

LIVE OAK HIGH



STUDENT HANDBOOK 2022-2023

Live Oak High School
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www.liveoakhigh.org

***This is a general guideline of expectations. It is not all inclusive and any situation may be dealt with as deemed necessary by the administration in accordance with the Livingston Parish Public School policy. The administration reserves the right to make any and all changes necessary to the policy as needed.**

Livingston Parish Public Schools (LPPS) adheres to the equal opportunity provisions of federal and civil rights laws, and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability. The Title IX Coordinator is Stephen Parrill, Assistant Superintendent, P.O. Box 1130, Livingston, LA 70754; phone (225) 686-7044; email Stephen.Parrill@lpsb.org

In addition to the above, it is the policy of LPPS that no person in the school district shall, on the basis of age, race, color, creed, disability, religion, national origin, veteran status in its educational programs and activities, sex, or similar personal distinction be denied the benefits of, or be subject to discrimination in regard to employment, retention, promotion, transfer, or dismissal in any educational program or activity under the jurisdiction of the LPPS.



Mission Statement

To assist Live Oak High School in identifying needs, developing solutions, and establishing direction in order to apply resources to improve the quality of Live Oak High School, its faculty, students, athletes and community.

**It is time to get involved!
Join Live Oak High School Eagle Backers today!**



**For more information
Ph 225-665-8858
www.liveoakhigh.org**

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LPPS CALENDAR FOR THE 2023-2024 SCHOOL YEAR

* (www.lpsb.org - School Calendar)*

<p>PLANNING/PREPARATION (FOR TEACHERS AND PRINCIPALS)</p> <ul style="list-style-type: none"> • Tuesday, August 8, 2023 (Full Day) • Wednesday, August 9, 2023 (Full Day) • Thursday, August 10, 2023 (Full Day) • Wednesday, September 20, 2023 (Full Day) • Wednesday, November 1, 2023 (Full Day) • Wednesday, January 3, 2024 (Full Day) • Thursday, January 4, 2024 (Full Day) • Wednesday, March 6, 2024 (Full Day) 	<p>STUDENTS</p> <ul style="list-style-type: none"> • SCHOOL BEGINS, Friday, August 11, 2023 • FIRST SEMESTER ENDS, Thursday, December 21, 2023 • SECOND SEMESTER BEGINS, Friday, January 5, 2024 • SECOND SEMESTER ENDS, Friday, May 24, 2024
<p>SCHOOL HOLIDAYS (STUDENTS)</p>	
<ul style="list-style-type: none"> • LABOR DAY, Monday, September 4, 2023 (1 Day) • LIVINGSTON PARISH FAIR, Friday, October 13, 2023 (1 Day) • THANKSGIVING BREAK, Monday through Friday, November 20-24, 2023 (5 Days) 	<ul style="list-style-type: none"> • CHRISTMAS & NEW YEAR'S BREAK, Friday, December 22, 2023 through Thursday, January 4, 2024 (10 Days) • MARTIN LUTHER KING JR. DAY, Monday, January 15, 2024 (1 Day) • MARDI GRAS BREAK, Monday through Friday, February 12-16, 2024 (5 Days) • GOOD FRIDAY / EASTER BREAK, Friday through Friday, March 29 - April 5, 2025 (6 Days) <p>*School staff will observe all holidays with the exception of those designated for planning and in-service.</p>
<p>STATE TESTING (STUDENTS)</p>	<p>COLLEGE CREDIT / CERTIFICATION TESTING (STUDENTS)</p>
<ul style="list-style-type: none"> • WORK KEYS TESTING, Thursday, October 9, 2023 through Friday, April 19, 2024 • STATE ACT / PRE-ACT EXAM DAY, Tuesday, March 12, 2024 • LEAP 2025, Monday, April 15, 2024 through Tuesday, May 7, 2023 	<ul style="list-style-type: none"> • AP EXAMS, Monday through Friday, May 6-17, 2024 • CLEP EXAM DEADLINE (SENIORS), Friday, May 17, 2024 • CTE CERTIFICATION EXAM DEADLINE, Friday, May 17, 2024

Modified Block Schedule

	ODD (M/W)
1 st Hour	7:09-8:44
3 rd Hour	8:48-10:23
5 th Hour/Lunch	1 st floor: 10:27-12:02 (class) 12:06-12:36 (lunch) 2 nd floor: 10:27-10:57 (lunch) 11:01-12:36 (class)
7 th Hour	12:40-2:15
	EVEN (T/TH)
2 nd Hour	7:09-8:54
4 th Hour	8:59-10:44
6 th Hour/Lunch	1 st floor: 10:49-12:34 (class) 12:39-1:10 (lunch) 2 nd floor: 10:49-11:19 (lunch) 11:24-1:10 (class)
8 th Hour	1:15-2:15
	ALL (F)
1 st Hour	7:09-8:11
2 nd Hour	8:15-8:57
3 rd Hour	9:01-10:02
4 th Hour	10:06-10:49
5 th Hour/Lunch	1 st floor: 10:53-11:54 (class) 11:58-12:23 (lunch) 2 nd floor: 10:53-11:18 (lunch) 11:22-12:23 (class)
6 th Hour	12:27-1:09
7 th Hour	1:13-2:15

Live Oak High School
Mission Statement & Beliefs

Mission Statement

*E*ducational Excellence in
*A*chieving
*G*oals for
*L*earning and
*E*ncouraging
*S*tudent Success

Beliefs:

- Learning is the #1 priority.
- The school and community share the responsibility for advancing the school's mission.
- The school establishes an environment that enhances and challenges student development.
- Goals and expectations for student achievement guide curricular and learning experiences.



LIVE OAK HIGH ALMA MATER

*Hail Live Oak High School
To you we sing our praise.
Your great high principles
Will guide us on our ways.
To the Eagle Blue and Gold
Loyal we will be.
We'll stand for what is just and right;
And march to victory.*



SCHOOL WIDE POSITIVE BEHAVIOR

Live Oak High utilizes school wide positive behavior support. School wide positive behavior support (SWPBS) is a scientifically research-based systems approach to enhancing the capacity of schools to educate all students. SWPBS is a proactive process whereby school leadership teams, in alignment with school improvement efforts: 1) facilitate the school's implementation of system-wide positive discipline procedures, 2) make ongoing data-based decisions about the effectiveness of their discipline procedures/interventions, and 3) make adjustments as needed throughout the year to enhance the success of both students and staff. SWPBS meets the demands of Act 1225, The Education/Juvenile Justice Partnership Act, and facilitates improved school climates so that students and faculty can focus on learning.

Behavioral Expectations:

Enthusiastic
Act Responsibly
Goal Oriented
Listen and be
E respectful
ager to Learn



We will also follow the three R's

Respect yourself
Respect Others
Responsibility for your actions

It is our intention to build a positive learning community in which positive behavior replaces undesirable behavior and to alter the environment by teaching appropriate skills and rewarding appropriate behavior.

Positive Behavior Interventions and Supports (PBIS)

The PBIS Fun Day Field Trip will take place in the late-March or early-April. Fun Day Field Trip fees can be paid online or to Mrs. Robinson in the office.

Qualifications to go:

- **No more than 2 dress codes, tardies or unexcused absences this semester
- **No referrals/discipline this year
- **No F's.

If anyone has a question they can see Mrs. Long in the office.

GENERAL SCHOOL INFORMATION

Address Change

Students must inform the office and present proper documentation (e.g. current electric bill) of a change of address or phone number. Only persons listed on the student check out card on file in the office will be allowed to check out students.

Ambassador Program

The Eagle Ambassador program is designed to promote a positive transition from middle school to high school. Student Ambassadors will assist, encourage, and be an overall positive role model for incoming freshman. Ambassadors will serve as representatives for the school in all community events.

Announcements

Announcements are read to all students over the intercom each morning and afternoon, posted in the main hallways, displayed on the TV's located around the school and posted on the school app. Students are accountable for all information in the announcements.

Arrival at School/Dismissal from School

Students must report directly to the courtyard- between cafeteria and main classroom building when you arrive on campus. You must be dropped off on the South Side of campus by the gym. Please pull up to stop sign before dropping off students.

When the bell rings at 2:15, all students who ride the bus or are picked up by guardians should report to the bus/car loading area immediately. No standing in the stairwells. Bus students are to go to their locker after 6th hour.

Students should leave the parking lot in a safe and orderly manner (no loitering). Students who are being picked up by parents, friends, etc., should be picked up in car pool lane by the FRONT GYM only!

Assemblies

Assemblies and special programs are held throughout the year. Students are expected to be courteous to other students, teachers, and guests. Students will follow this procedure: 1. Enter the gym through the assigned door and take a seat quietly in the assigned area. 2. Talk as little as possible. 3. Applaud when appropriate. 4. Always give courteous attention to the speaker.

Failure to follow procedure may result in exclusion from future assemblies and disciplinary action.

Bus Regulations

Bus number and morning pickup times can be found on the LPSB web page (lpsb.org). Click "Parents", "Transportation", and get your answers for "What bus?" "What school?" "What time?"

While riding a school bus, students are subject to school rules and regulations. Students are under the direct supervision of the bus driver and are subject to all rules of safety deemed necessary by the driver. **According to LPPS policy, students cannot ride a different bus to or from school.** Permission to ride a different bus will only be given as on emergency basis through the office.

Following is a list of general rules of conduct for Bus Riders which will be followed:

1. Students are to get on and off the bus in an orderly manner (no pushing, running, etc.).
2. Students are to remain in their assigned seats at all times until the bus comes to a complete stop.
3. Students are not to make loud noises (yelling, loud talking, etc.) while riding the bus.
4. No objects (paper, books, pencils, etc.) are to be thrown out of the bus window.
5. Students are to be respectful of the bus driver at all times. Disrespect of any degree will not be tolerated.
6. Students are to do what the driver tells them to do the first time the driver tells them to do it.

7. Students, or parents of the students, will be held financially responsible for any damage done to the bus by the student (Ex: cutting holes in seats).
8. Violation of the above rules may result in being suspended from the bus or school.

Concessions

The vending machine may be opened daily for students BEFORE and AFTER lunch. Concessions are **never** allowed in the cafeteria. No food or drink is to be brought onto campus. NO DRINKS are allowed in the hallways or classroom.

Dances

All guests attending any dance at Live Oak High School must be under the age of 21 and at least a 9th grader. Please refer to the calendar for information about the permission slips for non-Live Oak High students attending Homecoming or Prom. Permission slips are mandatory for a non-Live Oak High School student to attend. Proper identification must be presented at the door. Students must be present at school on the Friday of/before the dance. Students must check in before 10:30 with a doctor's excuse to be eligible. Students present at school can check out after 12:30 and still attend the dance if they bring a doctor's excuse. Permission slips are located in the student handbook. Students must have no more than 6 unexcused absences in any one class in order to attend Prom.

Designated Areas for Students

Students are to occupy only the Commons Area during non-instructional time. Students outside this area will be considered in an unauthorized area. Students are not to sit in their cars before school and at recess. Students are not to go to cars between classes or at recess.

Emergency Drills

Emergency and fire drills will be conducted monthly and monitored under the LOHS Emergency Plan. During an emergency drill, students must quietly follow the instructions of the teacher.

Equipment and Facilities

Each student is expected to assume responsibility for the care of all school property. This includes all school structures and individual items on campus such as desks and lockers as well as any school property issued to the student for their use such as sports equipment and technology.

Extra-Curricular Activities

Live Oak High School encourages and supports extra-curricular activities, but not at the expense of academics. Therefore, certain scholastic guidelines apply regarding interscholastic sports, cheerleaders, Eaglettes, band, color guard, and student organizations. Details regarding each can be obtained from the respective coaches or sponsors.

Hall Passes/Restroom Breaks

Students are not allowed out of class without permission from a teacher. Permission is granted at the discretion of the teacher.

ID Cards

Student IDs must be worn on the collar or on a lanyard and be visible at all times. Defacing of ID's with markers or stickers is considered an infraction of school rules. In the event a student loses his/her ID which is required as part of the daily dress code, a new one may be purchased through the office BEFORE school for \$5.00. A student who has temporarily misplaced or left an ID at home may purchase a ONE DAY temporary ID BEFORE school for \$1.00. After the tardy bell, it is automatically a dress code.

Insurance

The school is not responsible for hospital or doctor bills due to accidents that happen on the school premises. It is the student's responsibility to maintain adequate insurance coverage when participating in any extra-curricular activities.

Library

Students are encouraged to use the library for reference work. Students should not be sent to the library during a class period. The library is open for student use at recess and before school. Students are required to request a pass from the librarians before school to use the library during lunch and must be present in the library within five (5) minutes after the lunch bell. Fines are charged on materials over due at the established rate. Students must pay for lost or damaged books.

Lockers

Each student has the opportunity to use a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. The student is responsible for all belongings in the locker and must use the assigned locker with the assigned lock attached. Any deviation from this assigned locker or lock must be cleared through the library. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. No one is allowed to go to his/her locker while walking to or from the cafeteria or before school without a teacher's permission. Paper or clothing should not be hanging out of the lockers. No student should share a locker.

Medication/First Aid

Medication: No medication, including any over the counter drugs shall be administered to any student without a written prescription by a physician. A "PHYSICIAN MEDICATION" form must be completed by the physician and a "PARENT/GUARDIAN REQUEST AND AUTHORIZATION FOR MEDICATION" form must be completed by the parent/guardian. These forms may be obtained from the school office. There must be a form completed for each different medication brought in. Upon completion of these forms, the parent/guardian must bring these forms in along with the medication to be administered to the school office. It is the student's responsibility to report to the office at the proper time for medication. **NO STUDENT WILL BE ALLOWED TO BRING ANY MEDICATION ON CAMPUS WHETHER IT IS PRESCRIPTION OR OVER THE COUNTER.** All medication will be kept in the office and taken in the presence of school personnel. Any other medication on campus will result in a suspension or expulsion.

First Aid: First aid is provided to students as needed in the office.

P. E. General Information

1. All students are required to dress out in a school regulation uniform (gray shirt, blue shorts). The uniform may be purchased from the physical education instructors for \$25.
2. Tennis shoes must be worn by all students.
3. Students may wear a school regulation warm-up if they choose to do so.
4. Students are not allowed to bring balls or other equipment in the gym unless this is cleared with the instructor.
5. No student is allowed in the equipment room without a teacher.

P.E Dressing Out

1. **Each student is expected to dress out daily.**
2. If a student is ill and brings a note from home, that student will be required to dress out but not participate. After 3 notes from home, a doctor's excuse is required or participation grade will drop.
3. Homebound students will be required to obtain rules and handouts for each individual unit missed. Written in depth research reports and completed tests on each unit missed will also be required.

Personal Items

STUDENTS ARE NOT TO LEAVE EXPENSIVE JEWELRY OR MONEY IN THE DRESSING ROOMS.

Lockers are available but you must bring your own combination lock each day. Locks cannot be left on the locker after your PE period.

The dressing room **WILL BE LOCKED** as soon as every student is out. In order for a student to re-enter the dressing room it must be a true-emergency and the teacher will supervise the student.

Residency Affidavits

Students who attend LOHS on a residency affidavit **MUST** re-register at the beginning of each school year. Proper documentation must be provided that proves you are residing in the LOHS district.

Student Parking

Each student must register the vehicle he/she drives to school. Tags purchased in previous years will not be accepted and should be removed from vehicle. Failure to display a current parking tag may result in detention or loss of parking privileges.

Areas provided for student parking are as follows:

1. Gym and field house parking. All students will have an assigned parking spot.
2. Baseball/Softball complex: No assigned parking. Park in any available parking spot.
3. CTE Building Parking Lot. All students will have an assigned parking spot.

Students who are suspended for leaving campus without permission will lose their driving privileges (parking tag will be pulled for the remainder of the school year). Students who drive a vehicle on campus after having driving privileges revoked will be subject to suspension.

Student Planners

Student Planners must be kept on the student at all times. The planner contains many important items including the student's hall pass and parent note excuse. If lost, a replacement must be purchased in the office for \$5. Students are not permitted in the halls during class periods unless they have their hall pass from planner signed by an authorized person.

Substitute Teacher

A substitute teacher is an important stakeholder whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate. Remember: Substitute teachers carry the same authority as a regular classroom teacher.

Textbooks

Textbooks are furnished by the state and are issued at the beginning of the year. Replacement fees will be charged for lost or damaged books and/or tampering with bar codes. Students are not allowed to leave their textbook in a teacher's room. Theft or loss of a student's book does not negate responsibility for that student's book.

Visitors

All visitors must report to the office immediately upon arrival and receive a Visitor's Pass. Students are not allowed to have visitors during school hours. No flowers, food, balloons, gifts, etc. will be delivered to students during school hours. The use of Door Dash, Waitr and other food delivery services is prohibited.

Cafeteria

Breakfast: Tables will be set up at the entrance of the buildings for students to pick up a breakfast as they enter each morning. A nourishing breakfast is served each day on a non-profit basis. All students are eligible to receive a free breakfast. Breakfast will be eaten in the first class of the day.

Lunches: Students may eat lunch in the cafeteria. A well-balanced, well-prepared lunch is served each day on a non-profit basis. All students are eligible to receive a free lunch.

Students must pay for additional items purchased. There is a “no change” policy as stated by the Livingston Parish School Board. Any change goes into the student’s account. Online payments are encouraged for any additional items and can be made at www.myschoolbucks.com. Cafeteria payments will only be accepted before school. Students must come in before school to pay. No payments will be taken while serving lunch.

Students are not allowed to charge in the lunch room.

If a student brings a lunch, it must be in a lunch bag or a lunch box. Students must bring that bag/box with them through the line before they are seated if they wish to buy a milk, juice, or water. We encourage bag lunches to be healthy and nutritionally balanced. Snack type items should be eaten at recess. Soft drinks cannot be brought into the lunchroom. Fast food of any type is not allowed on campus. Feel free to contact the cafeteria at 271-3546 with any questions.

Expected Behavior In The Cafeteria:

1. Students must deposit all lunch litter in the garbage cans.
2. Students must leave the table and floor around them in a clean condition for others.
3. Students must take their place in line.
4. Jumping ahead or holding places for others will not be allowed.
5. No food or drink may be taken from the cafeteria.
6. No drinks may be taken into the cafeteria.
7. No fast food may be taken into the cafeteria or brought on campus.
8. Any student or adult bringing a lunch must have the drink in a thermos container. (No carbonated drinks, etc.)
9. Students who bring a bagged lunch may do so on a day to day basis.

Reminders that make the lunch line flow smoothly:

- Have your ID card. Students without ID’s will be sent to the back of the lunch line and receive an ID violation.
- Dump your plate when you are finished eating.

Cell Phones/School Telephones

Cell Phones: Students may have a cell phone on campus but must adhere to the following:

- School is not responsible for lost, stolen, or damaged items
- Student usage will only be allowed with principal/teacher permission, at appropriate times and under supervision. Students will be able to access their phones before/after school and during lunch. Students are not allowed to use their phones in the classroom unless the teacher has received prior approval from the administrators to use the device in conjunction with their lesson. Students should never access their phones in the bathroom or the locker room.
- Students are required to log-in to the district's wireless network for any usage.
- Students must adhere to the Student Use of Personal Devices policy
- Students must successfully complete the school's digital citizenship course and the district student cell phone use training module prior to individual usage being allowed.
- *Inappropriate usage such as cyberbullying, cheating, and unacceptable/unauthorized camera usage will not be tolerated.*
- **Students who make audio or image recordings/post social media taken from the school day of any kind (good or bad) will receive an automatic minimum 1-day suspension. This includes posting during or after school hours.**

Audio, still image and video recordings are not allowed at LOHS due to possible violations of FERPA and HIPPA, both of which regulate and protect the right to privacy for adults and minors. Any audio, still image or video recordings at LOHS require the prior approval of the Principal. Please note that this policy does not apply to general assemblies, award ceremonies, and other school sponsored events at LOHS.

School Phone: The office phone is available for students to use in case of a personal emergency. **NO STUDENT WILL BE CALLED OUT OF CLASS EXCEPT IN AN EMERGENCY**



Fees & Payments

Check Writing Policy

Livingston Parish now utilizes Envision Payments Solutions to recover all returned checks. All returned items are subject to electronic re-deposit without further notice. A Louisiana State authorized collection fee of up to \$50 will be assessed on all returned checks and may be drafted from your account electronically to the financial system. Please make sure your current address and two telephone numbers are included on every check presented to Livingston Parish Schools. The student's name must be on the check as well.

Equipment and Facilities Damage

Students may be held responsible for the repair or replacement costs of any damaged property.

Fee Payments:

Students must pay all fees in order to attend or participate in the following: club meetings, field trips, competitions, and dances. Fees may be paid online at <https://lpps.schoolcashonline.com/>. There is no charge for paying online.

Student Fee:

LOHS assesses each student a \$75 student fee for ID, locker rental, copy paper, student handbook, technology, etc.

AP Fees:

Students will pay a one-time \$50 AP Fee.

Sports/Club/Course Fees:

Some athletic programs/clubs/courses at Live Oak High require a fee from athletes to cover costs associated with the operation of the program. Please see the head coach/sponsor/teacher for fee amounts and payment deadlines.

Early Check Out and Fees Policy:

Any student owing fees at the end of First or Second Semester will not be allowed to check out early during mid-term and final exams.



ACADEMICS

Grading Policy

Regular Classes

100% - 93% - A
92% - 85% - B
84% - 75% - C
74% - 67% - D
66% - 0% - F

AP Classes

100% - 90% - A
89% - 80% - B
79% - 70% - C
69% - 60% - D
60% - 0% - F

Grading Procedures

Teachers update grades weekly, therefore PowerSchool demonstrates the most up to date version of grades. Parents and students are strongly encouraged to check PowerSchool weekly (<https://lpps.powerschool.com/public>). If you need your login information, please contact the Guidance Office at 225-271-3537.

Interim/Report Cards

To keep students and parents accurately updated on student progress, interims and report cards are issued as follows. Grades will be posted through an online grading system.

Interim Dates

Thursday, September 8, 2022 Tuesday, February 7, 2023
Tuesday, October 11, 2022 Thursday, March 16, 2023
Friday, November 11, 2022 Tuesday, April 25, 2023

Report Card Dates

Friday, January 13, 2023
Friday, June 2, 2023

Make-Up Work

Excused absence - Student will be allowed to make up all assignments and test according to the honor code. It is the student's responsibility to obtain make-up work from the teacher.

Unexcused absence - No make-up work allowed.

A suspension is an absence and students will only be allowed to receive 50% of their graded work during a suspension. This is LPPS Policy.

Guidelines for Make-Up Work

1. If an assignment was due the day of the absence, it is due the day the student returns to school.
2. If an assignment or test was given during the absence, the student has the exact total number of days that every other student had to complete the assignment/test.
3. Make-up tests and labs will be made up at a time agreed upon by teacher and student.
4. Extenuating circumstances will be dealt with on a case-by-case basis between student and teacher.
5. It is the student's responsibility to obtain make-up work from the teacher.
6. Unexcused Absence - No make-up work allowed.
7. Work not made up within two weeks will receive a grade of 0.

Field Trip Policy

In order for a student to attend a field trip, he or she must meet the following criteria:

- No "F"s in any subject on a current PowerSchool check
- No excessive absences in the current semester (no more than 6 unexcused absences throughout a semester or 5 consecutive excused absences at the time of the trip)
- No suspensions
- No school debts

Advanced Placement Courses

Advanced Placement Courses are an invaluable asset to a student's education. AP helps to build a student's confidence, offers an opportunity to earn college credit, and significantly increases student success in college. Students that earn a score of 3, 4, or 5 on the test could earn college credit. All students are encouraged to take the PSAT test in October to identify their AP potential but students enrolled in an AP class **MUST** take the PSAT.

Students that are enrolled in an AP course **must** take the AP test in May. Failure to take the AP Test will result in failing the class and/or not walking at graduation. Test dates are included in the calendar.

CLEP Testing

LOHS offers CLEP testing for individual students. The College Level Examination Program (CLEP) offers students the opportunity to receive college credit for what they already know by earning qualifying scores on any of the offered exams. While there are a number of exams, we recommend students take exams for courses in which they are currently enrolled. Before taking a test, we recommend students and parents learn more about which CLEP credit is accepted by the prospective college. Please check college acceptance of a particular test before enrolling for that test. You may refer to the college website to confirm the score required or visit the following link to get more information. <https://clep.collegeboard.org/started>.

Students will sign up through the office (Mr. Fasbender's office).

Soaring Eagle Banquet

Students that meet one or more of the following criteria will be invited to attend the Soaring Eagle Banquet during the spring semester.

- Took and passed an AP exam the previous year
- Currently enrolled in an AP class and have a minimum 4.0 cumulative GPA
- Scored a 27 or higher on the ACT test in the current school year

To be considered as a speaker your senior year, students must be currently enrolled in an AP class, have taken a minimum of 6 AP classes and have maintained all A's or have at least a 4.3 cumulative GPA.

LOHS Honor Code

As a student at Live Oak High School, I understand that I am responsible for my own work. Any assignment given to me will be completed to the best of my ability. I will not help others with their course work unless my teacher has specifically given permission, nor will I accept unauthorized aid. This includes, but is not limited to:

1. Copying another's work
2. Allowing my work to be copied
3. Plagiarism - includes copying someone's work or using someone's ideas
4. Giving answers to others in any form
5. Having another person do my work
6. Doing another's work
7. Using cheat sheets or other cheating techniques
8. Failure to follow behavioral directions given before a test or assignment

** Please note there is a difference between teaching someone to do something and giving answers.

Actions taken by a teacher for each occurrence of cheating are as follows:

1. Student will receive up to 50% if he/she cheats on any assignment. This includes tests, assignments, class work, homework, and all other course work involved. Student will have to redo the assignment to get the 50%.
2. A student aiding another student in any manner in cheating will receive up to 50% on tests, assignments, class work, homework and all other course work involved. The student will have to redo the assignment.
3. Teacher will contact parent as soon as possible following cheating incident.
4. No alternative assignment will be given to replace the grade.
5. Teacher will inform the office as soon as possible following cheating incident.

Actions taken by administration:

1. 1st offense - 3 days detention
2. 2nd offense - 6 days detention
3. 3rd offense - 1 day suspension

Beta Club

Any student who has been caught cheating or who has been suspended from school for any reason will be dismissed from the Beta Club and not reinstated.

EOC (End of Course) Testing:

The EOC tests are designed to measure whether students have mastered the knowledge and skills necessary for completion. Students will take LEAP 2025 tests in Algebra I, Geometry, English I, English II, Biology, and US History (if currently enrolled in the class). LEAP 2025/EOC tests are a necessary requirement for graduation and are scored using the following scale: Advanced, Mastery, Basic, Approaching Basic, and Unsatisfactory. Students who earn an overall score of Advanced or Mastery on an LEAP 2025/EOC test will be exempt from the final test in that subject during “Final Exam Week” at the teacher’s discretion.

Exam Exemptions:

In order to be exempt from Final Exams in the spring, students must meet the following criteria and have paid all school fees. Exemptions will be applied at the discretion of the teacher.

Freshmen:

- Meet the teacher’s Student Learning Target (SLT).
- Have no more than 6 unexcused absences in any class
- Have a 76% or higher average in the class
- 3.0 cumulative GPA
- Have NO suspensions

Sophomores:

- Meet the teacher’s Student Learning Target (SLT) or receive an Industry Based Certification (IBC).
- Have no more than 6 unexcused absences in any class
- Have a 76% or higher average in the class
- Have NO suspensions
- Make an 18 or higher on the Pre-ACT

Juniors:

- Meet the teacher’s Student Learning Target (SLT).
- Have no more than 6 unexcused absences in any class
- Have a 76% or higher average in the class
- Have NO suspensions
- TOPS University Track Students: Make an ACT Composite of 20 or higher
- JumpStart/TOPS Tech Track Students: Score of Silver or higher on the WorkKeys test

Seniors:

- Meet the teacher’s Student Learning Target (SLT).
- Have no more than 6 unexcused absences in any class
- Have a 76% or higher average in the class
- Have NO suspensions
- Score a 3 or higher on an AP Exam or score 50 or higher on a CLEP exam or have an Advanced JumpStart Credential
- JumpStart/TOPS Tech Track Students who take the WorkKeys test and score Silver or higher will earn 2 exam exemptions.

Homework Help/Tutoring

Homework help is available in the library at lunch. Students will need to provide their own lunch if they go to tutoring. Students may only have water as their beverage.

Many teachers also hold tutoring sessions in their classroom before or after school. Contact individual teachers for time and dates.

Credit Recovery

Students that have failed a course can take advantage of Livingston Parish Public School's Virtual School Program to regain credits. There are multiple benefits to participating in Virtual School such as 1) not having to repeat the course during the school day, 2) working at your own pace, 3) being classified in the correct grade, and 4) GRADUATING ON TIME. Credit Recovery is held after school twice a week from 2:30-4:30. Prices for a semester course starts at \$175 but are subject to change each semester.

Sessions are held during the Fall, Spring, and Summer. Contact the guidance office for more information (225-271-3537).



Dress Code

Live Oak High School firmly adheres to parish policy regarding dress code. No student's appearance, including but not limited to his/her attire, shall be considered proper and acceptable for school if it distracts from, or in any way disrupts, the educational process. The Livingston Parish School Board is responsible for achieving a system wide dress code for appearance and dress among students that will promote the best atmosphere for teaching and learning.

The Livingston Parish Dress Code for all students may be viewed on the parish website in detail, www.lpsb.org, by accessing the following links or a hard copy of the policy may be picked up in the office.

DRESS AND PERSONAL GROOMING

It is the responsibility of each student to use good judgment regarding appearance and attire. Cleanliness shall be a basic consideration. Any complaint concerning a student's dress and appearance shall be addressed by the particular school's administration. The principal of the particular school shall make the final decision as to what is considered proper attire and appearance. In the event that health and medical considerations for a particular student require an exception to the Dress Code, the principal of the particular school shall determine that exception.

The following guidelines have been established regarding all student's dress and appearance:

1. Styles of dress and grooming never should be such that they represent a collective or individual protest.
2. Appropriate footwear must be worn to school (no shower shoes, flip-flops, Crocs).
3. Caps, hats, and eye glasses without a prescription are not permitted.
4. Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited. (Examples: beer, cigarettes, drugs, obscene suggestions, sexual connotations, political, etc.)
5. Earrings are allowed for students provided they are not a safety concern or a distraction on campus.
6. Piercings, other than ears, are not permitted. Clear (concise stud only) pierce hole fillers are allowed for nose rings.
7. Jewelry, including earrings, worn during the school day should be a size and dimension that is not a safety concern or a distraction on campus.
8. Hair should be neat, clean, and out of the student's eyes. Students should have natural hair color. Extreme unnatural colors are not allowed. Sculptured hair styles that include pictures, symbols, letters, numbers, or hair curlers, rollers or excessively teased will not be permitted. Principals have discretion if a hairstyle including accessories interferes with learning.
9. Neatly groomed facial hair is acceptable, including mustaches, beards and goatees.
10. Tattoos that are vulgar, obscene, political, offensive or otherwise disruptive to the school environment are not permitted and must be covered at all times.
11. Foundation garments must be worn.
12. Dress during any period where uniforms are not required, such as special event days, or for transferring students, shall be consistent with the intent and spirit of the *School Uniform Dress Code*.

School Shirt:

- Solid color: Navy blue or white.
- Polo: (golf-boxed, hemmed) two, three or four buttons at the top front with collar (Short or Long sleeves) - High school students shall be required to tuck in shirts.
- Oxford/Dress Shirt (short or long sleeves) High and High school students shall be required to tuck in shirts.
- Designs, emblems, insignias, monograms and logos are prohibited.
- Under-shirts and t-shirts, if worn must be white, gray or black and can only be worn underneath the standard uniform.
- If applicable, school issued spirit shirt may be worn in place of the uniform polo on designated days.

Pants, Skirts, Shorts, Skorts, Jumpers:

- Solid color: Khaki
- No jean, knit, jegging, stretch, cargo, capri, or cropped styles.
- Appropriate fit: not too loose, not too tight; no sagging.
- Students' pants must have belt loops and a belt is mandatory.
- Pants must be worn at waistline,
- Skirts should be to top of kneecap.
- Jumpers are not allowed for Grades 9-12.
- Shorts/Skorts: Top of knee to four (4) inches above knee; length cannot be below the knees; length can be cuffed or not cuffed,
- The only logos allowed should be the manufacturer's label.
- All bottoms must be hemmed.

Belts:

- Belt required with clothing designed with belt loops, any color, no inappropriate logos or slogans. Belts are to be worn correctly and buckles are not to be excessive size or offensive. Studs and spikes are prohibited.

Socks/ Hose/Tights:

If worn...

- Socks may not have inappropriate or offensive wording or images. Socks above the knee are prohibited.
- Tights/Leggings solid color black, gray, navy blue or white (May only be worn under skirts/dresses/jumpers). Tights must be full length reaching the ankle.

Pullovers:

- Solid Navy Blue or White ($\frac{3}{4}$ zip, crew, hoodies, sweaters) are allowed. A pullover cannot be worn in place of shirt, nor be so large that it conceals a student's bottom garment. Designs, emblems, insignias, monograms and logos are prohibited
- Any spirit pullover purchased from the school or a vendor with the school name or logo is acceptable.

Shoes:

- Closed-toe and closed-heel shoes are mandatory.
- Footwear shall not extend above the knee.
- Shoes shall be properly tied or strapped, if applicable.

Coats:

- Coat/jacket/sweater may be worn, trench coats are prohibited.
- Vests/jackets/sweaters/coats that zip/button/snap from top to bottom may be any color and with hood.

Other:

- IDs must be worn and visible at all times.
 - If you do not have your ID at lunch, you will receive an ID violation.
- No Hats of any kind are allowed.
- Blankets are not allowed

DISCIPLINE POLICY & GUIDELINES

Proper student conduct is the responsibility of the student and parents. It is the daily responsibility of school personnel to assure that no single person interferes with the learning environment of other students.

Disciplinary action will include, but not be limited to one of the following: Counsel/warn a student, administer punish work, contact parent/guardian, after-school detention, suspension, or expulsion. The action taken is determined by the severity of the infraction and the number of prior offenses.

Search and Seizure

School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable suspicion that the student may be in possession of drugs, alcohol, weapons, or other materials in violation of school policy or state law. Property (cars, lockers, book bags, purses, etc.) shall remain under the control of school officials and shall be subject to search. Students are responsible for all items found on their person or in their possession, including in cars, lockers, book bags, purses, etc.

Bullying, Harassment, Hazing

LOHS does not tolerate bullying, intimidation, harassment, and hazing of any kind. These are offenses which are subject to expulsion. If you are being harassed, please notify a teacher, guidance counselor, or administrator. It will be investigated and appropriate action will be taken.

Corridor/Stair Courtesy:

- Keep corridors open to traffic by walking to the right.
- Do not block traffic by standing in groups.
- Pass through corridors quietly. Be considerate of others in the halls and classrooms.
- Students should remain on the right hand side when going up or down the stairs

Students are to refrain from the following:

1. Extreme dress or appearance which is disruptive to class.
2. Locker misuse.
3. Possession of inappropriate reading material in school.
4. Wearing sunglasses or hats. These items will be confiscated and returned at the end of the school year.
5. Physical contact with any other student (no touching, hugging, kissing, holding hands, etc.).
6. Rowdy behavior or running in the building. No horse playing in stairwell.
7. Inappropriate language.
8. Sitting in cars during the school day.
9. Littering buildings or campus.
10. Defacing school property.
11. Excessive absences, tardiness, sign-outs, missing classes when it is unauthorized.
12. Gambling on the school grounds.
13. Any conduct contrary to decent, polite, honorable, and honest standards.
14. Bringing food or drinks into the hall or classroom.
15. Damaging or losing school property.
16. Being in the classroom without teacher supervision. Example: before school, recess, etc.
17. Bringing personal possessions other than required items for classroom use. This includes games and electronic devices such as laser pens, lights, hats, sunglasses, MP3 players, etc. Students will be subject to disciplinary action, including but not limited to, confiscation of item and/or detention.
18. Students may secure permission to bring an e-reader/tablet and may use the device to read upon securing permission from the teacher. Disciplinary action will occur if you are using it for anything else.
19. Bringing visitors to school is prohibited including brothers and sisters.
20. Any activity considered illegal under local, state or federal laws will be a suspension or expulsion warranted violation.
21. Stealing.

22. Repeated misbehavior.
23. ABSOLUTELY NO GUM TOLERATED

Misbehavior will not be tolerated

All teachers have been requested to be on alert for any student behavior, which is in violation of the stated regulations. This list is not intended to place undue restrictions on the student body, but rather to encourage all students to behave in such a manner that they will be a credit to Live Oak High School. It is the duty of every teacher to make corrections when there is a violation, regardless of whether he/she teaches the student in class or not.

Detention

Students who have been assigned detention will be given work to complete. If a student is absent from detention without notifying the office, one day will be added. If he/she skips detention a second time, the student will be suspended. Detention is used as enrichment to improve the overall performance of our students. We strive to provide our students with additional help in reading and math comprehension. **MISCONDUCT IN DETENTION WILL RESULT IN IMMEDIATE SUSPENSION.** Detention dates will NOT be rescheduled for any reason other than an emergency- doctor's appt. Student work schedule will not be considered a reason to reschedule detention.

Suspension/Expulsion Warranted Violations

1. Possession or use of tobacco and/or tobacco paraphernalia on school property, including in vehicle. This includes to and from school or at any school function. (Parental permission to use tobacco or have tobacco paraphernalia does not exempt a student from this policy.) Possession of synthetic or imitation drugs on campus is not permitted.
2. Fighting on school property or at school related activities.
3. Possession or use of alcoholic beverages or drugs on school property or any school function off campus, including in vehicle.
4. Possession of or use of anything that might be considered a weapon.
5. Insolence or disrespect of any kind to any employee of LPPS on campus or at any school activity.
6. Leaving school without permission or skipping class.
7. Seventh/Eighth Dress Code/Tardy violation, according to LPPS Policy.
8. IF A STUDENT FAILS TO REPORT TO THE OFFICE AFTER BEING SENT, HE/SHE WILL BE SUBJECT TO A SUSPENSION.

Suspensions

If a student accumulates 3 suspensions from school, the student and parents will be advised that on the next (4th) suspension the student will receive an automatic expulsion from school. This is a state law and aligns to LPPS Policy.

EXPULSION WARRANTED VIOLATIONS

1. Extreme disrespect to a teacher or any other adult on campus.
2. Possession of any weapon.
3. Student drug use or possession.
4. Fourth suspension of any offense.

**Consequences for Minor and Major Infractions
Handled by the Administration of Live Oak High School**

MINOR OFFENSES	Warning	Detention 3-6 days	Short Term Suspension 1-3 days	Long Term Suspension 5-9 days
Unauthorized use of cell phones		1, 2	3,4...	
Possession of inappropriate personal items	Confiscated 1, 2	Confiscated 3, 4....		

MINOR/MAJOR OFFENSES	Warning	Recess Detention	Detention	Short Term Suspension	Long Term Suspension
Gum Chewing	1		2-4	5 and up	X
Disruptive/uncooperative behavior/failure to participate ***			X	X	
Dress code violations – does not include noIDs or shirt untucked	1,2	3,4	5,6	7,8	
No IDS or shirt untucked			1 day det.		
Public display of affection	1		2,3	4,5	
Unexcused tardies	1,2	3,4	5,6	7,8	
Willful disobedience	X		X	X	X
Sleeping during class	X		X	X	X

***If minor infractions have taken place in the classroom and documented on the Referral (Section-Teacher Taken), then the discipline action would be classed as a major offense.

MAJOR OFFENSES	Warning	Detention	Short Term Suspension	Long Term Suspension	Expulsion
Alteration of grade reporting, medical excuses, school documents, etc.		X	X	X	
Assault and battery of school personnel					X
Breaking and entering school property				X	X
Buying/selling of personal items at school		X	X	X	X
Campus disruption		X	X	X	X
Cheating		X	X	X	X
Disrespect for authority		X	X	X	
Distribution/Possession with intent to distribute (Law enforcement officers notified)					X Period of 12-24 calendar months
Extortion (Reimbursement)				X	X
Failure to attend detention		1 day added	2		
Failure to comply with detention rules/dismissed			X		
Failure to do/complete punish work ***	doubled	X			
False charges against authority			X	X	X
MAJOR OFFENSES	Warning	Detention	Short Term Suspension	Long Term Suspension	Expulsion
Fighting			X	X	
Fighting (continuing to fight after school personnel's request to stop)				X	X
Fighting (multiple offenses)				X	X
Forgery of administrator, teacher, or parent's signature		X	X	X	
Gambling			X	X	X
Harassing/threatening student or school personnel			X	X	X
Hooky/Skipping school			X		
Instigating major disturbance/fight			X		
Indecent behavior			X	X	X
Leaving campus-unauthorized check out			X		
Leaving class without permission			X		

Lying to school personnel			X		
Possession/Use of alcohol or drugs			X	X	X Period of 12-24 calendar months
Possession/use of fireworks		X	X	X	X
Profane Language			X	X	X
Sleeping in Class***		X	X		
Smoking, dipping, possession			X		
Stealing (Reimbursement)			X	X	X
Throwing Objects		X	X		
Unacceptable/unauthorized use of computers/ Internet		X	X	X	
Unauthorized area		X	X	X	X
MAJOR OFFENSES	Warning	Detention	Short Term Suspension	Long Term Suspension	Expulsion
Use of any object as a firearm or weapon				X	X
Unauthorized use of cell phone, CD player, camera, other electronic devices on campus		X	X		
Vandalism (suspension until reimbursement is made)			X	X	X
X - All offenses					
Other offenses and punishments may be added if necessary.					
**If minor infractions have taken place in the classroom and documented on the referral (Section – Teacher Action Taken), then the discipline action would be classed as a major offense.					

CAFETERIA INFRACTIONS

OFFENSES	Warning	Detention	Short Term Suspension	Long Term Suspension	Expulsion
Disrespect toward cafeteria employees		X	X	X	X
Inappropriate noise level	X	X	X		
Leaving without permission		X	X		
Throwing food		X	X		
Bringing food items into cafeteria (other than sack lunch) – no fast food	X (confiscated)	X (confiscated)	X (confiscated)		
Bringing soft drinks into cafeteria	X	X	X		
X-All offenses					
**All campus infractions and disciplinary actions are recognized in the cafeteria as well.					

BUS AND BUS STOP INFRACTIONS

OFFENSES	Warning	Detention	Short Term Suspension	Long Term Suspension	Expulsion	Bus Suspension
Distracting driver		X	X	X		X
Throwing objects out of or in bus		X	X	X		X
Not staying in seat		X	X	X		X
X - All offenses						
*All campus infractions and disciplinary actions are recognized on the bus or at the bus stop as well.						

Sportsmanship

Each student should follow these suggestions that will serve as a guide to carry out their responsibility in promoting good sportsmanship:

1. Consider the visiting team and fans, as well as the officials, as guests and treat them as such.
2. Respect the rights of all spectators.
3. Accept the officials' decision as final.
4. Support your teams with enthusiasm.
5. Be modest in victory and gracious in defeat.
6. Consider it a privilege and duty to encourage everyone (players and spectators) to live up to the spirit of the rules of fair play and sportsmanship.

Attendance Policy & Procedures

School attendance is mandated by state law for all students. In order to receive credit for a course, a student must not miss more than 5 unexcused days during any semester. In the event that attendance becomes an issue in any class, the following procedures will be followed:

- 3rd Unexcused Absence – A letter will be sent home to the parent/guardian
- 5th Unexcused Absence – The parent/guardian will receive a visit from the school resource officer
- 7th Unexcused Absence – Parent/Guardian will be required to attend a conference with the administration to discuss attendance and discuss future consequences
- 9th Unexcused Absence – Student will be considered truant and a referral to the court system (FINS) will be made. The student's driver's license will also be suspended.

*Please note that a note from home is not considered an excused absence. This will only allow a student to make up their work.

We understand that an extended illness may cause your child to exceed their allotted days prior to returning with a doctor's excuse. If your child will be out for more than two days and they will be returning to school with a doctor's excuse, please inform the school.

Also, please note that students that are not in good standing with attendance will not be allowed to participate or attend extracurricular activities or attend dances. Students with excessive absences or tardies may also lose driving privileges.

*Graduating Seniors: Any senior that misses more than seven (7) unexcused absences in a semester will not be allowed to walk at graduation.

To clarify high school absences, please note that our class absences are by individual class periods not by the full day. For example, if a student misses six (6) unexcused absences in first hour and only five (5) unexcused days second through 7th Hour, they will have no credit for the first hour class period.

If you have missed six (6) or more unexcused days of school in the current semester and/or have unpaid fees, then you may not attend or participate in club meetings, field trips, competitions, Homecoming or Prom.

BE AWARE THAT MID-TERM AND FINAL EXAMS WILL NOT BE ADMINISTERED EARLY. PLEASE REFER TO THE SCHOOL CALENDAR FOR EXAM DATES.

Check-Ins

If a student arrives at school after the tardy bell at 7:09, he/she is to check-in through the office. Five check-ins not covered by doctor's excuses will result in detention. Students may not check in to take exams.

Students Leaving Campus

Students are the responsibility of the school from the time they arrive on the campus until they leave in the afternoon. Once a student enters the campus (including the parking lot) in the morning, he/she is not to leave the campus for any reason without checking out through the office. Students are not to drive their cars on campus in the morning and then leave to go somewhere else even if they return before the first morning bell rings. This is considered leaving the school grounds without permission and is grounds for suspension and loss of driving privileges. Students will not be allowed to leave the campus for any reason unless parents give permission to the office. Going home to get books, posters, assignments, or gym clothes will not be allowed. **Students must check out through the office.**

Checking Out

Students are to come to the office to check out. Students will not be allowed to check out unless parents are contacted by the office. Anyone checking a student out is required to present a picture ID. This is for your child's protection. A person must be listed on the student's information card to check out a student. Students who check out may NOT RETURN to campus unless they check in to the office with a DOCTOR'S EXCUSE. Upon return to school, he/she must bring a valid excuse for the extenuating circumstance to receive an excused absence.

Students are not to check out before 10:30 unless there is an extreme emergency. Students cannot check out 7th or 8th hour except with a doctor's excuse. On the 5th check out without a doctor's excuse, the student will receive detention. Students will NOT be allowed to check out during the following times: Lunch-10:30 to 12:30 or after 1:45 pm.

Check outs during the week of midterms, finals, and testing will only be allowed for doctor's excuses. If a student would like to leave after his/her final exam, he/she must return a permission slip to the office two weeks prior to exam time. This permission slip will be verified with the parent after it is returned.

The school reserves the right to designate days where students cannot check out without a doctor's note. If a student checks out on one of those designated days, he/she will lose the right to check out early during exam week and lose exam exemptions.

Absences

Punctual and regular attendance is an extremely important part of your official permanent record. All students are required to attend school daily. Absences are excused only in case of:

1. Extended personal physical or emotional illness as verified by a physician.
 2. Extended hospital stay as verified by a physician.
 3. Extended recuperation from an accident as verified by a physician.
 4. Extended contagious disease within a family as verified by a physician.
 5. Death in the immediate family (not to exceed one week).
 6. Natural catastrophe and/or disaster.
 7. Any other extenuating circumstance requires that parents make a formal appeal in accordance with the due process procedures established by the LEA.
- All absences require a note from the parent, guardian or doctor. Sign outs will also be counted as an absence from class.
 - In order for a student to be considered for a grade in a semester marking period, he/she must not be absent more than the days allowed by the Louisiana State Department of Education. This number may vary from year to year as the number of required attendance days change (six (6) days absence is the maximum allowed).
 - A note from parents requesting an excuse because of illness allows the student to make-up missed work. This absence counts as one of those 6 days allowed by the state department.
 - Write-overs, liquid paper, or add on dates are NOT accepted on doctor's excuses. These actions will result in a 3-day suspension. Faxed doctor's excuses are ONLY permitted from the doctor's office.
 - Being absent or checking out of school to see a doctor or dentist requires a doctor's excuse. Anytime a student misses 3 or more consecutive days, he/she must present a doctor's excuse to receive an excused absence.
 - A student must be in school before 10:30 to be able to participate in any school activity. This includes any type of practice, game, etc.

THERE IS NO SUCH THING AS "SKIP DAYS" FOR ANY STUDENT.

Steps to Follow When Absent from School

1. Have a parent or guardian write an excuse giving full name, date, days of absence, and reason for absence.
2. Present your excuse to the first hour teacher. They will mark your planner regarding the excuse.
3. It is your responsibility to see your teachers about making up work.
4. A student has five (5) school days to submit a doctor's excuse, beginning with the day on which he/she returns to school. The doctor's excuse must be dated and signed and must list the dates of the student's illness and the date on which he/she may return to school. If a doctor's excuse is not presented within 5 days, the absence will be considered "unexcused" (according to LPPS policy "JB").
5. If a student presents an unauthorized Dr.'s excuse, he/she will be suspended.
6. If a student checks in after the beginning of first hour, he/she must obtain an admit slip through the office.

Excuses

The note from the parent or guardian should state the nature of the absence or reason for tardiness. If your parent or doctor's excuse is approved, you are permitted to make up work. If the excuse is not approved or the student does not bring one, you are not allowed to make up any work missed. The excuse will be recorded in the student's planner which must be presented to each teacher for signatures before the student is admitted to class. Students will not be excused from physical education unless he/she has a **medical excuse** stating that the student should be excused from P.E. If a chronic condition is present, the student should have an excuse on file in the office.

Tardiness

- A student who is late for the beginning of school must check in through the office. Teachers will mark students tardy for all classes 3rd – 8th periods.
- There is ample time to go from one class to another during the school day; therefore, all tardies will be unexcused unless the student has a note from a faculty member. If a student is detained in the office or by a teacher, he or she should ask for a note from the person who detained him or her before going to class.
- Students who choose to not ride the bus to school assume total responsibility for arriving on time.

Consequences for tardiness:

- 3rd tardy - 1 day of recess detention
- 4th tardy - 5 days of recess detention
- 5th tardy - 3 days of after school detention
- 6th tardy - 6 days of after school detention
- 7th tardy - 1 day suspension from school
- 8th tardy - 2 day suspension from school

GUIDANCE DEPARTMENT

Phone: 225-271-3537

Fax: 225-665-8850

Guidance services are available for every student in school. These services include assistance with educational planning, interpretation of test scores, occupational information, study tips, concerns of home, school and/or social situations, or any questions the student may feel he/she would like to discuss with the counselor. ACT testing and scholarship deadlines are available through guidance. Counseling students to maintain TOPS eligibility is a high priority; however, students and parents need to keep up with the requirements and the student's schedule. The main priority of our guidance counselors is to see that each student meets all requirements for graduation.

Parents wishing to visit with a counselor should call the guidance office (271-3537) to arrange an appointment.

Parent-Teacher Conferences

Parent-teacher conferences are arranged at the request of the parent or the teacher through the Guidance Office. They are to be held during the teacher's preparation period or before school beginning at 6:45. Parents may call the guidance office (271-3537) to set up these appointments. Parents may also contact teachers via email through the school website.

High School Graduation Requirements

(To double check the latest requirements as posted by the LA. Dept of Education, go to www.lpsb.org, click on the link to the LA. Dept of Ed; scroll down to "Most Requested Info"; click on drop down menu; select High School Graduation Requirements; open document listing requirements in Word or PDF format.)

For TOPS Scholarship information, please visit <http://www.osfa.la.gov/>



LIVINGSTON PARISH PUBLIC SCHOOL
STUDENT ACCEPTABLE USE POLICY - REVISED
(POLICY REGARDING INTERNET USE)

A. Program Development

In order to match electronic resources as closely as possible to the approved district curriculum, district personnel will continue to review and evaluate technology resources for compliance with Board guidelines listed in Board Policy IFA governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum. Infractions will be dealt with according to the guidelines listed in Board Policy JD governing discipline. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to district information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or pornographic. However, no filtering system is capable of blocking 100% of the inappropriate material available on the Internet.

B. Network Usage

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research, complete assignments, and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources, such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted

1. Risking Personal Safety and Privacy such as:

Sending or displaying offensive messages or pictures.

Giving personal information when using the system, such as complete name, address, phone number and identifiable photo without permission from teacher and parent or guardian.

2. Inappropriate Use such as:

Accessing obscene, lewd, vulgar, inflammatory, or offensive material.

Harassing, insulting or attacking others.

3. Illegal Activities such as:

Using others' passwords or trying to gain unauthorized access to any computer system.

Trespassing in others' folders, work or files.

Damaging computers, computer systems or computer networks.

Hacking, vandalism and unauthorized access.

Intentionally attempting to disrupt or intentionally disrupting the computer system or destroying data by spreading computer viruses, or by any other means.

Using the network for commercial purposes, financial gain, illegal acts, such as drug sales, engaging in criminal gang activity, threatening the safety of a person, or fraud.

Accessing social networking or gaming sites

Use of outside electronic mail, chat rooms, and any other forms of direct communication by students

No inappropriate network behavior including cyber-bullying

Installing any software on LPPS computer or networks

4. Violating Security

Giving others your password or access to your account.

Looking for security problems may be considered as an illegal attempt to gain access.

Intentionally wasting network resources.

5. Violating Copyright laws

Unauthorized downloading and installation of software.

Taking the ideas or writings of others and presenting them as their own.

C. Sanctions

Any knowledge of prohibited behavior or access of prohibited sites must be reported immediately.

Violations will result in a loss of network access. The range of sanctions is identified in the Discipline Policy.

Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved and this may result in prosecution and/ or restitution for damages.

D. Permissions

The Acceptable Use Policy will be distributed to Students and Parents through the school handbook and will be posted on the school board web site. Parental permission will be assumed unless specifically denied. Parents must go to the school and sign a “Denial of Permission Form.” Parental permissions that are assumed include:

Access to the Internet and email system.

Permission to publish students’ work to classroom web sites.

Permission to have unidentified photos of students published to classroom web sites.

Audio and video recordings are not allowed at LOHS due to possible violations of FERPA and HIPPA, both of which regulate and protect the right to privacy for adults and minors. Any audio or video recordings at LOHS require the prior approval of the Principal. Please note that this policy does not apply to general assemblies, award ceremonies, and other school sponsored events at LOHS.

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

Act 214 of the 2009 La. Legislative Session requires school systems to develop policies regulating any electronic communications between employees and students. LPSB has approved Policy GAMIA which regulates this communication. Below is a synopsis of what is acceptable and what will need to be reported to the administration at each school. This does not apply to an employee and his/her immediate family members who are students.

What is acceptable?

Any electronic communication between an employee and a student that is directly related educational, extra-curricular activities and occurs through the use of the school board email or school website.

Any electronic communication between an employee and a student that is directly related to educational extra-curricular activities and is made through the use of a school telephone or/and employee’s personal telephone after normal school hours. (Examples – class assignments, practices, competitions, etc.)

Everything Else Must Be Reported to the Administration

Examples:

Any electronic communication between an employee and a student that occurs using a means other than one provided by or made available by the school system

Any electronic communication between an employee and a student that is not directly related to educational, extra-curricular activities.

Any electronic communication, regardless of content, that is made through a social network

Any electronic communication of any kind that is inappropriate in nature

A form will be provided for employees to document any electronic communication between employee and student that must be reported. It will be maintained for one year. The principal will determine if the situation warrants investigation and further action.

ANTI-DISCRIMINATION STATEMENT

Livingston Parish Public Schools is an "equal opportunity employer." LPPS will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.

LPPS is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or person s it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions about employment, promotion, transfer, selection for training, performance evaluations, benefits, or other terms and conditions of employment; or (3) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment or substantially interferes with an employee's work performance.

Reporting Harassment

If an employee/student feels that he or she has been harassed on the basis of his or her sex, race, national origin, ethnic background, or any other legally protected characteristic they should immediately report the matter to his or her supervisor. If that person is not available, or if the employee feels it would be unproductive to inform that person, the employee should immediately contact that supervisor's superior or human resources. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any employee to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

Child Find

In accordance with the State of Louisiana Child Search Program, annual and ongoing activities are conducted to identify and locate children (ages 3 through 21) suspected of being exceptional and needing special education and/or related services.

If you have a child or know of a child between the ages of 3 and 5 years old who seems to have difficulty learning, help is available. Contact Heather Thibodeaux, the Livingston Parish Public Schools Preschool Child Search Designee at (225) 667-2080. If your child is school-aged, contact your home-based school district regarding these concerns.

LIVINGSTON PARISH PUBLIC SCHOOLS HEALTH RULES

The following guidelines are offered to help you determine when your child should not attend school. Please consider carefully a child's statement of feeling ill.

- **Diarrhea/vomiting**: Students who are vomiting or having diarrhea (2 or more watery stools) will be sent home from school. They will not be allowed to return until they are symptom free for 24 hours from the onset of symptoms. Children should be kept home if they were vomiting or experienced diarrhea during the night.
- **Fever**: Students who have a fever of 100.0 F or higher will be sent home. Students will be readmitted after they have been fever free for 24 hours without the use of fever reducing medications. (ex: Tylenol, Motrin, or Advil).
- **Cold/flu**: Students with severe colds, sore throats, cough or "flu like" symptoms will not be allowed to stay at school. They should stay home for rest and proper attention to their symptoms.
- **Pink Eye**: Symptoms of pink eye such as eye drainage, crusty eyelids, redness on the white part of the eyes, swelling, and itching may indicate pink eye, which is a contagious disease. Children with these symptoms will be sent home and should be seen by a doctor for a diagnosis. A doctor's excuse will be required to return to school. If diagnosed with pink eye, the student must be on treatment for at least 24 hours before he can return to school. Some conjunctivitis may require the student remain at home until all symptoms are resolved.
- **Rash/Lesions**: A student with an undiagnosed rash or lesion will not be allowed to stay at school. Skin rashes or lesions will be considered possibly contagious. Child may return to school after rash is determined to be non-contagious by a physician or to be no longer contagious after proper treatment. Students may return with a note from the Physician's office.
- **Boils**: Students with boils must be seen by a Physician. If it is a staph infection they must remain home for 24 hours after starting antibiotics. A Physicians note will be required for them to return to school. The boil must be covered. If the boil is draining extra clothes and bandages should be sent with the student in case the bandage becomes saturated or if the clothes get wet.
- **Lice**: A student's hair must be free of nits and bugs in order to remain at school. The student will be readmitted to school after the parent has treated the child and *all nits and bugs* are removed. After successful treatment, the parent will need to bring the student to the office to be rechecked for lice by school personnel before being allowed to stay at school. *It is recommended that parents check their child on a regular basis for signs of head lice.*
- **Medication**: If your child needs to take medications for chronic conditions at school please contact your **school nurse**. State law requires a *medication administration form* be completed by the Physician and parent. This includes prescription and over-the-counter medications. If a student is prescribed a new medication, they must remain at home for 12 hours after the first dose to be observed for adverse reactions. Parents are allowed to bring medications to the school and administer them to their child. If Parents cannot come they may send the medication with someone listed on the child's contact card. If the parent or someone on the contact card cannot come then the parent may send an adult not listed on the contact card. The School will require a written or verbal consent from the parent if the adult is not on the contact card and an ID will be checked.

- Immunizations: Louisiana State Law Statute LA R.S. 17; 170 Students entering school for the first time shall present a completed or up to date immunization record.

All students that are 11 years old must have a Tdap Booster, Meningitis vaccine, and a second varicella (chickenpox). Students that are 16 years of age must have a **second** meningitis immunization. Parents of students that are unable to receive their immunizations due to medical, religious, or personal reasons must submit a written *letter of dissent*. This letter may be found on the LDOE and LPPS websites. Students that have not received proper immunizations may not be allowed to come to school if there is an outbreak of a communicable disease at school (Chickenpox, Measles, Pertussis, etc.). By state law, these students must be excluded from the school setting, for the incubation period of the disease. These absences may not be excused.

- Vision/Hearing: Students vision and hearing are screened by the school nurse in Pre-K, Kindergarten, 1st, 3rd, 5th, 7th & 9th grades and from parent or teacher referrals. If a problem is detected notes will be sent home to the parent referring them to their physician for a more complete evaluation.
- Scoliosis: Students are screened in 6th grade for curvature of the spine. If signs are seen, students will be sent home with a letter referring them to their physician for a more complete evaluation.
- Medical Conditions: If your child has a chronic medical condition, contact the school nurse *annually*. Some examples of chronic medical conditions are: Seizures/Epilepsy, diabetes, asthma, celiac disease, severe allergic reactions to insects or food that require use of an Epi-pen or Benadryl during the school day. A SPECIAL DIET ORDER form is required *annually* from a physician if your child has specific food allergies.
- Post- Surgery or Hospitalization: If your child is hospitalized or has surgery he/she must return with a note from the Physician allowing him/her to return to school. Any restrictions must be noted on the return to school form.

If you have any questions or concerns, you may call Jennifer Wilkinson, RN School Nurse Coordinator at (225)686-4368 or contact the school nurse at your child's school. **In order for proper care to be provided at school, it is the parent's responsibility to notify the School Nurse with any medical conditions or needs your child may have or any changes to their medical conditions during the school year.**

FAMILY RESOURCE CENTER

The Family Resource Center is a loaning library
open to parents with children enrolled in
Livingston Parish Public Schools.
Our goal is to provide resources to parents that will
assist families with their child's educational needs.

Located at
The Literacy and Technology Center
9261 Florida Blvd. Room 142 B
Walker, LA 70785
Phone: (225)667-1098

Please visit:
http://www.lpsb.org/parents/family_resource_center
for monthly workshop announcements!

Services Offered:
Special needs information
Free monthly workshops
List of tutors for hire
Educational materials for loan

Hours of Operation
Tuesday 1:00 p.m.-7:00 p.m.
Wednesday 9:00 a.m.-3:00 p.m.
Thursday 9:00 a.m.-7:00 p.m.

Live Oak High School
Homecoming 2022
Guest Contract

To Whom It May Concern:

Live Oak High is hosting its Homecoming Dance on Friday, September 22, 2023, from 8:00 p.m. to 11:00 p.m. Our school policy states that any non-Live Oak High guest accompanying a LOHS student must be approved for admission to the dance. Your assistance is greatly appreciated in validating the information about the guest wishing to attend this event.

Dress Code Policies: This applies to you and your date.

Men: Must wear slacks
No earring
Clean shaven (School rules apply)

Women: No jeans
No more than 2" of skin showing in the mid-section
No dresses that are extremely tight, extremely low-cut, or extremely short
No plunging necklines
School rules apply with earrings

All attendees must be in compliance with the dress code. Supervisory personnel reserve the right to refuse admittance to any student or guest inappropriately dressed. If there is a question about your attire, bring the garment to school for approval.

Behavior policies

LOHS rules and consequences for conduct will be enforced at all off-campus functions.

Once a student and guest have entered the dance he/she will not be permitted to leave the building. He/she will not be allowed to return to the parking lot for "forgotten items".

ABSOLUTELY NO tobacco, alcohol, or drugs of any nature are permitted at any LOHS sponsored event. Any student or date under suspicion of use or possession of prohibited substances will be removed from the dance, the parent will be contacted, and disciplinary action will result. Any student who sells, gives, possesses, uses or is under the influence of the above will be expelled from school and reported to the appropriate law enforcement for legal action.

Dance Policies:

All dates should be in at least the 9th grade and should not be over the age of twenty (20).

Student and Guest will both be required to show photo I.D. upon entry to the dance.

Livingston Parish Public Schools adheres to the equal opportunity provisions of federal and civil rights laws, and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability. The Title IX Coordinator is Bruce Chaffin, Assistant Superintendent, P.O. Box 1130, Livingston, LA 70754; phone (225) 686-7044; email bruce.chaffin@lpsb.org.

Statement by LOHS Student:

I certify that the student named below is my date for the dance held on September 22, 2023. I am responsible for his/her behavior. If he/she cannot follow the rules and procedures of LOHS, I will be held responsible.

Signature of LOHS Student _____

PRINT NAME of LOHS student _____

Section A or B must be filled out on the reverse side.

A. GUEST INFORMATION (FROM ANOTHER SCHOOL)

Full Name _____ **Grade** _____ **School** _____

I am aware that my student is expected to comply with the rules and supervisory personnel of Live Oak High School while he/she is in attendance at LOHS Homecoming.

Parent of Guest Signature _____ **Emergency #** _____

I understand that I am responsible for my conduct at this LOHS school function. I will abide by the rules and consequences in force for this school function. I understand that the student sponsoring my attendance is held accountable for my behavior. I understand that if my behavior is deemed uncooperative or inappropriate I will be asked to leave the LOHS function.

Guest Student Signature _____

Principal/Administrator Recommendation:

The above mentioned student has been asked by a Live Oak High School student to attend LOHS Homecoming on September 22, 2023. Please verify that the student is in the grade stated and is in good standing at your school

Administrator's Signature and Title _____

School Name _____

Date _____

Phone Number _____

B. GUEST INFORMATION (No longer in High School)

Full Name: _____ **Age:** _____ **License#** _____

I am currently working/ registered at (place of employment or college enrolled in):

Student must have left school in good standing. They cannot have been expelled from school this year or any previous year

Please have a parent or employer vouch for the character of the guest. Please understand that the school reserves the right to contact my reference person to verify information.

Reference Signature _____ **Relationship** _____

I understand that I am responsible for my conduct at this LOHS school function. I will abide by the rules and consequences in force for this school function. I understand that the student sponsoring my attendance is held accountable for my behavior. I understand that if my behavior is deemed uncooperative or inappropriate I will be asked to leave the LOHS function.

Guest Signature _____

RETURN TO **Mr. Fasbender** by Tuesday, **September 19, 2023**

**Prom 2023
Guest Contract**

To Whom It May Concern:

Live Oak High is hosting Prom on Friday, March 22, 2024, from 8:00 p.m. to 11:00 p.m. Our school policy states that any non- Live Oak High guest accompanying a LOHS student must be approved for admission to the dance. Your assistance is greatly appreciated in validating the information about the guest wishing to attend this event.

Dress Code Policies: This applies to you and your date.

Men: Must wear slacks No earrings Clean shaven (School rules apply)	Women: No jeans No more than 2" of skin showing in the mid-section No dresses that are extremely tight, extremely low-cut, or extremely short No plunging necklines School rules apply with earrings
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All attendees must be in compliance with the dress code. Supervisory personnel reserves the right to refuse admittance to any student or guest inappropriately dressed. If there is a question about your attire, bring the garment to school for approval.

Behavior policies

LOHS rules and consequences for conduct will be enforced at all off-campus functions.

Once a student and guest have entered Stage One he/she will not be permitted to leave the building. He/she will not be allowed to return to the parking lot for "forgotten items".

ABSOLUTELY NO tobacco, alcohol, or drugs of any nature are permitted at any LOHS sponsored event. Any student or date under suspicion of use or possession of prohibited substances will be removed from the dance, the parent will be contacted, and disciplinary action will result. Any student who sells, gives, possesses, uses or is under the influence of the above will be expelled from school and reported to the appropriate law enforcement for legal action.

Dance Policies:

All dates should be in at least the 9th grade and should not be over the age of twenty (20).

Student and Guest will both be required to show photo I.D. upon entry to the dance.

Livingston Parish Public Schools adheres to the equal opportunity provisions of federal and civil rights laws, and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability. The Title IX Coordinator is Bruce Chaffin, Assistant Superintendent, P.O. Box 1130, Livingston, LA 70754; phone (225) 686-7044; email bruce.chaffin@lpsb.org.

Statement by LOHS Student:

I certify that the student named below is my date for the dance held on March 22, 2024. I am responsible for his/her behavior. If he/she cannot follow the rules and procedures of LOHS, I will be held responsible.

Signature of LOHS Student _____

PRINT NAME of LOHS student _____

Section A or B must be filled out on the reverse side.

A. GUEST INFORMATION (FROM ANOTHER SCHOOL)

Full Name _____ **Grade** _____ **School** _____

I am aware that my student is expected to comply with the rules and supervisory personnel of Live Oak High School while he/she is in attendance at LOHS Prom.

Parent of Guest Signature: _____ **Emergency #** _____

I understand that I am responsible for my conduct at this LOHS school function. I will abide by the rules and consequences in force for this school function. I understand that the student sponsoring my attendance is held accountable for my behavior. I understand that if my behavior is deemed uncooperative or inappropriate I will be asked to leave the LOHS function.

Guest Student Signature _____

Principal/Administrator Recommendation:

The above mentioned student has been asked by a Live Oak High School student to attend LOHS Prom March 22, 2024. Please verify that the student is in the grade stated and is in good standing at your school

Administrator's Signature and Title _____

School Name _____

Date _____

Phone Number _____

B. GUEST INFORMATION (No longer in High School)

Full Name: _____ **Age:** _____ **License#** _____

I am currently working/ registered at (place of employment or college enrolled in):

Student must have left school in good standing. They cannot have been expelled from school this year or any previous year.

Please have a parent or employer vouch for the character of the guest. Please understand that the school reserves the right to contact my reference person to verify information.

Reference Signature _____ **Relationship** _____

I understand that I am responsible for my conduct at this LOHS school function. I will abide by the rules and consequences in force for this school function. I understand that the student sponsoring my attendance is held accountable for my behavior. I understand that if my behavior is deemed uncooperative or inappropriate I will be asked to leave the LOHS function.

Guest Signature _____

RETURN TO Mr. Jones by **Tuesday, March 19, 2024**

LIVINGSTON PARISH SCHOOLS MANDATORY DRUG POLICY

The Livingston Parish School System is dedicated to providing a safe, drug-free environment for students and employees. The use of illicit drugs is unlawful and harmful. Adherence to these standards is mandatory.

The Board directs that each student shall be specifically prohibited from being under the influence of, bringing, consuming, or having in his/her possession or possessing with intent to distribute or distributing on a school bus, on school premises, or at any school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit of a controlled substance, or other controlled substance as defined by state statutes unless dispensed by a licensed physician as allowed by law.

A. When a student is found to be under the influence of and/or in possession of alcoholic beverages, or possession of a counterfeit of a controlled substance or look alike drugs, or in possession of related drug paraphernalia, the principal/designee shall follow these steps:

1. FIRST OFFENSE:

The student shall be suspended for a minimum of three days and the legal guardian is contacted.

2. SUBSEQUENT OFFENSES:

The student shall be recommended for expulsion following the provisions and guidelines set forth in state law.

B. When a student is found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school sponsored event, the principal/designee shall follow these steps:

1. A student sixteen (16) years of age or older shall be recommended for expulsion for a minimum of four complete school semesters.
2. Any student in grades six (6) through twelve (12) and under the age of sixteen (16) shall be recommended for expulsion for a minimum of two complete school semesters.
3. Notify the parent/guardian by phone. If the parent/guardian cannot be reached by phone, notify by sending a letter within twenty-four (24) hours.
4. Notify the proper law enforcement agency.
5. Any case involving a student in kindergarten through grade five shall be referred to the local board through a recommendation for action from the superintendent.

At all times, the student's rights to due process and confidentiality shall be maintained in compliance with all state and federal laws.

Student Signature

Parent/Guardian Signature

Date

PARENT/GUARDIAN EXCUSES (These are non-subtractable days. These days count toward the 6 days of allowed absences. Students will receive no Carnegie credit in classes that exceed this count of days. Please note that the state has lowered the number of days that students are allowed to miss.)

Date (s)	Signature of 1 st hour teacher	Date (s)	Signature of 1 st hour teacher

