental, moral, social, and emotional well-being of the individual players. Varsity and Jr. Varsity athletics at Simsboro High School include girls' and boys' basketball, baseball, softball, track, cross country, dance and cheerleading. All athletic events are played under the guidelines of the LHSAA and its regulations.

Interested players should contact the head coach at the beginning of the school year. Basketball begins in August and extends to March, starting dates will be announced for baseball, softball, track, dance, and cheerleading is all year long.

ELIGIBILITY REQUIREMENTS:

1. Be in good standing with the school.
2. Be a regular student carrying eight (8) subjects or five (5) for seniors.
3. Maintain a minimum grade point average of a "C" or the GPA required by the coach.
4. Can NOT be nineteen (19) years of age before September 1st of the current academic year.
5. Junior high athletes can NOT be fifteen (15) years or age before September 1st of the current academic year.
6. Present a birth certificate.
7. Complete eligibility within eight (8) consecutive semesters after entering 9th grade.
8. Must have passed six (6) out of eight (8) LHSAA approved subjects per year.
9. Seniors must be enrolled in five (5) classes and must pass all five (5) to be eligible.
10. Meet all transfer rules.
11. Have proper insurance and parent permission forms signed and on file.
12. Must have passed a physical exam by a certified physician.
13. Must have signed the appropriate Substance Abuse/Misuse Policy as designated by the LHSAA.
14. Must comply with the rules that are established for each sport by the coach and/or administration.
15. A student can be disqualified from athletic participation on an out-of-school suspension.
16. If a student is suspended, he/she is **NOT** allowed to attend any athletic/after school event while the suspension is in effect.

If you move during the school year, you must notify your coach and the school office BEFORE competing in any more athletic events.

These events are sponsored and monitored by authorized administrators, faculty, and parents. All rules of conduct apply and any infraction will require immediate escort off campus with prescribed disciplinary action to be taken on the first school day after the activity.

ATTENDANCE, ABSENCES, AND MAKE-UP WORK

Students are expected to be in school, except in cases of emergency or for reasons as explained in the code below. Recent changes in Louisiana law ([Bulletin 741](#)) mandate that students be present 94% of the required time in order to earn credit for the year. This means that Lincoln Parish students may now miss **no more than 10 days per school year** (for high school students, 5 absences per ½ credit course). These days include parent excused, out-of-school suspensions and unexcused

absences. ON the 11th absence, students may lose credit for course(s). Credit Recovery/Seat Time Recovery will be available. **(See Mrs. Locke for details.)** For all absences in excess of ten (10) days, either a doctor's excuse or principal's approval for extenuating circumstances is required. **ALL** excuses must be submitted to the office within 5 days of returning to school.

1. Students will be allowed to make up any missed work if a written excuse is submitted. (Example: doctor's note, parent note, court letter, etc.)
2. Parent notes only allow a student to make up missing work. A parent note does not excuse the absence and the absence will count towards the total number of missed days.
3. Unexcused absences are any absences where no documentation has been provided to the school within 5 school days. Students may be given failing grades for those days missed and may not be given an opportunity to make up work.
4. Suspensions are unexcused absences for which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether or not a student may or may not be promoted. Students absent from school as a result of any suspension shall be counted as absent and the absence will count towards the total number of missed days.

Steps to follow when absent:

1. Submit documentation for absence (funeral program, parents note, Dr.'s note, etc.). Students in grades 7–12 must present their excuses to the office for consideration.
2. Ask all teachers for make-up assignments. Assignments that are not made up will be reflected in your grade. **Each student is responsible for seeing that make up work is completed.** Students have equal number of days to complete work as those days missed.

Driver's license/permit suspension:

In accordance with state law, students are obligated to attend school regularly and be in attendance a minimum number of days/minutes during the school year. A student who has dropped out of school or who has been determined to be habitually absent (ten unexcused absences per school year) may have his driver's license or learning permit suspended upon notice by the school to the Office of Motor Vehicles.

In addition, a student's driver's license or permit may also be suspended when written notification is provided the Office of Motor Vehicles from the principal that the student has been expelled or suspended from school due to violations of state law or board policy relative to the sale or possession of drugs, alcohol or any other illegal substance, the possession of a firearm on campus or an infraction involving assault and battery of a member of the school faculty or staff.

Additional information regarding the specifics of this policy may be obtained at the school board's website, www.lincolnschools.org.

BATHROOM PROCEDURES

Students must use the restroom at designated times only unless there is an emergency. Students must have a restroom pass signed from their teacher in order to use the restroom during class time.

BELL SCHEDULE

7 th – 8 th Grade Students		9 th – 12 th Grade Students	
7:38 - 8:34	1 st Period (51 min.)	7:38 - 8:34	1 st Period (55 min.)
8:37 - 9:27	2 nd Period (50 min.)	8:37 - 9:27	2 nd Period (50 min.)
9:30 - 10:20	3 rd Period (50 min.)	9:30 - 10:20	3 rd Period (50 min.)
10:23 - 11:13	4 th Period (50 min.)	10:23 - 11:13	4 th Period (50 min.)
11:16 -12:04	5 th Period (48 min.)	11:16 - 12:06	5 th Period (50 min.)
12:04 - 12:36	Lunch (30 min.)	12:09 - 12:36	Lunch (30 min.)
12:39 - 1:29	6 th Period (50 min.)	12:39 - 1:29	6 th Period (50 min.)
1:32 - 2:22	7 th Period (50 min.)	1:32 - 2:22	7 th Period (50 min.)
2:25 - 3:15	8 th Period (50 min.)	2:25 - 3:15	8 th Period (50 min.)

BICYCLES ON CAMPUS

If a student chooses to ride a bicycle to school, they are responsible for securing the bicycle. Neither Simsboro High School nor Lincoln Parish School Board will be held responsible for any student's bicycle.

BOOK BAGS

“Book Bags” **MUST** be clear/mesh and must also be placed in the locker before going to class. Book bags with rollers are not permitted. Gear bags/athletic totes may **NOT** be used as book bags and may **NOT** be carried around while at school. Ample time will be given for students to go to their lockers. Purses no larger than 10” by 10” can be brought to school. No purses are allowed in the classroom. Only pencil cases are allowed in classrooms.

BULLYING PREVENTION PROCEDURES

Simsboro High School and Lincoln Parish School Board are committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels threatened while in school or participating in school-related activities. All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy. Report any and all incidence of bullying to teacher or administration immediately and proper discipline will be administered. **(See District Handbook)**

BUS STANDARDS OF CONDUCT

Riding to and from school, or on a field trip, is a privilege. With that privilege goes the responsibility of obeying bus regulations. Each student is given a form at the beginning of each year that states all bus regulations. The parent and student are required to sign and return the form to the school where it is kept on file.

1. Board the buses in an orderly manner and take a seat.
2. Remain seated and quiet while on the bus.
3. Keep arms, head, and all objects inside the bus at all times.
4. Follow the instructions of the school bus driver. He/she is in charge at all times.
5. The same behavior rules are expected on the bus as are expected at school.
6. If a student misbehaves, then he/she may not be allowed to ride the bus. This decision is at the discretion of the administration.

- Fighting on the bus will result in an automatic suspension from the bus and school. The number of days suspended will be assigned by the administration. Additionally, the appropriate police authorities will be notified.

READ THE PARISH POLICY ABOUT BUS PROCEDURES. BE SURE TO SIGN SAYING THAT YOU AND YOUR CHILD HAVE READ THE POLICIES AND RETURN TO SCHOOL.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. All students may pay by the month or pay daily. Applications are available for those students who qualify for free or reduced lunch. You may bring your lunch from home and eat it in the cafeteria. No restaurant packaging (i.e. bags, containers, cups, etc.) allowed in the cafeteria. **NO FORKS, KNIVES, OR GLASS BOTTLES** are allowed to be brought to school. All drinks that are brought from home must be consumed **only** during the set breakfast and lunch times.

Students may not leave campus for lunch and may not send out for lunch. Parents and other approved visitors are allowed to eat with their child/student **ONLY** on designated days. Example: Lower elementary for Thanksgiving or Christmas.

The lunchroom management and the school administrators expect you to know:

- Go to the lunch line in an orderly fashion and wait your turn to be served.
- Never cut in line.
- Deposit all lunch litter in the wastebasket.
- Leave the table and floor around your place clean.
- No food is to be taken from the cafeteria area. This includes juice, fruit, milk, etc.
- Loud talking, noise, or rowdy behavior is **NOT** acceptable.
- After lunch, students should report to designated areas for the remainder of the lunch period.
- When the weather is inclement, students will report to designated locations.
- Lunches must be paid for in advance. Credit will **NOT** be given.
- Breakfast – students will sit in designated locations and will fill in chairs upon arrival to tables.
- Students are not to enter the school building with food, drinks, etc. **ALL** food brought to school must be in a lunch box or bag and must be eaten inside the cafeteria.

MEAL PRICES

Category	Breakfast	Lunch
<i>LPSB Employees</i>	\$1.50	\$3.00
<i>Visitors</i>	\$2.75	\$5.00

CALENDAR

EVENT	DATES
First Day for Students --Half Day	Thursday, August 16, 2018
First FULL DAY for Students	Friday, August 17, 2018
Labor Day -- Closed	Monday, September 3, 2018
Columbus Day -- Closed	Monday, October 8, 2018
Staff Development Day -- No Students	Tuesday, October 9, 2018
End of 1st Nine Weeks	Friday, October 19, 2018
Thanksgiving Break -- Closed	Monday, November 19 - Friday, November 23, 2018
Last FULL Day of School before Christmas Break	Wednesday, December 19, 2018
Christmas and New Year's Break -- Closed	Thursday, Dec. 20, 2018 - Friday, January 4, 2019
End of 2nd Nine Weeks and 1st Semester	Friday, January 11, 2019
Martin Luther King Jr. Day -- Closed	Monday, January 21, 2019
Presidents' Day -- Closed	Monday, February 18, 2019
Staff Development Day -- No Students	Tuesday, February 19, 2019
End of 3rd Nine Weeks	Friday, March 15, 2019
Spring Break -- Closed	Monday, March 25 - Friday, March 29, 2019
Easter Break -- Closed	Friday, April 19 - Monday, April 22, 2019
*Last Day for Students -- Full Day	Thursday, May 23, 2019
End of 4th Nine Weeks and 2nd Semester	

CAR TRANSPORTATION

Parents: Please be aware of and follow these rules for the safety of your child and for better movement of the traffic.

1. Students shall not be dropped off in the mornings before 7:20 AM.
2. 7-12 grade students will be dropped off at the front entrance of the school. K-6 grade students will be dropped off in the back of the school.
3. High school students wishing to drive to school **MUST** obtain a parking decal through the school office. **(See PRIVATE VEHICLES/PARKING, p. 37)**
4. Class begins promptly at 7:43 AM. Students will receive a tardy if they are not in class at that time.
5. Loud music or profanity coming from vehicles is prohibited while on SHS campus. Reckless driving is prohibited.

CHANGE OF ADDRESS

If at any time during the school year a student moves to a different address, the change must be reported to the school counselor. **If a student moves out of SHS school district, they are required to move to a school in that district rather than continuing to stay at SHS.**

CHEATING CONSEQUENCES

Cheating includes, but is not limited to copying someone else's work, using sources during a test that have not been authorized by the teacher, or otherwise attempting to receive credit for work that is not original to that student. Students who knowingly or willfully allow others to use their work will be considered to be cheating. The following consequences for cheating will be implemented:

- **1st Offense** – Notification of parent by the teacher and loss of credit for the assignment.

- **2nd Offense** – Loss of credit plus written referral and ineligibility or expulsion from all extracurricular and service organizations.
- **3rd Offense** – Loss of credit plus one day suspension.
- **4th Offense** – Loss of credit plus two days suspension and parent conference.

CHECK OUT PROCEDURE

Students are not permitted to leave the school grounds at any time during the school day without permission from the office. Failure to follow the proper procedure will be considered skipping/truancy and students will be subject to disciplinary action. Students will be counted absent for classes missed.

Procedure to check out:

1. **A student may only be checked out by those who are designated on the student's demographic information and must come to the school office to do so.**
2. A student must have permission from parent or guardian in writing. The office will call for verification, when necessary.
3. Parents **must** come to the office and fill in appropriate information on available check-out documents.
4. Office staff will call for the student to come and check out. Students will not be called to the office unless a parent/guardian is on campus.
5. If a student returns to school after being checked out, he/she must sign back in through the main office.
6. **Phone check outs will not be allowed.**

A student who is going home by any method (including bus change) that is not stated on his emergency card must have a signed, dated note from the parent. Any student under 18 years old wishing to walk home or ride a bike must have written permission from parents. Students will not be allowed to change their means of transportation just by telling us that the parents told them to do something different. We follow this procedure for the safety of your child.

Students **MAY NOT** be checked out after 2:40 PM. A student **MAY NOT** be checked out during a midterm/final exam or standardized test. The student must remain in the class until the bell rings.

COLLEGE VISIT DAYS

Seniors are allowed two (2) days for visiting colleges. Any senior wishing to be excused from class to visit a college must go through the counselor's office. Juniors may have a college visit with permission of counselor.

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 Blood-borne Pathogen Standards set by OSHA (Occupational Safety & Health Administration). **(See District Handbook)**

CONCESSIONS

The concession stand will be open after students in grades 7–12 have eaten lunch. Concession items must be eaten only in designated areas near the gym. **Students may NOT carry concession items into other parts of the building. Be sure to place trash and containers in trash bins.**

CONTRABAND

Students shall **NOT** bring the following items to school (including, but not limited to): **CD's, MP3 Players, I-pods, Digital Cameras, Camcorders, Walkie Talkies, Blankets, Wallet Chains, Lasers, Fidget Toys (spinners/cubes/etc.), Dangerous Objects, Alcohol, Tobacco (including vaping product and nicotine gum), Drugs, ANY object that may be used as a weapon, Video Games (Nintendo DS, etc.), ANYTHING that may distract from the teaching and/or learning process, magazines that contain pornography, books that contain excessive profanity, and ANY items that SHS administration deems unsafe and/or unnecessary in the school environment.**

NOTE: If above mentioned contraband items are brought to school, SHS or LPSB **shall not** be responsible for lost or stolen items. Items collected, except for cell phones, will be returned to a parent or guardian upon signature of the proper forms that will have to be filled out at SHS. If items are collected again, they will be returned only at the end of the school year. Otherwise, items will be donated to charity organizations. **(See ELECTRONIC TELECOMMUNICATION DEVICES, p. 24)**

COUNSELOR'S OFFICE

Counseling service is available to **ALL** students. Many problems, concerning both school and personal life, can be helped by talking to a trained person. The school counselor will be available to help you with these problems. Students wanting to see the counselor may do so before school, during lunch, and after school. The counselor will help you by providing information on grades, schedules, and courses. Also, she will counsel with you if you have a personal problem. Students who wish to see the counselor need to have a pass from a teacher or counselor before going to the office. You may not leave your class without a pass from your teacher.

If the counselor is busy when you get to her office, sign your name on the roster and return to class. The counselor will call for you when she is available. **If the counselor is not in, do NOT wait. Return to class.**

The purpose of the counseling program is to help each individual student achieve their highest growth mentally, emotionally, and socially. We try to do this in several of the following ways:

1. Helping all students feel at home with new teachers and friends in a different setting.
2. Having conferences whenever a student, teacher, or the counselor deems it necessary.
3. Conducting a testing program designated to help the student learn as much as possible about their capabilities.
4. Encouraging the opportunity to talk things over with any student, parent, or teacher.
5. Encouraging our teachers to be a viable part of our counseling program.
6. Making students aware of different educational opportunities/requirements.

CREDIT RECOVERY/SEAT TIME RECOVERY

Students who fail to meet the attendance requirements or fail a class may use Morning Detention or Saturday Detention to make up hours and/or credit. Failure to recover missed time and/or credits may result in failure for that subject and/or not graduating.

CRISIS PLAN AND DISASTER DRILLS

A crisis plan has been written for Simsboro School covering almost every conceivable disaster or emergency. Practice drills will be held periodically throughout the year. During a drill, students should adhere closely to the teachers' instructions. A drill is no time for foolish or uncooperative behavior.

TORNADO DRILLS – A tornado procedure has been set up for the school. Students should make certain that they understand what they should do in case of a tornado, because any delay could be the difference between injury and safety.

When the tornado alarm is sounded, all students and teachers should report to their assigned areas of safety and kneel down with hands clasped over the back of the head. Students should move quietly and quickly to their assigned areas of safety in order to hear instructions that are given by the principal or teachers. Your safety and health are dependent upon your following the rules of tornado safety. Procedures will be practiced often to help insure student's understanding and safety.

FIRE DRILLS – A fire drill plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students will leave the room. Before leaving the room, all windows are to be closed and lights are to be turned off. No one is to pass another or break the line. Running is **NOT** permitted.

Students are to remain at least fifty (50) feet away from the building until the signal is given by the principal or their authorized representative to return. Order is critical for the safety of the students.

Parents or guardians will be notified by either text alert or/or webpams communication in the event of a major crisis or emergency situation. Parents or guardians are encouraged to update contact information as often as needed.

DANCES

Simsboro School has 2-3 school dances throughout the year. Dress must be appropriate. Dance beginning and ending times are determined by the sponsor(s). Parents must pick up their children promptly. Only 9-12 grade students may attend HOMECOMING and PROM. Students from other schools must have a Dance Permission Slip completed by their school. **NO ONE** over the age of 20 may attend any dance. All fees must be paid and students must be in good standing with the school to attend any Simsboro Dance.

DELIVERIES AT SCHOOL

Deliveries of flowers, balloons, candy, etc. are accepted by the front office on special occasions and delivered to the student at the end of the school day. Deliveries of food are **NOT** to be brought and will be **NOT** accepted by the office unless it is a class sponsored event. Students that ride the bus are **NOT** allowed to bring any glass or balloons on the bus.

DISCIPLINE/CORPORAL PUNISHMENT

Simsboro School administrators, with the backing of the Lincoln Parish School Board, operate on the premise that every child has the right to the best possible educational experiences. In that perspective, we hold the belief that no one has the right to interfere with a teacher's right to teach or a student's right to learn. This code of conduct is basic to all rules and regulations at our school. Therefore, we do not allow any student to display behavior that disrupts one's teaching or learning.

Although allowable by law following strict guidelines, corporal punishment will not be used at Simsboro School.

There are **basic schoolwide positive behavior expectations/rules** that must be followed inside and outside the classroom. The student must:

1. Be Prompt.
2. Be Prepared.
3. Be Polite.

Student Responsibilities

1. Keep track of your own work and responsibilities.
2. Be on time for class and begin your work promptly.
3. Ask for help when you need it.
4. Complete assignments and turn work in on time.
5. Accept responsibility for your actions.
6. Be respectful of all school and district employees.

Consequences

If a student breaks a classroom or school rule, he/she will be subject to consequences set by the teacher. A student who fails to display behavior which is acceptable to their teacher will be referred to an administrator. Consequences can include but are not limited to:

1. Counseling
2. Parent/Principal Conference
3. Verbal Reprimand
4. Lunch Detention
5. In-School Detention
6. Saturday Detention
7. Suspension
8. Recommend Expulsion

DRESS CODE/UNIFORM POLICY

The purpose of a dress code is to ensure an effective learning environment, to maintain a favorable school image, and promote positive self-images among students. Cleanliness and neatness are key elements to an effective dress code and are vital to a student's preparation to learn.

Consequences of improper dress code will be referrals to administration. Students will be sent to IN-SCHOOL DETENTION if not in compliance. Referrals can be made by any staff member. Dress code will begin the first day of school and be enforced all year.

The dress code may be amended by the administration as deemed necessary. The Simsboro dress code includes but is not limited to the following:

General Dress Code Rules:

1. Apparel should be worn as designated, i.e. belts buckled, pants at the waist, shoestrings tied, shirts tucked, etc.
2. Clothing should be clean and free of holes, tears and writing.
3. There will **NOT** be any mutilation including tearing, ripping, or cutting of hems, cuffs, sleeves, or body allowed.
4. The uniform **MUST** be in the correct size to avoid any sagging. **NO** oversized or excessively tight clothing is allowed.

5. **ALL** shirts and blouses must have sleeves. Undershirts, tank tops, halter tops, low-cut blouses, crop-tops, and spaghetti straps are **NOT** allowed to be worn as your regular top.
6. Clothing that allows the showing of undergarments shall not be worn. See through apparel **CANNOT** be worn.
7. ALL under shirts must be free of slogans or pictures. Under shirts **MUST** be plain white, gray, or the same color as the uniform shirt worn.
8. Sunshades are **NOT** permitted.
9. Hoodies are **NOT** permitted. Including pull over and zip up.
10. **JEWELRY** – No excessive jewelry. Necklaces with medallions may **NOT** be worn. Earrings of any kind other than studs are prohibited. **NO** body piercings are to be visible.
 - Male students are not allowed to wear earrings.
 - Female students may wear one set of stud earrings. No excessive jewelry allowed.
 - No rings, studs, etc. are allowed in any piercings other than the one pair of stud earrings allowed for female students.
11. Body or face glitter is not allowed. Male students are not allowed to wear make-up (eyeliner, etc.).
12. Tattoos must be covered if they contain inappropriate (as determined by the administration) words, symbols, and/or pictures.
13. **NO** baseball style caps, hats, sweat bands, bandannas, or tied head coverings allowed on campus or on the bus. All will be taken and will not be returned until the end of school. Students may wear toboggan caps to school during cold or inclement weather provided they are not worn inside any school building.
14. No picks, combs, or gloves are to be worn.
15. Hair designs which cause undue attention and are distracting from the educational environment as determined by the administration are not allowed. Unnatural hair color, extensions, hair pieces and feathers are distracting and is not permitted, i.e. red, blue, green, purple, etc.
16. No Mohawks, fauxhawks, or extreme spikes allowed. Also, no beads, shells, etc. are permitted in braids.

Shirts:

- White, Purple, or Navy in color
- Oxford or Polo style
- Shirt tails must be long enough to STAY tucked in at all times
- Polo/oxford shirts with club/organization/athletic logos are not allowed except for on spirit or approved days

Undershirts:

- Solid white, gray, or same color as uniform shirt worn
- No design or writing allowed
- Turtle/mock neck shirts may be worn as undershirts only

Bottoms:

- Navy or Khaki in color
- Cotton or cotton polyester twill (No knit, rayon, denim)
- NO LOGOs allowed
- Correct Sizes must be worn
- NO sagging or excessively tight pants
- Must be hemmed at the bottom, no cuts or rips
- No cargo pants/shorts (pockets on the legs), hip huggers, parachute pants, hammer pants, khaki jeans or carpenter pants permitted
- Skirts, shorts, or skorts must be less than 2" from the knee

Belts:

- Standard sized buckle only
- No designs, glitter, words, pictures, studding, studded holes, etc. allowed
- Must be worn if bottoms have belt loops

Shoes:

- Must be closed toe (Toe shoes are **not** permitted)
- Must be closed heel
- Shoestrings must be tied
- No boots are to be worn with shorts or capris
- House shoes are **not** permitted
- Moccasin style shoes are **not** permitted

Socks/Leggings:

- Socks and leggings must match and be a solid color white, navy, gray, brown, or black only
- No knee socks are allowed
- Leggings are not permitted to be worn as pants

Sweaters/Coats/Jackets:**Uniform shirt must be visible with collar showing.**

- Jackets of choice including those with a school-sponsored logo may be worn.
- No long coats, dusters, or trench coats shall be permitted.
- Hoodies are **not** permitted.
- The following pullover sweatshirts are allowed
 - SHS Sweatshirts
 - Navy, Gray, or Purple
 - NO additional writing, pictures, or embellishments are allowed
- Team gear and travel suits are only allowed on game days per administration approval.

Spirit Day Attire

Students may wear a Simsboro t-shirt or sweatshirt on designated days set by the principal.

- Shirts must be tucked into regulation bottoms
- Members of the dance line, cheerleading squad, athletic teams, and extracurricular activities will be allowed to wear their designated uniforms on game day at the discretion of the principal.

If you have any questions about what is allowed, please check with the office at SHS first. Keep all receipts in case an item of clothing is not acceptable. Anything deemed inappropriate by the SHS faculty and staff will result in parental contact so that the student may be brought a change of clothes. Student will be placed in in-school-detention until change of clothes arrives.

DRUG-FREE ZONES

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 100 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 Lincoln Parish School Board, in cooperation with local government agencies, and the State Department of Education, shall designate and mark Drug-Free Zones which surround all schools and school property. **(See District Handbook)**

DUAL ENROLLMENT/CLEP

Simsboro High School has teamed with Louisiana Tech University to offer Dual Enrollment courses in which students may earn high school and college level credit. To be eligible, students must be at least 16 years of age, reach junior status, and meet certain academic standards including PLAN/ACT score requirements. There is a fee associated with these classes. Interested students should see Mrs. Locke for more information.

Simsboro High School is also a certified College Level Examination Program (CLEP) school meaning that students can now demonstrate mastery in college-level material in subjects additional to dual enrollment courses. There is a fee associated with these tests. Interested students should see Mrs. Locke for more information.

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

The Lincoln Parish School Board shall require that all communications between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

All electronic communication, including electronic mail, by an employee to any student enrolled in a public school in this school district relative to the educational services provided to the student shall use a means provided by or otherwise made available by the school system for this purpose and the School Board shall prohibit the use of all such system means to electronically communicate with a student for a purpose not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by the School Board.

Any electronic communication made by an employee to any student enrolled in a public school in this school district or that is received by an employee from any student enrolled in a public school in this school district using a means other than one provided by or made available by the school system shall be reported by the employee in a manner deemed appropriate by the School Board. Records of any such reported communication shall be maintained by the School Board for a period of at least one (1) year.

The School Board may authorize a school principal, or his/her designee, to permit an employee at the school to contact one or more specifically identified students enrolled at the school and be contacted by such student or students using a means other than one provided by or made available by the school, provided the employee has requested and received permission from the principal, or his/her designee, to do so and has provided documentation in writing to the principal, or his/her designee, stating the purpose or purposes for such contact. Such purposes may include but need not be limited to necessary communications relative to extracurricular activities, student athletic activities, community-based youth activities such as scouting, and faith-based activities such as a youth group sponsored by a religious organization.

DEFINITIONS

1. **Electronic Communication** includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks. It shall also include transfer of signs, signals, writing, images, sounds, data, or

intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School Board issued devices.

2. **Electronic mail** – the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.
3. **Computers** – pertains to any and all computers.
4. **Social networks** – locations on the Internet where users may interact with other users -- examples are Facebook, MySpace, YouTube, and other social networks sites available on the internet.
5. **Improper or inappropriate communications** – any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.
6. **Proper communications** – any verbal, written, or wireless communication that would be viewed by any reasonable person to be harmless, wholesome, and void of wording that may be considered questionable in content.

NOTIFICATION

The School Board shall ensure that at the beginning of each school year each employee, student, and parent, or other person responsible for a student's attendance, be notified of the provisions of this policy and any related procedures or practices regarding communications between employees and students.

The parent or other person responsible for a student's attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by any school employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the school.

INAPPROPRIATE COMMUNICATIONS

The Lincoln Parish School Board is aware that changes in technology have revolutionized the methods and devices now available to communicate with others. While these changes have expanded the ability to communicate, the Lincoln Parish School Board is concerned about inappropriate use of these communication devices between school employees and students. The School Board is aware that the reputations and careers of students and educators across the nation have been destroyed due to inappropriate communications.

Therefore, it is the intent of the Lincoln Parish School Board to make all employees and students aware of the expectations and procedures of the school system and the School Board in regard to proper use of all telecommunication devices and computers if used to communicate with one another. The policy is not intended to limit the use of technology as an effective teaching tool.

In addition to reporting communication to or from students not made through the means provided by the school system, employees must report to their supervisor at the first opportunity available, *any* student-initiated communication that may be construed as inappropriate.

Employees shall be required to comply with all policies, procedures, and practices established by the School Board regarding direct communications with a student, and any failure to do so may result in disciplinary action, up to and including termination of employment. Extreme circumstances may constitute willful neglect of duty. Should an employee's failure to comply also violate state or federal law, the Superintendent or his/her designee shall report such violation to the proper authorities.

REGULATIONS

1. All electronic or other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.
2. Employees shall be required to have a clear understanding of Board policy concerning the use of personal and/or Board-issued cell phones and computers, as well as any other telecommunication or electronic device.
3. Employees are required to report to their supervisor at the first opportunity available, any student-initiated communication that may be construed as inappropriate in content as outlined in this policy.
4. Any employee who has a legitimate need to communicate with students by any means of electronic and/or telecommunication devices shall be required to request from their supervisor the necessary form for approval. The supervisor shall approve or deny the written request as indicated on the form with his/her signature. If permission is denied, the supervisor shall retain the denied request for documentation.
5. If approved, the employee shall be given the approved form. The employee shall then make a copy for each student he/she is approved to contact and shall proceed with securing the required signatures from students and parents. The signatures indicate that all parties who sign are in agreement with the stipulations listed on the form. The completed forms are to be kept on file by the supervisor for the duration of the school year in which it is signed.
6. If at any time, a parent wishes to rescind approval of this agreement, the **parent** must contact both the approving supervisor and the employee. The request must be in writing, dated, and signed by the parent, and given to the supervisor to void the agreement. The supervisor will file the parent request with the original authorization form for documentation. **At this point in time, the employee/student shall be required to cease all telecommunications with one another.**

ELECTRONIC TELECOMMUNICATION DEVICES

Students shall be allowed to possess a cell phone on school campus during the instructional day. This includes the school buildings, grounds thereof, school buses, and/or while participating in extracurricular activities. However, the use of cell phones shall be strictly prohibited unless authorized by the principal or school designee.

Cell phones are to be turned off at all times and not displayed in any way; they are to be stowed in the student's locker, school bag, purse, or pants pocket. It is not allowed for the phone to be left hanging on the outside of a pocket on a clip or holster. Possession and/or use of other electronic and telecommunication devices such as iPods, iPads, MP3, CD players, by students shall be strictly prohibited unless authorized by the principal of school designee. The school will not be responsible for lost or stolen cell phones or electronic devices.

A violation of these provisions may be grounds for disciplinary action, including but not limited to suspension from school.

Nothing shall prohibit the use and operation by any person, including students of any electronic telecommunication device in the event of an emergency. *Emergency* shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

Lincoln Parish Cell Phone Violation Discipline Procedure

1. **Cell phones may not be on and MUST be concealed from view at all times.**

2. If a student's phone is seen or heard, it will be taken and sent to the appropriate administrator. Students will **NOT** receive a referral unless they refuse to relinquish the phone to the requesting faculty/staff member.
3. On the first offense, the student may get his/her phone back by paying a \$10 fee.
4. On each subsequent violation resulting in a phone being taken, the fee charged for having the phone returned increases by \$5 to a maximum of \$25.
5. The phone will be kept by administration until the fee is paid.
6. Fees will only be collected at the end of each school day. Students may **NOT** leave classes during the day to pay fee.

EMERGENCY CLOSING OF SCHOOLS

The Superintendent shall be authorized to close schools if prevailing or potential hazards threaten the safety and well-being of pupils and employees. Consideration shall be given also to the closing of schools when extreme weather conditions become detrimental to the health and safety of pupils and staff or when the learning process is seriously impaired. The decision to close schools shall be made by the Superintendent or his/her designee.

When feasible, the Superintendent shall consult with members of the School Board, appropriate professional staff, and/or appropriate community agencies. Public announcements to news media (*KPHC 99.3 FM, KXKZ 107.5 FM, and Cable Channel 20*) shall be made by the Superintendent or his/her designee. In case of the delayed opening and/or early dismissal of school due to emergency conditions, teachers are expected to report at least fifteen (15) minutes before pupils arrive and remain at least fifteen (15) minutes after pupils are dismissed. Exceptions may be made in individual cases when circumstances so warrant. Parents or guardians will be notified by either text alert or/ or webpams communication in the event of a major crisis or emergency situation. Parents or guardians are encouraged to update contact information as often as needed.

EXTRACURRICULAR ACTIVITIES AND CLUBS

The school provides a broad range of club activities of interest to students with diverse background, interests, and abilities. The individual needs of the students are recognized and provided for by the faculty sponsors. Every effort is made on the part of the school to encourage the development of a positive self – concept in each student. The following clubs are offered at SHS:

Baseball	FFA
Basketball – Boys	National Honor Society
Basketball – Girls	Pep Squad
Cheerleading	Softball
Cross Country	Student Council
Dance Line	Track
FBLA	Yearbook
FCA	4-H
FCCLA	

Clubs may have a fee associated with membership. Club meetings will be scheduled at Simsboro School through the principal.

FEES

Simsboro School will charge a non-refundable \$15 service fee for the school year for all grades. This money is used for student related materials or services, including but not limited to: technology,

instructional supplies, paper, copiers, lockers, and student folders. Other classroom fees may be assessed at the discretion of the principal. Information will be given by classroom teacher.

FIGHTING CONSEQUENCES

Simsboro School and Lincoln Parish have a **ZERO TOLERANCE** policy as relates to fighting in school and at school events. There will be a minimum automatic three-day out-of-school suspension for anyone caught fighting. Additionally, the appropriate police authorities will be notified.

FIELD TRIPS

We believe that field trips are a viable part of the educational process. However, sometimes the cost is prohibitive. Because of this, students may be asked to pay a small fee when their class takes a trip to pay for transportation, cost of admission, etc. Advance notice will be given. **ALL** school rules apply while on field trips, and the dress code will be determined by the teacher and administration. Written parental consent must be given for a student to attend a field trip. **NOTE:** Participation in field trips is a privilege, not a right. Students must be in good standing with the school at the discretion of the administration. **There will be NO REFUNDS.**

FUNDRAISING SALES

The school does not permit unauthorized selling of any items at school, regardless of whether it is for personal profit or for a nonprofit organization. All fund raising must go through the procedure set for fund raising at SHS. Candy and other items from outside sources are **NOT** to be sold at the school by students or teachers. **There will be NO refunds for fundraisers.**

GANG ACTIVITY

It is the policy of Simsboro School and the Lincoln Parish School Board to prohibit the existence of gangs and gang activities within the school, on school property, and at any school-related function. The term "Gang" means a group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity. **(See District Handbook)**

GENERAL RULES OF CONDUCT

- Students should comply with reasonable requests made by faculty or staff.
- **Medications** are to be administered only by designated, trained employees chosen by the principal and only after proper paperwork has been completed by a doctor and certified by the school nurse. **NO STUDENT MAY USE, POSSESS, OR DISTRIBUTE ANY MEDICATION ON CAMPUS. ALL USE, POSSESSION, OR DISTRIBUTION MUST BE REPORTED TO THE PRINCIPAL IMMEDIATELY.**
- **Cell phones may not be ON and should be CONCEALED from view at all times.**
- Gambling is forbidden at Simsboro School.
- Soft drink cans, candy wrappers, and other trash are to be placed in the waste containers.
- **NO OPEN CONTAINERS** (coffee cups, can or bottled drinks, fountain drinks, etc.) are allowed on campus.
- With the exception of the gym, all running and playing inside the building is prohibited.

- The auditorium and gym are to be used for organized activities under the direct supervision of a faculty sponsor. Street shoes are not to be worn on the gym floor.
- 7-12 grade students are to be dropped off in the front of the school. K-6 grade students are to be dropped off in the back. **NO EXCEPTIONS.**
- The **gym and gym lobby are off limits to students unless under the supervision** of a teacher. **NO GUM in the gym** during school hours.
- Students may not loiter (stand around) in the restrooms or unsupervised areas.
- During class periods, students are expected to be in their classrooms. If it is necessary for a student to be at any other place, he must have a signed permit or pass (Administration Slip, Library Pass, or approved Hall Pass).
- **No students are to bring fast foods packaging, cokes or other drinks to school.** Food can only be delivered to a student by parent and/or guardian.
- All lunches should be brought to school in a lunch box or brown paper bag.
- Sunglasses should not be worn in the building unless by doctor's prescription.
- **Students may enter the building beginning at 7:20. Before school and before and after lunch, students may go to their lockers first then quickly move to the designated area. In inclement weather, students may wait for the bell in designated areas. Students must always wait in supervised areas.**
- Students arriving after the first tardy bell **MUST** check in through the office.
- No inappropriate physical contact will be made between students.
- No weapons and/or metal combs will be allowed at school.
- Any student found guilty of possessing, using, or discharging **fireworks** in any manner on school property may be suspended or expelled from school as well as face other serious consequences.
- School telephones are to be used by students only for emergencies. Permission must be obtained from office personnel to use the telephone. Students are **NOT** to be released from classes to make telephone calls.
- Students should walk on the right side of the hall to prevent confusion.
- **Long socks, leggings, or tights that are visible should be solid, school uniform colors or a neutral color.** Clothing should have **NO holes, drawings, graffiti, or shirt logo.**
- Books, book bags, purses, or other personal items should **NOT** be left unattended on campus.
- **Students may be denied participation in field trips or activities if they would miss a class that they are failing, have poor attendance, or have serious misconduct.**
- Undershirts **MUST** be white or the color of uniform shirt with no writing.
- **Possession of stolen property is a serious violation of school rules with possible severe penalty.**
- Skirts or shorts may be no shorter than **2 (two) inches** from the center of the knee.
- Appropriate "dressy" attire must be worn by all students participating in or being honored at any awards program or banquet.
- **No "over shirts"** may be worn over a uniform shirt. Jackets, sweatshirts, sweaters, etc. must be worn so the collar of the uniform shirt is visible.

- Hair color must be a natural color. Color and style should not draw undue attention to the hair.
- Jackets/shirts/coats/sweatshirts with a hood are not permitted.

GRADING PERIODS

Mid 9 Weeks	End of 9 Weeks	Report Cards	# of Days
September 19	October 19	October 25	43.5
November 28	January 11	January 17	43
First Semester			86 days
February 13	March 15	March 21	42
April 24	May 23	Mailed home	42
Second Semester			84 days
Total Days			170

GRADING SCALE

K – 12 Students		9-12 Dual Enrollment/ Honors Courses	
Percentage Score	Letter Grade	Percentage Score	Letter Grade
93 – 100	A	90 – 100	A
85 – 92	B	80 – 89	B
75 – 84	C	70 – 79	C
67 – 74	D	60 – 69	D
0 – 66	F	0 – 59	F

GRADUATION REQUIREMENTS

In order for a student to be eligible to participate in graduation exercises at Simsboro School, the following conditions must be met:

- **ALL** class requirements necessary for graduation must be successfully completed no later than 3:15 P.M. on the last regular school day for seniors as designated by the school calendar. Any exception must be approved by the school principal.
- **All fines, fees, and charges must be satisfactorily cleared by 3:15 P.M. on the last regular school day for seniors as designated by the school calendar. Exceptions must be approved by the principal.**
- Students must wear caps and gowns and appropriate shoes and undergarments in order to participate in practice and the ceremony. **The cap and gown must be ordered from the school selected vendor by January 12, 2018.** Students may order other graduation supplies at their own discretion, but no student will be allowed to participate in the practice or ceremony unless that student has ordered a cap and gown from the school selected vendor. **You may not borrow a cap and gown.**
- In addition to completing a minimum of 24 Carnegie Units of Credits, the student is required to pass the EOC tests.
- **Students should be in good standing with the school to participate in graduation. Students who participate in or are present during vandalism of the school may be denied the privilege of participating in graduation by administration. Also, criminal charges may be brought upon the student.**

- Any graduating senior who commits a major or criminal infraction after or near the last regular class period as upheld by the Superintendent or his/her designee shall be excluded from year-end activities, including graduation exercises. Diplomas may be given or mailed to the student after the close of the school year.
- Students **MUST** participate in graduation practice.
- Students **MUST** know the Alma Mater and be able to recite it from memory.

HALL PASSES

All students must have a hall pass signed by a teacher when out of class during instructional time. An administrator or teacher may ask to see this hall pass. Restroom passes are to be granted only in cases of extreme emergencies or for medical reasons (doctor’s note required).

HOMECOMING

Homecoming is held at Simsboro School in the winter each year. Requirements for Homecoming Court Elections are as follows:

1. Must have at least 2.5 GPA.
2. Must have attended Simsboro School the previous year.
3. Must owe no fees. These include school fee, class dues, club fees, and any athletic fees.
4. Must be active in at least two (2) sports, clubs or school organizations with membership beginning by October 1.
5. Must be in good standing with the school. No more than two (2) in-school or Saturday detentions and **ZERO** out-of-school suspensions.

If the Homecoming Court participants wish to leave campus for lunch, appropriate check out procedures MUST be followed. This privilege is granted ONLY to the Court participants on Homecoming Day.

HONOR CLASSES

Students who desire to enroll in honor classes must earn 5-6 points as outlined in the table below. Students who earn 4 or fewer points may appeal to the administration for consideration.

GPA	“A” average = 2 points	“B” average = 1 point
Test Scores	Advanced = 2 points	Mastery = 1 point
Teacher Recommendation	Teacher may assign a score ranging from 0-2 points	

HONOR ROLL

At the end of each grading period and semester, an Honor Roll list will be compiled containing the names of students who average “B” (3.00 GPA) or better for all of their academic classes. Students in grades 7-12 that have a “D” will not be on the honor roll regardless of GPA. Students who receive all “A’s” (4.0 GPA) in all academic subjects will be listed on the Principal’s List.

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.

IN-SCHOOL DETENTION, MORNING DETENTION, SATURDAY DETENTION, SUSPENSIONS, AND EXPULSIONS

In-School Detention

In-school detention (ISD) is used at Simsboro School as a method of intervention before an out-of-school suspension is given.

- While in ISD, a student is not counted absent from school and the student may continue daily assignments prepared by the regular teacher.
- Students are responsible for collecting their own assignments and making-up any work missed while in ISD.
- Students are assigned to ISD for behavior referrals such as dress code violations, playground infractions, willful disobedience, etc.
- A student may be assigned to ISD for 1-5 days depending on the severity of the referral and the number of previous referrals.
- A student will not be sent to ISD for more than two (2) consecutive times before the student is subject to an out-of-school suspension.
- **If a student chooses not to cooperate while in ISD, an out-of-school suspension is assigned.**

Morning Detention

Morning detention will be utilized most often for tardies. However, other disciplinary infractions may also result in being assigned to morning detention. Morning detention will be held from 7:00-7:38 a.m. each Tuesday and Thursday morning. Parent/Guardian(s) are responsible for providing transportation for the student to arrive to detention on time.

- There will be no sleeping, talking, or any form of communication.
- Students must bring books, supplies, and assignments to work on in detention. Constructive use of detention time is required.
- If a student does not report to detention on the day he/she is assigned or if he/she is late reporting to detention, a referral will be written and the assistant principal will assign whatever is deemed appropriate.
- If a student is absent from school, detention will be re-assigned.

Saturday Detention/Seat Time Recovery/Credit Recovery

Saturday detention is also used at Simsboro School as a method of intervention before an out-of-school suspension is given. Saturday detention may also be used for credit/seat time recovery.

- Every Saturday as needed.
- Hours will be from 8:00 am to 12:00 pm.
- All school rules apply. (Student must be in school uniform)
- Students will not be permitted if they are late.
- Students are not allowed to sleep. They must have classwork to complete.
- **If a student chooses not to attend or cooperate while in Saturday Detention, an out-of-school suspension may be assigned.**

Out-Of-School Suspension

Suspension from school and school activities will be a last resort in the discipline process unless a single act is severe enough to merit such. A suspension may be for a period of 1-9 days. If

suspension is merited, an attempt will be made to contact the parent by the phone and a letter will be mailed in each case. The parent will sign the suspension notice and return it to the school.

Students who are under suspension will NOT be allowed to attend or participate in field trips or after school activities; including athletic events. Out-of-school suspensions begin at 3:15 PM on the day before the listed start date and end at 7:20 AM on the listed return date.

Students may be subject to out-of-school suspensions for the following reasons, include but not limited to:

1. Excessive referrals (normally on the third-number depends on the severity of each referral)
2. Intimidation of teachers or students
3. Disrespect to any school official or student
4. Willful Disobedience
5. Defacing school property
6. Profanity and/or obscenity
7. Stealing
8. Fighting
9. Immoral or vicious practices
10. Truancy
11. Repeated tardies
12. Failure to attend in-school or Saturday detention
13. Habitually in violation of any rule
14. Traffic or safety violations
15. Leaving school or classroom without permission
16. Any behavior that is considered dangerous or disruptive
17. Being uncooperative while in ISD and/or Saturday detention
18. Possession of a weapon not federally prohibited (ex. Lasers)
19. Any offense which is inappropriate for school and is deemed necessary by the administration to suspend

Expulsions

According to Louisiana law, the principal shall immediately suspend a student who is found carrying or possessing a firearm, knife, or any dangerous substance, device, material, or chemical governed by the Uniform Controlled Dangerous Substance Law, in any form. This includes bomb devices and materials / chemicals to make a bomb, gun powder, shells, cartridges, and any object fashioned, shaped, purchased, or stolen for the purpose of inflicting harm to persons or property.

The principal shall immediately recommend the student for expulsion in accordance with the law. (ex. the Lincoln Parish Disciplinary Handbook.) A student may also be recommended for expulsion upon a fourth out-of-school suspension. Before a student may return to school after the **second** and **third** out-of-school suspension, the parent(s) and student may be called to have a conference with the administrator at the school. These conferences will be to communicate with the parents in an attempt to prevent an expulsion from school.

Expulsion Process:

1. Parent is notified by the school (phone or letter).
2. School makes a request for a hearing at the LPSB.
3. LPSB notifies the parent and school of the hearing date.
4. Hearing is held and a decision is made by the LPSB. (Student may be sent to home school, placed in an alternative setting, or expelled from Lincoln Parish schools for a designated amount of time.)

Please see District Handbook for additional information concerning Drug use, Firearms, or Knives.

INSTRUCTIONAL TIME

The administration and faculty at Simsboro High School are committed to maximizing the time a student spends at school each day. Every effort is made to NOT interrupt the teaching/learning environment. We strive to keep students on task with quality lessons outlined by the Louisiana State Standards.

INSURANCE

Lincoln Parish **does not** offer liability insurance. Any athlete must show proof of insurance before being allowed to play or practice.

INTERSCHOLASTIC ATHLETICS

The Lincoln Parish School Board believes that the competitive athletic program is a part of the overall educational program of the school system. It also believes that the athletic program should be closely coordinated with the general instructional program of the school, and that the aims achieved through athletics should justify its inclusion in the overall educational program.

The amount of release time that a student may spend out of the classroom for extracurricular activities shall be a maximum of three (3) school days. School principals shall have the authority to determine what may be scheduled for the extracurricular release time. A report on the amount of release time for extracurricular activities shall be submitted monthly.

ATHLETIC PROGRAM

Interscholastic athletics may be made available for students in the schools of the school district. The Superintendent or his/her designee shall develop and maintain an athletic program in the school district that emphasizes participation of all students. The conduction of all athletic programs within the school district shall comply fully with regulations of the *Louisiana High School Athletic Association* (LHSAA) and policies of the School Board. The School Board shall allow students to participate in as many sports activities and academic activities as he/she is capable of participating in without fear of reprisal.

PARTICIPATION REQUIREMENTS

No student shall be permitted to practice or participate in any interscholastic athletic program in any public school of the Lincoln Parish School Board until such student shall have furnished to the principal of the school documentation that he/she has met the following requirements:

1. Evidence of having had a physical examination by a licensed physician who shall have completed documentation as required by the Louisiana High School Athletic Association (LHSAA).
2. Properly complete a *School Entrance and General Health Exam Form/ LHSAA Medical History* and pass a medical examination by a licensed physician prior to the first time he/she participates in a sport in a LHSAA school. Physicians may continue to use the original *LHSAA Sports Physical Form* in performing sports physicals. In addition, parents shall be required to complete the *Authorization for Release of Confidential Information*.
3. Once a student passes the initial medical examination and completes an *LHSAA Medical History Form* prior to the sports season in which he/she participates, he/she shall annually pass any

medical screening or medical examination required by a licensed physician and shall update his/her *LHSAA Medical History Form* as required.

4. A copy of all completed and signed medical examination and participation/release of information forms (and any others required by the School Board) must be on file at the school for every student before he/she practices or participates in interscholastic athletics during that school year.
5. An agreement signed by the student's parent(s) or legal guardian(s) to hold the School Board and its members, employees, agents, assigns and insurers harmless from and against any liability for any accidents involving the student while participating in such athletic activities and any injuries suffered by the student during, or as a result of, such participation. The agreement shall also authorize team physicians to treat the student in the event of an injury requiring emergency treatment.
6. Students shall sign a form consenting to random drug screening and must obtain the written consent of their parent(s) or guardian(s) for said tests in order to be eligible to participate in any athletic activity.

ATHLETIC ELIGIBILITY OF TRANSFER STUDENTS

A student that makes a bona fide move from one Lincoln Parish attendance zone to another Lincoln Parish attendance zone (transfer occurs between two (2) high schools within the Lincoln Parish School System) shall be declared eligible through the provisions of *Louisiana High School Athletic Association* (LHSAA) Rule 1.12.2, provided that:

1. There has been no proven allegation of illegal contact and/or recruiting;
2. The student is not moving for athletic reasons;
3. Any and all other LSHAA rules that may apply are not violated;
4. The previous residence has been vacated under the guidelines of LHSAA Rule 1.13 and the family of said student-athlete has established a permanent residence within their new attendance zone according to LHSAA Rule 1.13;
5. The sending principal, receiving principal, and the Superintendent or his/her designee, shall complete the LHSAA Administrative Transfer if the above qualifications have been met.

The Parish Athletic Director and involved school principals and/or school athletic directors shall jointly conduct any needed investigation(s) into the validity of any questionable bona fide move or change of address that could affect LHSAA athletic eligibility.

RULES VIOLATION

Adherence to the rules of athletic representation and participation shall be strictly enforced by the School Board. Any violations of athletic rules shall be immediately reported to the Superintendent by the principal. In the event that a member school, member school principal, or member school coach is penalized or cited by the LHSAA due to a violation, the athletic director, principal, and coach involved shall provide a full report to the Superintendent. If found warranted, the Superintendent in turn shall make a report to the School Board with pertinent recommendations for disciplinary action.

SCHOLASTIC REQUIREMENTS

The School Board endorses the scholastic eligibility requirements as a condition for participation in high school extracurricular activities as stipulated by the LHSAA. Scholastic requirements shall be as follow:

1. To be eligible for the first semester of the school year, a student shall have earned at least six (6) units from the previous school year, which shall be listed on the student's transcript, and shall have at least a "C" average as determined by the School Board when considering all "graded" subjects.

2. To be eligible for the second semester of the school year, a student shall pass at least six (6) subjects from the first semester. A senior attempting four (4) units in the first semester must pass all four (4) units to be eligible in the second semester. Likewise, a senior attempting five (5) units in the first semester must pass all five (5) units, and a senior taking six (6) or more units in the first semester must pass six (6) units for second semester eligibility.
3. The LHSAA includes specific eligibility rules for special education students which must be met for their participation.

Individual schools or the School Board may set higher, but not lower scholastic requirements for interscholastic athletic participation.

INSURANCE COVERAGE

Athletes shall have either school student insurance or a signed statement from the parent showing that the student is otherwise covered for any accident or injuries that may occur during any athletic participation. No student shall be allowed to practice or participate in interscholastic athletics until this requirement has been met.

Revised: October 5, 2010

Revised: October 19, 2011

Revised: October 16, 2013

Revised: October 6, 2015

Ref: La. Rev. Stat. Ann. §§17:169, 17:176,
Louisiana Handbook for School Administrators, Bulletin 741, LA Dept. of Educ.
Official Handbook, Louisiana High School Athletic Association
 Board minutes, 8-7-84, 9-4-84, 10-5-10, 10-19-11, 10-16-13, 10-6-15
 Lincoln Parish School Board

LIBRARY

The library will be open from 8:00 AM–3:00 PM each school day. In order for the library to better serve the whole school, the following courtesies should be maintained.

1. Students are expected to be quiet in the library.
2. Students must have a library or hall pass to visit the library after 8:00 AM, if not part of a scheduled class visit.
3. All materials taken from the library must be presented for check-out at the librarian's desk.
4. Books may be borrowed for a period of two (2) weeks unless they are needed for an assignment in the library.
5. Students are responsible for all borrowed books. A fine of ten cents (\$0.10) per school day will be charged for overdue books for students in grades 4-12. A fee is charged for lost or damaged books.
6. Library books may be returned to the library between classes.
7. Certain books and materials will be restricted to overnight loan and must be in the library before class the following morning. A fine of ten cents (\$0.10) per period will be charged on each overnight book until it is returned.
8. A signed form by parents granting permission for internet usage must be on file before a student can access the internet.

Those students who cannot adhere to the rules will be disciplined.

LOCKERS

Lockers are issued to students at the beginning of the year for 7–12 grade students upon payment of the \$15 activity fee. All lockers are equipped with built in combination locks. Your locker should be kept locked at all times. Students are cautioned against telling their combinations to each other, or they cannot expect their property to be safe.

Lockers cannot be shared. Each student is responsible for keeping their assigned locker clean, both inside and outside. Damages caused by misuse of tape, etc. will be charged to the student responsible for the locker. Any locker malfunction should be reported to the assistant principal. Students are cautioned not to keep money or other valuables in their lockers (ex. shoes, cell phones, etc.)

Students may **NOT** go to their lockers before school, but may go before/after lunch, and between each class. **DO NOT** set your combination so that it will not lock.

Lockers will be cleaned out after the last official school day for students. All items will be removed and any personal items left in lockers (clothes, shoes, supplies, etc.) will be discarded or donated to a non-profit organization (i.e. Goodwill Industries, The Salvation Army).

LOCKER SEARCHES

The student lockers are a part of the school building, and as such, are under the supervision and jurisdiction of school officials. The students' lockers may be searched by the school at any time. A record of the contents of the locker will be made. If the student is not available, or refuses to open the locker, a school official and another party of legal age may conduct a search and record the content of the locker.

LOST AND FOUND

Students who find lost articles are asked to take them to the school office during the school day. Lost articles which are not claimed within a reasonable time will be given to the Goodwill Industries. Students are cautioned not to bring large amounts of money or valuables to school. Items such as CD players, electronic games, valuable jewelry, lasers, etc. must not be brought to school. **Students are responsible for all personal property.**

MEDICAL & HEALTH GUIDELINES

Please refer to the District Handbook, p. 36-44, for the Lincoln Parish Health and Medical Policy.

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.

Certain OTC (Over-The-Counter) medications may be administered to students at school if prior consent forms have been signed. The OTC medications include Tylenol, Ibuprofen, Benadryl, Neosporin, cough drops, etc.

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.**

Mr. and MISS SHS

Requirements for Mr. and Miss SHS are as follows:

1. Must be a senior.
2. Must have at least 3.0 GPA.
3. Must have attended Simsboro School the previous year.
4. Must owe no fees. These include school fee, class dues, club fees, and any athletic fees.
5. Must be active in at least two (2) sports, clubs or school organizations with membership beginning by October 1.
6. Must be in good standing with the school. No more than two (2) in-school or Saturday detentions and **ZERO** out-of-school suspensions.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers or counselor by telephone or email. These conferences must be scheduled during the teacher's planning period or after school. Parents will **not** be allowed to meet with a teacher without an appointment. Check in with the office upon arrival.

PARENT AND FAMILY ENGAGEMENT

A major goal of our school's Parent and Family Engagement program is to encourage greater involvement of parents in the education of their children by developing strong partnerships with teacher, principals, other staff, and the community to improve academic achievement. Our school policy for Parent and Family Engagement will put into operation programs, activities and procedures for the involvement of parents and family members in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with engagement of parents and families of participating children. The school district will be governed by

the following statutory definition of parental involvement, and expects that our school site will carry out programs, activities and procedures in accordance with this definition: *Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

Parental involvement is a vital part of a student's education. Open lines of communication are encouraged. Parents are encouraged to attend parent meetings, join the P.T.C., and collaborate on shared responsibilities in whatever way possible in order that all students excel. Partnerships between the school, district, parents, and the community help contribute to the success of Lincoln Parish Schools.

PARTIES

Simsboro is committed to providing students with maximized instructional time during the school day. Therefore, classroom parties will be kept to a minimum. However, we do recognize that it is important to take some time to celebrate successes. In such instances, parties must be approved by the principal at least five (5) days in advance and parents should be notified at least four (4) days in advance.

PHYSICAL EDUCATION

Students in grades 7-12 are required to wear designated P.E. uniforms (by teacher) and to dress out daily unless there is a (verified by doctor) medical condition preventing participation. If such a condition exists, it is the parents' responsibility to contact the teacher or administration.

PICTURES

A local firm is contracted each year to take individual pictures. These pictures play an important part in making our yearbook a success. Students may purchase packets of their pictures at a nominal fee.

PRIVATE VEHICLES/PARKING

Students of legal driving age and holding a current drivers license (permits not accepted) may drive their own vehicle to school.

- These vehicles must be parked in the lot west of the main office, near the First Baptist Church, **AT ALL TIMES.**
- These vehicles must be vacated immediately upon arrival.
- Students must arrive no earlier than 7:20 am.
- Students shall not revisit their vehicles after entering the school.
- Students shall not loiter in the parking lot area.
- No contraband such as weapons, guns, drugs, alcohol, tobacco, etc. are to be contained in the vehicle.
- All vehicles are to be registered with the school through the assistant principal. Parking stickers will cost \$5.00 for the year and must be displayed at all times.
- Loud music or profanity coming from vehicles is prohibited while on Simsboro School campus. Reckless driving is prohibited.

- Vehicles may be subject to search by the administration. Students are **NOT** allowed to move their vehicles from the west parking lot during the school day without approval from the administration.

PROGRESS REPORTS

Progress reports will be sent home during the 5th week of each nine weeks. Progress reports should be reviewed by parents, signed and returned.

PROMOTION GUIDELINES

- Students in grade 7 must meet attendance requirements and pass reading and math.
- Students in grade 8 must meet attendance requirements and pass reading and math, and pass LEAP Test. **(See District Pupil Progression Plan)**
- High school students must meet attendance requirements, earn 24 Carnegie units (see school counselor), and pass the EOC tests to be eligible for graduation. Students must adhere to attendance policies to receive Carnegie units.
- SHS will only promote twice each year in May and August. Extenuating circumstances will be addressed by the administration. The School Building Level Committee composed of the principal, counselor, and teachers make final decisions on promotion. See the school counselor concerning any questions on the promotion policy. **(See District Pupil Progression Plan)**

REPORT CARDS

The students receive a report card each grading period. Students are to carry the report card home and give it to their parents/guardians for examination. Final report cards will be mailed to the home.

SAFETY

Students have the right to expect that school will be a safe place to obtain an education. In order to ensure the safety of others, students must follow established rules and regulations and conduct themselves in accordance with the rules.

The parent/guardian is responsible to provide the student's school current working telephone numbers and any change in status concerning family information. Students have the responsibility to alert the teachers and school administrators about any hostile attempts made to a student, as well as any information about possible violations of the Code of Conduct especially matters involving sexual harassment, bullying, drugs and weapons. **(See District Handbook)**

SCHEDULE CHANGES

All schedule changes must be made and approved in the counseling office. Priority will be given to upperclassmen when making changes. **Schedule changes will only be made during the first week of each semester unless approved by administration.**

SCHOOL SPIRIT

School spirit may be divided into three (3) categories:

1. Courtesy – Toward teachers and staff, fellow students, and any person who visits the school.
2. Pride – In everything our school endeavors to accomplish and has accomplished. This includes helping to keep our campus clean and free of vandalism.

3. Sportsmanship – The ability to win and lose gracefully and to show respect to all opponents.

School Spirit means loyalty to all functions of the school. A loyal student supports their school and does their utmost to keep their scholastic standards at the highest level possible. **ALL CHEERS - NO JEERS! Remember ALL students at Simsboro High School count.**

SEXUAL HARASSMENT

The Lincoln Parish School Board and Simsboro High School recognizes that harassment on the basis of sex is a violation of state and federal law.

- Any student who feels he/she has been sexually harassed by another student or SHS staff should report the incident immediately to the counselor, teacher or any other school employee who should immediately report it to the principal.
- The principal is responsible for investigating the complaint. No retaliation will be allowed for reporting complaints.
- The right to confidentiality, both of the complaining student and of the accused student, will be respected.
- The principal may request assistance of the appropriate Central Office staff in investigating student on student harassment.
- If the act or acts involve possible criminal conduct, the appropriate police authorities should be notified.
- All employees will be alert to this problem and follow procedures throughout the school day to prevent harassment of any kind.
- A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion, consistent with the school and district Code of Conduct. Student complaints about an employee shall be handled as provided in the LPSB Policy (**See District Handbook**)

SOCIAL MEDIA

Any social media comment that makes threats to the school or individuals at the school, can result in some form of discipline. Even if the social media threat is posted after school hours, if the threat disturbs the school by causing fear, anxiety, or uncertainty; OR if a threat directed at an individual student creates safety concerns on the part of the student or his/her parents, then action may be taken against the source of the threat. This includes but not limited to: OSS or even an expulsion hearing.

STUDENT CONCERNS/PARENTAL CONTACT SEQUENCE

Students and/or parents/guardians who have a concern may come to the school and voice their concern at any time.

- Appointments usually expedite the process; therefore, please call in advance.
- For classroom concerns, contact the child's teacher first and try to resolve it at that level.
- If a resolution cannot be reached, contact the principal or assistant principal for a conference.
- If the issue is not resolved at the school level, the parent or guardian may contact a supervisor at the central office for an appointment.
- The central office staff will gather information from the school administration as well as parents to try to resolve the concern.

- If the concern is not resolved at this point, the parent or guardian may present their grievances to the superintendent or their designee.
- For concerns that involve expulsions or major grievances, a board hearing will be an option. The central office telephone number is 255–1430.
- For concerns at the school level that do not involve the child’s teacher, parents should contact the administration for the first step and proceed in the like manner as above.
- Parents, to obtain or discuss concerns related to your child’s education at Simsboro High School, please contact the individuals outlined in the steps below. Also, see Parent Command Center of school website.

Step 1
Your Child’s Teacher

Call the school secretary at 247-6265 or email your child’s teacher to find out when he/she has a planning period or to set up a conference after school. Teacher email addresses are available upon request at the school office and on the SHS website.

Step 2
Patrick Findley, Assistant Principal
1 Tiger Drive
Simsboro, LA 71275
patrick.findley@lincolnschools.org
318-247-6265

Monika Locke, Counselor
1 Tiger Drive
Simsboro, LA 71275
mlocke@lincolnschools.org
318-247-6265

Step 3
Rusty Farrar, Principal
1 Tiger Drive
Simsboro, LA 71275
rusty.farrar@lincolnschools.org
318-247-6265

Step 4
Daryl Savage
Lincoln Parish School Board Office
410 S. Farmerville Street
Ruston, LA 71270
daryl.savage@lincolnschools.org
(318-255-1430)

STUDENT ORGANIZATIONS

The Lincoln Parish School Board, recognizing the importance of worthwhile organizations in the school, encourages all students to participate in student organizations and club activities. Students shall have the right to form organizations within the school for cultural, social, athletic, and other authorized purposes which will enrich and extend their education. Such groups shall follow

administrative regulations and procedures developed and maintained by the Superintendent and staff governing the creation and operation of student organizations and clubs in accordance with School Board policy.

Student organizations or clubs shall not deny membership to any student because of race, color, creed, sex, national origin, or disability.

Principals shall be responsible for approving or authorizing any student activity and/or organization and shall also be responsible for the operation and oversight of all student activities or organizations to assure compliance with administrative regulations. Requests for new club or charters must be submitted to the school principal on the School Board's *Student Organization Charter Application* at least one (1) year in advance. The principal's decision regarding the request for the new club or charter shall be **final**.

EQUAL ACCESS

As provided by the Federal *Equal Access Act*, any school which allows non-curriculum related groups access to school facilities during non-instructional time must adhere to the following criteria:

1. Equal access will not be denied on the basis of religious, political, philosophical or other content of such meetings or organizations;
2. The meetings are voluntary and student-initiated;
3. There is no sponsorship of the meetings by the school, the government, or its agents or employees;
4. Employees or agents of the school or government are present at religious meetings only in a non-participatory capacity;
5. The meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school;
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups; and
7. If access is given to school media such as bulletin boards, newspapers, or public address systems, it must be given to all non-curriculum related clubs on an equal basis.

Revised: October 6, 2015

Ref: 20 USC 4071-4074 (*Denial of equal access prohibited*)
20 USC 7905 (*Equal access to public school facilities*)
La. Rev. Stat. Ann. §§17:81, 17:2091
Board minutes, 5-6-03, 10-6-15
Lincoln Parish School Board

STUDENTS' DUE PROCESS LAW

The administration will use the Student Due Process Code when it is necessary to suspend, expel, or exclude a student from school. Due process in its simplest form is a notification plus a hearing. For a more complete discussion of this law, **see District Handbook**.

SUPPLIES

Students in grades 7-12 will receive a supply list from each of their teachers. These supplies should be purchased and available within one (1) week of school beginning.

TARDY POLICY

Tardy Policy:

Students are expected to come to school on time and to be on time for each class. Tardies are recorded for students who are not in the classroom sitting in their assigned seats when the tardy bell rings. Students will have three (3) minutes between each period in which to get to their next class and are not to gather in the halls or in the bathrooms between classes.

1. Any student late to school/class during first period must check-in through the front desk **before** reporting to class. **If a student is 20 or more minutes late for a class, the student will be considered absent for that class.** *The absence will count toward the total number of absences for that class in determining failure for excessive absences.*
2. If the tardy or resulting absence is unexcused, the student will not be allowed to make up any work missed.
3. Students who have a legitimate excuse for the morning tardiness may schedule a conference with the assistant principal through the front desk prior to the next detention period held. Tardies are excused only for the same reasons as absences. Legitimate reasons include car trouble and car accidents, but they must be verified. Over sleeping, missing the bus, and parental blame are not legitimate.

Tardy Penalties:

1. Student assigned one (1) day morning detention for his/her first tardy.
2. Student assigned two (2) days morning detention for his/her second tardy.
3. Student assigned three (3) days morning detention for his/her third tardy.
4. Student assigned one (1) day in Saturday detention for his/her fourth tardy.
5. Student assigned two (2) days Saturday detention for his/her fifth tardy.
6. Student assigned three (3) days Saturday detention for his/her sixth tardy.
7. Student assigned to ISD for his/her seventh tardy and every tardy after.
8. Student assigned one (1) day Saturday detention if he/she receives two (2) tardies in one day.
9. Student assigned one (1) day out-of-school suspension if he/she receives three (3) or more tardies in one day.

State law requires schools to report excessive tardies to truancy as well as excessive absences. Upon the third tardy to school, a parent will receive a letter from the attendance officer that will serve notice to the parent that, upon the fifth tardy to school, the parent may be subject to a citation from an SRO officer.

TELEPHONE USAGE

Students will **NOT** be called to the phone. Only messages of an urgent nature will be delivered to students. School phones are for business, not pleasure. Students will not be allowed to make unnecessary calls. **Calling home for forgotten items or confiscated cell phones will not be allowed.** All student calls made to contact parents are to be made on the office phone.

Students who contact parents via cell phones (call, text, etc.) during school hours will be assigned one (1) day in-school-detention and their cell phone will be confiscated.

TESTING - GENERAL

Mid-term and final tests will be given at the appropriate time. Students are not allowed to be exempted for midterms but may be exempt from finals if they have met requirements based on Spring Testing results.

TESTING DATES - ACCOUNTABILITY

Standardized tests given at Simsboro include: ACT, CLEP, EOC (Algebra 1, Biology, English I/II/III, Geometry, US History), LEAP 2025, and Work Keys. High school students will retest as needed in English II/III, Algebra I, Geometry, Biology, or U.S. History in December of each year. Statewide testing will be given in the spring. As specific dates become available, parents need to make note of testing schedule and **NOT** have children absent during this time. (Ex, doctor's appointments or out-of-town visits). These dates are set by the state and cannot be changed. Spring testing does impact promotion and graduation requirements and both Lincoln Parish and Simsboro School will comply with all state guidelines with no exceptions.

TEXTBOOKS

State owned textbooks are issued to students free of charge. It is the student's responsibility to care for them. Lost and damaged books **MUST BE PAID FOR**. They should never be placed on the ground or on top of lockers. Students are encouraged to cover textbooks at all times. No marks of any kind can be made in a textbook.

TOPS CURRICULUM REQUIREMENTS

Louisiana's Taylor Opportunity Program for Students (TOPS) is a merit-based scholarship that awards tuition to Louisiana residents attending either one of the Louisiana Public Colleges and Universities, schools that are part of the Louisiana Technical and Community College System; Louisiana approved Proprietary and Cosmetology Schools, or institutions that are part of the Louisiana Association of Independent Colleges and Universities. Eligibility is determined by the Louisiana Office of Student Financial Assistance. To see complete guidelines and course listings, visit www.osfa.state.la.us or call 1-800-259-5626, ext 1012.

VALEDICTORIAN/SALUTATORIAN

Valedictorian – The student with the highest grade point average using the criteria in the following paragraphs. In case of ties, all students who have tied will be valedictorian.

Salutatorian – The student whose average falls immediately below the student(s) who is/are valedictorian(s). In case of tie, all students who have tied will be salutatorians.

- The final cumulative GPA will be figured following the completion of all course-work at the end of the last grading period.
- To be eligible for valedictorian or salutatorian, a student must have attended Simsboro School during his/her entire junior and senior years.

VISITORS TO SCHOOL

All visitors must check in through the office and obtain a visitor's pass before entering any other area of the campus. Parents who wish to observe their child in a classroom **MUST** get permission from the principal. Under no circumstances is a student to bring a visitor to school. (**See District Handbook**)

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses and damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately. Law enforcement may be called and charges may be filed. **Students should be in good standing with the school to participate in graduation. Students who participate in or are present during vandalism of the school may be denied the privilege of participating in graduation by administration. Also, criminal charges may be brought upon the student.**

VOLUNTEERS

The Board recognizes that volunteers can make many valuable contributions to the school. Therefore, the board endorses a Volunteer Program in the district, subject to suitable regulations and safeguards, to be promulgated by the Superintendent or staff, in cooperation with the schools. Every effort shall be made to incorporate the use of school volunteers into the community schools program as well as any or all other programs or activities of the school district.

WITHDRAWALS AND TRANSFERS

1. Obtain appropriate forms from the office and parent supervision.
2. Have forms filled out by teacher(s), librarian, and the cafeteria.
3. Return all books, including library books.
4. Pay all fees and fines.
5. Take completed forms to the office for final clearance.

Records will not be released until the above is completed and an official request has been made by forwarding school.