

**DEQUINCY HIGH SCHOOL  
2018 - 2019  
STUDENT HANDBOOK**

This agenda belongs to:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

**STATEMENT OF PHILOSOPHY**

The philosophy of DeQuincy High School is based on the belief that all students can learn, that the learning of all students is the shared responsibility of educators, students, parents, and the community, that there are common standards all students should learn, and that the school exists to provide an atmosphere conducive to the total development of the student.

**SCHOOL MISSION STATEMENT**

**D**eveloping

**H**igher Educational

**S**tandards for all students

DeQuincy High School is a comprehensive school. We, at DeQuincy High School believe that it is our responsibility to present our students with opportunities through curriculum and extracurricular activities to help students develop academic, vocational, physical, and social skills that will broaden their possibilities in life. We also realize what a huge responsibility and opportunity that the school has in the shaping of future generations; we are excited about the opportunity and more than willing to accept this responsibility.

**SCHOOL VISION**

DeQuincy High School, in partnership with all stakeholders and the community, will strive to produce a well-rounded, four year graduate with the knowledge and skills necessary to enter college and/or the workforce.

**DeQuincy High School  
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DeQuincy, LA 70633  
Phone: 337-217-4530, Fax: 337-217-4531**

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## **ATTENDANCE**

In order to be eligible to receive credit, high school students during the 2018 – 2019 school year shall be in attendance 94% of each class period per semester. Credit will be denied after the fifth (5<sup>th</sup>) absence in a class period.

Any student denied credit due to excessive absences who feels their absences were due to extenuating circumstances should file an appeal within 15 days of the end of the semester with the Supervisor of Child Welfare and Attendance.

No partial credit will be given in a full credit course due to excessive absences for a semester, unless a student has earned a passing grade for the year. You must have passed the semester in which you are applying for credit and have a passing grade for the year.

Medical Excuses/Notes from parents should be turned in to the teacher on duty in the cafeteria before the school day starts between 7:30 – 7:40 upon the students return.

*See Appendix A: CPSB STUDENT ABSENCES AND EXCUSE POLICY at end of Student Handbook.*

### **CHECK-IN**

All students checking in must report to the office as soon as they enter the building. Any student coming to school after the 7:46 am tardy bell rings must report to the office. Students late to 1<sup>st</sup> hour are marked absent until they sign-in in the front office.

### **CHECK-OUT**

A current student information form (yellow) must be completed by a parent/guardian for each student and submitted to the school for the current school year. This form includes names and phone numbers of persons who are authorized to check a student in or out of school. A parent/guardian or authorized person must come in the office to check a student out of school. Students will not be allowed to leave campus during lunch to eat or take medication. All medications must be given in office by a parent/guardian in the front office. (see page 7)

### **TARDIES**

The following policy will be used at DeQuincy High School to help students accept the responsibility of being in the proper place in a timely manner.

When the tardy bell rings, all classroom doors will be closed and all students not in their assigned classes will be considered tardy.

The following procedure will be followed per nine weeks period per class.

- |  |  |
|--|--|
| 1 <sup>st</sup> – 6 <sup>th</sup> Offense  | - Recorded on student attendance                               |
| 7 <sup>th</sup> Offense                    | - Warning  |
| 8 <sup>th</sup> Offense                    | - Detention  |
| 9 <sup>th</sup> Offense                    | - 2 days Detention   |
| 10 <sup>th</sup> /11 <sup>th</sup> Offense | - After School Detention until 4:15 pm                         |
| 12 <sup>th</sup> /13 <sup>th</sup> Offense | - In-school Isolation during school day                        |
| 14 <sup>th</sup> Offense                   | - Out of School Suspension - an unexcused absence from classes |

## **LATE TO SCHOOL**

Late to School is an attendance issue defined as a student failing to report to his/her scheduled class when the 7:46 AM bell rings and/or checking in without a medical excuse or parental contact prior to 10:30 AM.

Late to School discipline action will be as follows:

- |   |                   |
|---|-------------------|
| 1 <sup>st</sup> – 3 <sup>rd</sup> Offense | - Verbal Warning  |
| 4 <sup>th</sup> Offense +                 | - Lunch Detention |

## **ARRIVAL AT SCHOOL**

The drop-off and pick-up of students will be in the National Guard parking lot behind the auditorium. Upon arriving at school, students will go directly to the cafeteria for breakfast, to the commons area, the library, or to the gym in bad weather. Any student found in an off-limits area will be subject to disciplinary action. Do not drop off students on the road in front of school or by the gym.

## **CLOSED CAMPUS**

Students coming on campus in the morning are to remain on the school grounds for the rest of their school day. Students are not allowed in parking lot areas during the school day. Permission from the office must be obtained before a student may leave the school grounds during the school day. Seniors are the only students allowed to leave campus during the day and only if they do not have class. If a senior does not have class, he/she must leave campus unless arrangements are made through the office.

## **DRIVING & PARKING REGULATIONS**

Parking passes will be issued to students and parking assignments will be made by the administration. A fee of \$10 will be charged for the parking pass. A \$5.00 fee will be charged to replace your parking tag. These tags should be placed on the rear-view mirror and be visible at all times when your vehicle is parked on the school campus.

Students will leave their vehicle immediately upon arriving at school. Student vehicles will be parked in their designated parking lot only. Parking in a no-parking area will result in immediate disciplinary action.

Vehicles should be locked at all times. The school is not responsible for vehicle damages or property stolen from vehicles driven to school. The privilege of driving a vehicle to school will continue as long as no violations of school and/or traffic regulations occur.

## **MAKE-UP WORK POLICY**

It shall be the responsibility of the student to obtain all make-up work from his/her teachers. Students shall receive 5 days to make-up work missed due to an excused absence beginning the day the student returns to class. Any makeup work should be done at home or during 8<sup>th</sup> hour/RTI.

## **LATE WORK POLICY**

Teachers may follow the suggested late work policy. All work turned in late will be deducted 10% of the total grade for each day late in addition to points deducted for mistakes. Students will be pulled for 8<sup>th</sup> hour/RTI every day until late work is turned in. Students may be deducted up to 50% of the total grade.

## **ATHLETICS**

Participating in athletics is a privilege, not a right. Students earn the privilege of participating in athletics and keep that privilege as long as they follow the established rules. This privilege can and will be revoked if rules are broken.

### **GENERAL NOTES FOR ALL SPORTS**

1. To letter in any sport, the player must complete the season in good standing. EXCEPTION - player injured in practice or game of that sport.
2. No one can drop out of a sport during the season without permission of the head coach. Dropping out will result in suspension from all sports until that sport ends.
3. For sports that have try-outs, alternates may be picked and vacancies will be filled from these only.
4. All athletes, band members and cheerleaders are to ride the bus to and from all athletic events unless released to a parent or the coach makes other arrangements.
5. The bus will leave from the high school and return to the high school for all athletic events.
6. All athletes must complete a CPSB sports packet or a multi-sport packet prior to the first practice.

### **GOOD SPORTSMANSHIP**

Poor conduct can incite crowds and create problems that will hurt our school. Unsportsmanlike conduct will not be tolerated. The responsibility for players' conduct rests with the coaches and principal. The Louisiana High School Athletic Association requires principals to be responsible for the conduct of their spectators and all of their school's representatives. It states in the LHSA handbook, "Principals, coaches, faculty members, students, and spectators are expected to exemplify the highest principles of sportsmanship and ethics of competition in all interscholastic athletic relationships."

We must learn to accept unpopular, disappointing, and frustrating decisions and at the same time develop respect for authority; because after all, these are some of the values a young person should derive from participating in athletics. Surely no one wants DHS to have a poor reputation in the areas of sportsmanship and improper conduct.

### **STUDENT ATHLETE DRUG TESTING**

The Louisiana High School Athletic Drug Policy requires drug testing for all of its member schools. Each student athlete will be required to sign and complete the Calcasieu Parish School Board Drug Policy for Student Athletes. DeQuincy High School reserves the right to drug test any or all student athletes and cheerleaders at any time.

## **LETTERMAN JACKETS**

1. An individual student will be awarded only one jacket
2. All athletes, cheerleaders, band members, choir members etc. will be allowed to order a jacket after successful completion (lettering) of two years in that sport or organization.

## **ELIGIBILITY REQUIREMENTS**

All students must meet the following approved academic requirements for eligibility for extracurricular & co-curricular activities. This includes school days, Saturdays, Sundays, and holidays.

- a. No student shall be allowed to miss any class in which the student is presently failing. Presently failing means the prior nine weeks grade.
- b. No student shall be allowed to participate in any event on the day or night while the student is under suspension from school.
- c. Students must be in attendance at school at least one (1) hour prior to release time in order to participate in a contest. Only the school administrator can grant exceptions to this rule.
- d. All work missed by students while on co-curricular or extracurricular events must be made up and completed in a manner that would be required of any other students.
- e. A senior (12<sup>th</sup> grade) student who has accumulated 20 or more units shall be required to take at least four (4) subjects/units per semester. Seniors must pass all four (4) subjects/units in the fall semester to be eligible for the spring semester. If a senior takes 5 or 6 subjects/units, they must pass all subjects/units in the fall to be eligible for the spring semester.
- f. Students not taking 7 subjects must conform to LHSAA guidelines.
- g. At the end of the fall semester, a student must pass at least six subjects to be eligible for spring semester activities.
- h. At the end of the spring semester, a student must pass at least six (6) subjects with a "C" average.
- i. All of these eligibility requirements apply to cheerleaders as well.

## **INSURANCE**

All student athletes must have private insurance or Medicaid. Students may purchase private insurance through the school at a low cost. Forms may be picked up in the office.

## **EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES**

A student's participation in any extracurricular activity is a privilege and not a right. Therefore, the principal reserves the right to remove any student from any school-related activity or organization if the actions of that student reflect poorly on the organization and/or the school.

## **MUSIC PROGRAM**

**Choir and Band** – The choir, band, and colorguard follow the CPSB policy for secondary performing groups which in summary states that attendance at all performances is mandatory and the director reserves the right to withhold a student's participation in the organization due to attendance, attitude, or performance infractions.

## **BREAKFAST and LUNCH**

Every student is given an application for free or reduced priced meals. If you feel you may be eligible, complete the application in full and return to the office within 10 days from the first day of school or apply online at [www.applyforlunch.com](http://www.applyforlunch.com). If you have any questions or need help in filling out the form, please contact the assistant principal. Prices are subject to change.

<b>Prices:</b>	<b>Breakfast</b>	<b>\$ .50</b>	<b>Reduced \$ .30</b>
	<b>Lunch</b>	<b>\$1.50</b>	<b>Reduced \$ .40</b>

## **STUDENT MEDICATION**

If a student must take medication during school hours, the parent or legal guardian must contact the school to receive proper instructions on procedures. **NO STUDENT WILL BE GIVEN MEDICATION AT SCHOOL UNTIL PARENT/GUARDIAN HAS MET THESE REQUIREMENTS.** A medication packet is available in the school office.

## **STUDENT DISCIPLINE**

Each students shall be under the jurisdiction of the school during normal school hours from the time the student arrives at school each day until he leaves the school campus. If a student rides a bus, he shall be under the jurisdiction of the school from the time he boards the bus until the student exits the bus in the afternoon. Students shall be under the jurisdiction of the school while attending any school sponsored activity either on school property or away from school. This shall apply to all students, including athletic teams, clubs, band and other student organizations.

Every teacher in the public school system shall endeavor to hold each pupil to a strict accountability for any disorderly conduct in school or on the grounds of the school. Each teacher may take disciplinary action to correct a pupil who disrupts normal classroom activities, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another pupil, who violates school rules, or who interferes with an orderly education process. Students should address adults with respect, using "SIR" or "MA'AM".

Students are to refrain from the following or face possible suspension / expulsion from all school activities: Skipping class; Excessive tardiness and absences; Smoking; Dipping; Possession of tobacco or lighter; Disrespect for authority; Fighting; Bodily injury to students or faculty; Threatening students or faculty; Vandalism; Possession of weapon, drugs, alcohol; Gambling; Stealing; Sexual Misconduct; Indecent behavior; Obscene or profane language, notes, gestures; Possession or discharging fireworks; Disturbance of classroom or campus; Habitual violation of school rules; Dishonesty; Cheating; Forged notes; Unacceptable behavior; Inappropriate dress or appearance; Illegal activity; Incipient unrest; Possession of pornographic material; possession of communication devices, bullying and sexual harassment.

### **DETENTION**

Detention may be assigned before the normal school day, after the normal school day, during lunch, or during ISI (In-school Isolation).

## **SUSPENSION**

Suspension is the denial of school attendance for up to five (5) days or for as long as is necessary pending a hearing for expulsion. Days missed due to suspension are included as unexcused absences on the student's attendance record. A parent conference shall be a requirement for readmitting the pupil. If the parent fails to respond, the truancy laws may be enforced.

## **EXPULSION**

Any student after being suspended on three (3) occasions for committing statutory prohibited offenses during the same school session, shall on committing the fourth (4) offense be recommended for expulsion from the schools of the school district.

***State law requires the Superintendent to expel a student for minimum periods of time if found guilty of certain offenses, as follows:***

## **DRUGS**

Sixteen (16) years or older: If a student is found guilty of intentional distribution or possession with intent to distribute any illegal drug or substance on school property, on a school bus, or at a school sponsored event, the student shall be expelled for a minimum of twenty-four (24) calendar months. Under sixteen (16) years, but in grades 6 – 12: If a student is found guilty of intentional distribution or possession with intent to distribute any illegal drug or substance on school property, on a school bus, or at a school sponsored event, the student shall be expelled for a minimum of twelve (12) calendar months.

## **WEAPONS**

The principal shall be required to suspend a pupil who is found possessing a firearm, a knife with a blade two (2) inches or longer, or other dangerous weapons, or distributes, sells, gives, or loans any controlled dangerous substance. Upon the seizure of any firearm, knife, or other dangerous implement which could be used as a weapon or inflict injury, the principal shall be required to report the confiscation to appropriate law enforcement officials and immediately recommend the pupil's expulsion. Sixteen (16) years or older: if found guilty of possession of a firearm on school property, the student shall be expelled for a minimum of twelve (12) calendar months. Under sixteen (16) years, but in grades 6-12: if found guilty of possession of a firearm on school property, the student shall be expelled for a minimum of six (6) calendar months.

## **DELINQUENCY**

Students who regularly disrupt the normal school environment shall be considered as delinquent and may be reported by appropriate school personnel to the juvenile court. Any pupil that exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general, may be recommended by the principal for expulsion, assignment to an appropriate alternative education program, or transfer to adult education if such student is: (1) Seventeen years of age or older with less than 5 credits; (2) Eighteen years of age or older with less than 10 credits (3) Nineteen years of age or older with less than 15 credits.

## **CANINE INSPECTIONS**

All Calcasieu Parish Schools are randomly inspected by trained canines. These dogs will be used to detect prohibited items, such as, drugs, alcohol, and firearms. These inspections/searches will include but not be limited to: outerwear, book sacks, lockers, classrooms and vehicles.



## ***BUS CONDUCT***

The bus driver is in complete authority on the bus. To ensure safe and comfortable transportation, students must act responsibly when riding buses. All school policies apply to conduct on school buses. Failure to follow these policies may result in suspension from school and/or denial of bus riding privileges.

## ***VIOLENCE PREVENTION***

Acts of violence will not be tolerated on any CPSB property or at any CPSB event. With the recent tragedies that have occurred across the United States, we must have strategies in place to prevent such acts and plans to handle such realities, if they should occur. While we don't want to overreact, we must take prudent steps that will prepare us if such horrible incidents were to take place in our school.

The following steps have been taken:

- There is police presence at school.
- Threats of a violent nature, whether verbal or written, will be investigated and turned over to the appropriate law enforcement agency.
- All threats and complaints will be taken seriously. Any student involved in such conduct will be recommended for expulsion and/or prosecution.
- Law enforcement response teams have been formed and will provide assistance as needed.

It is imperative that a student with knowledge of another student who is planning an act of violence report this to a faculty or staff member. This is a serious matter and no one should joke about bombs or shootings in today's world.

## ***TRESPASSING***

Trespassing on school property is a serious offense. Trespassers may be prosecuted.

## ***SEXUAL HARASSMENT***

"The School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable educational environment. The Board, therefore, will not tolerate any sexual harassment on the part of any student. Students in violation will be subject to disciplinary action." For more information contact:

Sabra Soileau, Drug Free/Title IX Consultant ([sabra.soileau@cpsb.org](mailto:sabra.soileau@cpsb.org))  
2423 6th Street, Lake Charles, LA 70601; 337-217-4150 Ext.1502

## ***DISCRIMINATORY STATEMENT***

This agency does not discriminate on the basis of age, race, sex, religion, qualified handicap or disability.

## ***PRAAYER IN SCHOOLS***

The Calcasieu Parish School Board shall permit school authorities of each school to allow an opportunity, at the start of each school day, for those students and teachers desiring to do so to observe a brief time in silent prayer or meditation.

Public schools shall be prohibited from adopting or using any official or standard prayer. Voluntary, student-initiated, student-led prayer in accordance with the religious views of the student offering the prayer may be permitted, however. No student attending the school shall be required to participate in any religious activity at school.

No law, rule or policy shall deny to any student attending a public elementary or secondary school the right to participate in voluntary, student-initiated, student-led prayer during school or on school property, before or after school or during free time. Athletic teams shall not be prohibited from engaging in voluntary, student-initiated, student-led prayer.

No law, rule or policy shall prevent any student who attends a public elementary or secondary school and who is responsible for or presiding over a meeting of a school organization or assembly from calling upon a student volunteer to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation, at the sole option of the student volunteer.

A student organization shall not be denied recognition or any privilege or benefit solely because it is religious in nature, has a religious affiliation, or has no religious affiliation.

School officials shall be prohibited from censoring for religious content the speech of a high school student invited to speak at a commencement ceremony at the school he/she is attending.

When student volunteers are called upon to offer an inspirational quotation or statement, offer a prayer, or lead in silent meditation, such students shall be selected at random by a student from among student volunteers without respect to their individual religious beliefs or lack thereof. No student shall be called upon to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation unless the student chosen has volunteered to do so.

### **DRESS CODE**

Guidelines for acceptable, good grooming should be taught and enforced in the home by the parents as part of their responsibility in training their children for responsible citizenship.

All students are expected to be responsible in their dress and grooming by avoiding extremes and manifesting self-discipline with regards to these regulations. Cooperation of parents is expected.

The policy of the Calcasieu Parish School Board shall be that no mode of attire will be considered proper for school wear that distracts or disrupts classroom and school decorum. The Board feels it is the responsibility of each student to use good judgment in his/her total appearance so that the attention of others is not distracted from the purpose of school. Cleanliness shall be a basic consideration. For health and safety reasons, students must wear shoes to school.

Any substantial complaint concerning the dress code shall be dealt with by the school administration.

## **SCHOOL UNIFORMS**

Students attending Pre-K-12 schools in Calcasieu Parish shall be required to wear official school uniforms. Uniforms shall be as follows:

- Uniform shirts will be white, hunter green, navy blue, gray or DHS red polo/golf style shirts (short or long sleeves with a collar) or shirts that button down the front with a collar. No emblem, logo, decoration, or decorative trim is allowed.
- White, hunter green, navy blue, gray, or DHS red turtlenecks with no emblem, logo, decoration, or decorative trim are acceptable. Turtlenecks can be worn separately or under uniform shirt.
- \*\*\*DeQuincy High Spirit t-shirts and hoodies will be sold for students to wear on any school day. These t-shirts, sweatshirts and hoodies will be available to buy and order during the 1<sup>st</sup> nine (9) weeks of school.
- Club shirts may be worn on Fridays only.
- Shirts must be tucked in at all times.
- Khaki (*shades may vary*) or navy blue pants, skirts, shorts, skorts, or jumpers must be uniform style and color (no *blue* jeans, no corduroy or wind-suit materials, no sweat pants, no stretch pants or leggings, no spandex, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no hip-huggers, no side-knee pockets). Emblems, logos, or decorations are not allowed.
- Shorts, skirts, jumpers, and skorts must measure (front and back) no shorter than three inches above the knee.
- Belts should be black, brown, navy blue, hunter green, or khaki with no emblem, logo or decoration and must be worn with slacks and shorts *that are designed to have belt loops*. Belts must be visible and *worn around the waist*.
- Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. No over shirts will be allowed. During class time, jackets are to remain open – not zipped or buttoned. Colors for classroom outerwear include khaki, navy blue, hunter green, white, gray, DHS red, and the DHS Spirit Sweatshirt. No emblem, logo, or decoration is allowed on classroom outerwear. The uniform shirt must be worn under outerwear.
- Heavy coats and jackets worn to and from school and/or outdoors are not restricted, but recommended to colors of navy blue, white, khaki and hunter green and must be removed when entering a building.
- No headwear shall be worn on campus with the exception of knit caps in extremely cold weather and must be removed when entering a building.
- Students must wear their school issued ID badges visibly, on the upper part of their body clipped to their shirt or on a lanyard. Permanent ID replacements will be \$5. Temporary IDs are \$1. Charges unpaid after one month will result in disciplinary action.

### **Other Dress Code Regulations**

- Prohibited items include bandannas, hair rollers, extremes in hair styles, psychedelic or unnatural hair colors, lines, letters, or designs shaved in the head.
- Sunglasses, nose rings, visible body piercing, tongue rings and excessive or inappropriate jewelry are prohibited.
- Prohibited items include excessive and inappropriate makeup, painted faces, inappropriate tattoos, and stick-on tattoos.
- Clothing worn is not to be suggestive or indecent.

- Clothing, jewelry, and general appearance are not to be of the type that would cause a disturbance or distract or interfere with the instructional programs.
- Clothing, jewelry, and general appearance are to be such as not to constitute a health or safety hazard.

Principals may declare spirit or club days and allow students to wear school spirit shirts, or dress up days (i.e., when school pictures are scheduled) or allow students to wear other uniforms such as Boy Scouts, Girl Scouts, cheerleaders, band, chorus, etc. Other questions about uniforms should be referred first to the school authorities, then to the central office staff.

### ***Discipline Guidelines for Uniforms***

All Pre-K – 12 schools in Calcasieu Parish will strive to achieve full compliance of the Dress Code Policy and should resort to disciplinary measures only when positive measures fail. The intent of this policy is not to prevent any student who is not in uniform from attending school. This policy is not intended to suspend or expel a student from class or from school or lower an academic grade as a result of not complying with the School Uniform Policy.

Dress code violations will be treated as a minor infraction and will be included with other disciplinary actions and will be tallied on a per nine week basis.

Students shall not be considered in violation of the Dress Code Policy in the following instances:

- during the first five(5) school days after transferring from an out of the parish school
- when a student has been authorized by the school principal to wear something other than the approved school uniforms.
- when a parent has secured an exemption from the School Uniform Policy
- while an appeal of an exemption from the School Uniform Policy is pending;

Parent(s) or guardian(s) may request an exemption from the School Uniform Policy by submitting a written request to the school principal. Exemptions may be granted for religious reasons, medical reasons, or other justifiable reasons.

- A written request shall be submitted in writing using the Exemption Form.
- The Review Committee shall meet with the parent/guardian to discuss the School Uniform Policy and request for exemption.
- The parent/guardian shall be notified in writing of the outcome of the conference.
- If the Review Committee does not grant the exemption, the parent/guardian may appeal the decision to the appropriate Director.

### ***PHYSICAL EDUCATION DRESS REGULATIONS***

Physical Education I and II - Students can purchase a red and gray PE Spirit pack from the coaches for \$15 or students can purchase the traditional navy blue two-piece gym suit. Tennis shoes and white socks are also required.

## **GRADING POLICY**

### ***Grading Scale***

<b>A</b>	=	100% - 93%	=	4.00 – 3.50	=	4 Quality Points
<b>B</b>	=	92% - 85%	=	3.49 – 2.50	=	3 Quality Points
<b>C</b>	=	84% - 75%	=	2.49 – 1.50	=	2 Quality Points
<b>D</b>	=	74% - 67%	=	1.49 – 1.00	=	1 Quality Points
<b>F</b>	=	66% and below	=	Below 1.00	=	0 Quality Points

### ***Nine Weeks Grade***

To determine a nine weeks' grade, divide the number of points the student earned by the number of points possible. This numerical average will then be converted to a letter grade. No fewer than 15 grades will be allowed per 9-week marking period. Marking periods will reflect 40% formative (student practice) and 60% summative (student assessment).

### ***Final Grade***

The Final Grade in each course will be determined by averaging the students' nine week letter grades.

### ***Advanced Placement and Dual Enrollment Courses***

Advanced Placement and Dual Enrollment courses will be weighted in the following manner:

<b>A</b>	=	100% - 90%	=	5 Quality Points
<b>B</b>	=	89% - 80%	=	4 Quality Points
<b>C</b>	=	79% - 70%	=	3 Quality Points
<b>D</b>	=	69% - 60%	=	2 Quality Points
<b>F</b>	=	59% and below	=	0 Quality Points

### ***EOC Courses***

Courses with mandated End of Course (EOC) tests will be counted as 20% of the final average (the equivalent to a nine-week grade) for this class. The final course grade will be an average of letter grades awarded each nine weeks and the letter grade awarded on the EOC exam.

### ***One-Half Credit Course Grade***

The final grade for a one-half (1/2) credit course shall reflect an average of two marking periods.

### ***CHEATING POLICY***

Students may receive a zero and/or disciplinary consequences for cheating/copying and/or allowing other students to cheat/copy.

### ***SCHEDULE CHANGES***

Changes may be made to your schedule the first week of school with special permission of the principal. Only changes beneficial and necessary to the student's graduation requirements will be considered.

## **LOUISIANA GRADUATION REQUIREMENTS**

Requirements for graduation vary according to the date of entry into the 9<sup>th</sup> grade. Information pertaining to your date of graduation should be obtained from the school guidance counselor. Visit louisianabelieves.com for current graduation requirements.

### **ACADEMIC CLASSIFICATION REQUIREMENTS**

	TOPS University Diploma	Jump Start TOPS Tech Diploma
Freshman	0 - 4 credits	0 - 4 credits
Sophomore	5 - 9 credits	5 - 9 credits
Junior	10 - 16 credits	10 - 16 credits
Senior	17 credits	17 credits

### **HONORS POLICY**

#### ***Honors Positions***

- A. Summa Cum Laude..... 3.90 - 4.00+ GPA
- B. Magna Cum Laude..... 3.70 - 3.89 GPA
- C. Cum Laude..... 3.50 - 3.69 GPA

#### ***Curriculum Requirements***

The course requirements for Louisiana's TOPS Opportunity Scholarship eligibility will be required of Calcasieu Parish School System honor graduates.

#### ***Enrollment Status***

Students must be enrolled in a state approved high school the final two (2) years leading to graduation.

### **SUMMA CUM LAUDE GRADUATION ADDRESS**

Students who graduate with a 4.0 GPA or above will be eligible for selection to give a speech at graduation. Students must turn in a copy of their speech by May 1<sup>st</sup> to be considered for the selection process.

### **HOMEBOUND STUDY**

Students who will be out of school for ten (10) days due to doctor-certified illness may apply for the homebound program by contacting the counselor. There is no fee for this service.

### **STUDENT INFORMATION AND CONTACT**

A correct mailing address and telephone number is the responsibility of the student. DHS and CPSB must be able to notify parents of important information regarding their child during the school year.

### ***SCHOOL MESSENGER & COMMUNITY CONTACT***

The CPSB has made the School Messenger program available parish-wide to all schools to enable them to make contact with every parent/guardian of each student in Calcasieu Parish. The School Messenger program will be used daily to notify parents of their student's attendance. The program shall also be used to notify parents and students of important events and emergencies at DeQuincy High School. Please make sure that we have a current home and/or cell number for your student at the school.

### ***CPSB STUDENT PROGRESS CENTER***

Student Progress Center is available to students in the Calcasieu Parish School System and their guardians. We are very pleased to bring this access, and we believe that Student Progress Center offers an excellent means of monitoring student performance which includes current grades, attendance, discipline, and report card schedule. You may contact the school office and/or counselor for more information.

### ***EMERGENCIES***

It is extremely important that each student in our school have some means of contacting a parent or guardian at all times. A home phone number, business phone number, or cell phone number would be of great assistance if your child becomes ill or injured while at school.

## **STUDENT REGISTRATION FEE**

The purpose of fees is to have an equal distribution of a financial burden that we must all bear so that every student at DeQuincy High School will have an equal opportunity to share in the educational activities during their high school career.

The reason we have to charge a student fee of \$30.00 each year is to cover some operating expenses that are not provided from any other funding. The major expenses we have are for duplication machines, materials, and maintenance of our machines. We also experience a large cost from time to time with the upkeep and repair or replacement of locks and lockers. There are also forms and reports that students use during the year which are consumable and add to our expenses. We can assure you that every penny and more is invested in students' educations. \$5.00 of this fee goes toward class dues for a student's grade. Class dues pay for school sponsored activities including Homecoming, Prom, Senior Awards Night, and Graduation.

All fees and dues must be paid by **September 21, 2018** unless prior arrangements are made with the principal. We are more than willing to work with you if fees and dues are too big of a financial burden to pay at one time. Students who have not paid their fees and dues by this time will not be allowed to participate in extracurricular activities.

## **USE OF SCHOOL MATERIALS**

### ***LIBRARY***

The library will be available to students before school, at lunch and after school. Books can be checked out for a period of two weeks. No additional materials will be made available to students who have overdue items.

## ***LOCKERS***

Each student is assigned an individual locker. Sharing or swapping of lockers is not permitted. Lockers are the property of the school and may be inspected at any time by school officials. The cost of repairing any damage to a locker will be charged to the student.

## ***TELEPHONE AND MESSAGES***

Only with permission from the classroom teacher will a student be allowed to use the office phone. We also would like to request that parents only contact your child through the school in case of an emergency. Please see section entitled ELECTRONIC TELECOMMUNICATION DEVICES.

## ***CLASSROOM COMPUTERS***

Classroom computers can be used by students if they have a completed "Student and Parent Internet Contract" on file in their permanent record file.

## ***STUDENT WIRELESS ACCESS***

Acceptable Use Policy Forms are included in each student's homeroom packet. These forms must be signed by the student and parent in order to be able to use any electronic device at DeQuincy High School.

Using electronic devices is a privilege. Treat all equipment with care. Sharing files through email, discussion board, wikis, or blogs can be fun if you use proper digital etiquette.

## ***TEXTBOOKS***

Textbooks are the property of the parish and are merely loaned for use during the year. At the end of the year, students must turn in their books in acceptable condition to the teacher who issued them. If books are lost or misused, the student will be required to pay for them. DeQuincy High School will not transfer any educational records of any student that has not cleared their record of any state or school-owned property issued to the student.

## ***ITEMS PROHIBITED AT SCHOOL***

Problems arise each year because students have contraband, which are hazardous to the safety of others or interfere, in some way, with school procedure. Such items include but are not limited to water pistols, radios, video games, and caps or hats being worn at school. On the first offense - these items will be taken from the student and can be picked up at the end of school by the student; second offense – these items will be taken from the student and must be picked up by a parent/guardian; third offense – these items will be retained at the school until the end of the school year.

## ***ELECTRONIC TELECOMMUNICATION DEVICES***

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any fax machine, radio paging system, cell phone, or intercom in any elementary, middle, or secondary school building or on the grounds during the instructional day or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited to suspension from school.



Cell phones and all other telecommunication devices must be turned off, stowed away, out of sight, and not used during the instructional day or while riding a school bus. For the purpose of this policy, the instructional day will be defined to be the time students arrive on campus in the morning until the time they are officially dismissed in the afternoon. On field trips, telecommunication devices may be possessed/used at the discretion of the principal or his/her designee.

### ***Disciplinary Actions***

“Use/Turned On” shall result in:

First Offense:

- Written Warning
- Confiscation of the cell phone

Second Offense:

- One day of ISI
- Confiscation of cell phone

Third Offense:

- A two day suspension
- Confiscation of the cell phone

Fourth Offense:

- A three day suspension

Fifth Offense:

- Shall result in a recommendation of an expulsion hearing

All confiscated phones shall be returned to a parent or guardian when a request has been made and a release form provided by the school has been signed. Parents must sign the release form in person.

Lost/stolen phones are not the responsibility of the school.

## **DISTRIBUTION OF MATERIALS**

The school will not accept deliveries of flowers, gifts, etc. for students. Homecoming Day will be an exception to this rule. The school will not be responsible for any lost or misplaced orders or orders not received by student.

A retailer with a CPSB permit to visit schools will be permitted to have a representative present to distribute items to the students.

No printed materials (pamphlets, posters, etc.) may be distributed on the DHS campus without prior approval of the principal.

## **VISITORS**

The school accepts only those adult visitors who have legitimate business at school. All visitors must check-in the office when arriving at school. Visitors are expected to leave promptly when their business is completed. Guests of students including little brothers, sisters, children, and relatives are not allowed at school.

## **COMPLAINTS**

Constructive criticism of the school is welcomed by the Calcasieu Parish School Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the school to do their tasks more effectively. The Board has confidence in its professional staff and desires to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and possible solution. The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Principal
2. Director of High Schools
3. School Board

The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

## **UNWRITTEN REGULATIONS**

If, at times, things arise that are not covered by the written policies of this school, the following policy will be used:

Anything that detracts from the spirit or dignity of DeQuincy High School will be addressed by the administration according to the guidelines of the Calcasieu Parish School Board.

## **APPENDIX A: CPSB STUDENT ABSENCES AND EXCUSE POLICY**

The Calcasieu Parish School Board recognizes that the fundamental right to attend the public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

The parent or legal guardian shall enforce the attendance of the student at the school to which the student is assigned.

The principal of a school, or his/her designee, shall notify the parent or legal guardian in writing on or before a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

Each school shall attempt to provide verbal notification to a child's parent, tutor, or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor, or legal guardian when that child has been absent from school for five (5) school days in schools operating on a semester basis, and for ten (10) days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive.

No public elementary or secondary school pupil shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority, unless legally emancipated. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the pupil's school attendance of any such prohibited absence by a pupil.

### **TYPES OF ABSENCES**

The days absent for elementary and secondary school students shall include non-exempted excused absences, exempted excused absences, unexcused absences, and suspensions.

1. *Non-exempted excused absences* are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

2. *Exempted excused absences* are absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
3. *Unexcused absences* are any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program. Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.
4. *Suspensions* are non-exempted 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, but shall not be considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

### **EXTENUATING CIRCUMSTANCES**

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
2. Extended hospital stay in which a student is absent as verified by a physician or dentist.
3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.
4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.
5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly, disease, as ordered by state or local health officials.
6. Observance of special and recognized holidays of the student's own faith.

7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.
8. Absences as verified by the principal or his/her designee as stated below:
  - A. Prior school system-approved travel for education;
  - B. Death in the immediate family (not to exceed one week); or,
  - C. Natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system.

Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

### **SCHOOL-APPROVED ACTIVITIES**

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

### **CHILD PERFORMERS**

Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

### **MAKE UP WORK**

A student who is absent five (5) or more days in any nine-weeks period shall receive an incomplete grade in all subjects involved if the grade is not made up before the end of the grading period. The student can make up the work during the next nine-weeks period. If he/she fails to do so, the incomplete grade automatically becomes a "U". It shall be the responsibility of the teacher to inform the student of the deadline for any makeup work.

## **WRITTEN EXCUSES**

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) school days of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make up work missed.

The following procedures shall be followed for excuses:

1. Students who are absent from any class or from school for any cause will need a note from their parents or guardian. This note, dated and signed by a parent or guardian, shall state the cause for absence and the date/s of absence. The student must take the note to the appropriate school office or to a designated representative to secure an admit-to-class slip. Every absence will be recorded as temporarily excused or unexcused, based on the reason for the absence.
2. A forged excuse will be dealt with by the student's principal.
3. If after investigation by the teachers and principal, there is still a question as to the validity of the absence the case shall be reported to the Supervisor of Child Welfare and Attendance.

## **REPORTING ABSENCES**

The attendance of all school pupils shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by the Supervisor of Child Welfare and Attendance or duly authorized representative at all reasonable times. All schools shall immediately report to the Supervisor of Child Welfare and Attendance any unexplained, unexcused, or illegal absence, or habitual tardiness.

The Supervisor of Child Welfare and Attendance shall, after written notice to the parent or legal guardian of a child, or a personal visit of notification, report any such child who is habitually absent or who is habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine.

The following procedures shall be followed for the reporting of unexcused absences:

1. Any unexplained, unexcused, or illegal absence, or habitual tardiness, shall be reported to the visiting teacher and/or Supervisor of Child Welfare and Attendance when necessary.

2. The Supervisor of Child Welfare and Attendance may visit the residence of a student or any other place in order to ensure that a student is in attendance during the hours of a school day.
3. In the discharge of the duties of their office, Supervisors of Child Welfare and Attendance shall cooperate fully with the State Departments of Public Welfare, Labor, Health and Human Resources (DHHR), and other state and local agencies, and may serve such writs and process in law relating to compulsory attendance as may be necessary for the enforcement.
4. Violations of the compulsory attendance law shall be investigated and, when necessary, shall include written notice, either in person or by registered mail, to the parent, tutor, or other person having control or charge of a student within the compulsory school attendance age.

### **APPEAL OF ABSENCES**

When a student exceeds the maximum number of absences allowed the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter.

High school students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.

### **TARDINESS**

A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Habitual tardiness on the part of students shall not be tolerated.

Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.