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APPENDIX

VISION

OUR VISION FOR ELIZABETH HIGH SCHOOL IS TO CREATE A SCHOOL COMMUNITY FOR STUDENTS THAT IS CONDUCIVE TO RECEIVING A QUALITY EDUCATION AND LEARNING OPPORTUNITIES TO BECOME PRODUCTIVE CITIZENS. STUDENTS WILL HAVE SUCCESS FOR TODAY AND BE PREPARED FOR TOMORROW.

MISSION

OUR MISSION AT ELIZABETH HIGH SCHOOL IS TO PROVIDE ALL STUDENTS WITH THE EXCEPTIONAL LEARNING OPPORTUNITIES THAT WILL EMPOWER EACH STUDENT TO CONTRIBUTE POSITIVELY TO OUR COMMUNITY AND SOCIETY IN THE 21ST CENTURY.

WELCOME

FOREWORD

We welcome you as a student to Elizabeth High School. As a school citizen, you are expected to follow the rules that exist for the welfare of the entire student body. The rules and regulations in this handbook will be in effect until such time as a new handbook is issued. All rules are subject to change during the school year. Such changes will be in the form of an addendum to this handbook.

As you work toward your future, we hope that you will take advantage of the many learning opportunities afforded to you. It is the hope of the faculty that each of you have a rewarding and successful school year.

PHILOSOPHY

The faculty of Elizabeth High School believes that it is the school's responsibility to provide every child with a set of values, with skills, and with knowledge to enable her/him to develop to the greatest possible degree her/his individual, intellectual, emotional, social, and physical self. We strive to provide the opportunity for each child to express her/his special talent, interest, and creative abilities toward that goal.

Furthermore, we believe it is the responsibility of the school to keep the community informed of its objectives, activities, and needs to maintain itself as a center of education in the community.

We strive to incorporate in the program of studies and extra-curricular activities instructional methods consistent with current knowledge of the nature of learning and the nature of youth in order to provide for motivation toward further higher learning or vocational training, physical and emotional development, leadership training, aesthetic appreciation, and for wise use of ever-increasing leisure time.

PURPOSES

In accordance with our belief that all later learning builds on the work of the school, we offer the following objectives:

1. To develop the essential abilities, basic habits, fundamental skills and attitudes for effective reading and study for both curriculum and personal purposes.
2. To strive for mastering the form of communication, both oral and written, by use of coherent thinking and effective language skills.
3. To provide opportunities for creative expression through art, music, and language arts.
4. To foster the abilities involved in critical thinking, self-evaluation, and personal goal setting.

5. To provide each student with a working knowledge of the mathematical processes and of logical and quantitative reasoning.
6. To provide real experiences involving problem solving and research in order to develop in the student an understanding of his environment and an inquiring mind.
7. To enable the student to develop an ever widening understanding of the interdependence of individuals, communities, and nations.
8. To develop within the student an appreciation of his historical and cultural heritage.
9. To furnish some acquaintance with some basic vocational skills and knowledge for personal use and as an introduction to the work world.
10. To provide a variety of purposeful activities, which develop the physical, mental, social, and emotional fitness of each child, preparing him to become a responsible citizen with a sense of good sportsmanship and with good moral and ethical values.

ACCIDENTS

All accidents on the school campus must be reported to the office. If the nature of the injury permits, the injured person should report to the office.

ATTENDANCE POLICY

In order for Allen Parish elementary students to be considered for promotion or high school students to receive Carnegie credit for each course taken, students shall be in attendance 94% of the required time. Based on our instructional calendar of 177 days, students may not exceed 12 instructional days per year.

Tardy for school three times and/or checking out early from school three times (with no excuse) will also be reported to the District Attorney's office.

Students participating in school approved activities which necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up class work or assignments.

Students missing school as a result of any suspension shall be counted as absent. The following is the grading procedure to be used for students who are suspended: The student shall be assigned school work missed while he or she is suspended and shall receive half credit for such work. Example: A student completes the assignment and scores 76 out of 100 points. The student's grade would be a 38 which is half of the 76 points.

Any student whose absence is unexcused shall be given zeroes in those subjects for those days missed for any work or assignment that was graded and entered in the grade book.

The only exception to the attendance regulations shall be the following extenuating circumstances that are verified by the supervisor of Child Welfare and Attendance:

1. Extended personal, physical or emotional illness as verified by a physician or dentist in which a student is absent for three or more consecutive school days as verified by a physician or nurse practitioner licensed in the state.
2. Extended hospital stay in which a student is absent for three or more consecutive school days as verified by a physician, dentist, or nurse practitioner licensed in the state.
3. Extended recuperation from an accident in which a student is absent for three or more school days as verified by a physician, dentist, or nurse practitioner licensed in the state.
4. Extended contagious disease within a family in which a student is absent for three or more days consecutive school days as verified by a physician, dentist, or nurse practitioner licensed in the state.
5. Observance of special and recognized holidays of the student's own faith.
6. Death in the family (not to exceed one week).
7. Natural catastrophe and/or disaster.
8. Absences approved in advance by the Principal.
9. For any other extenuating circumstances parents must make a formal appeal in accordance with the due process procedures established by the Allen Parish School Board.

Because regular attendance is essential for successful schoolwork, excused absences will be given only in cases of necessary absence. Allen Parish School Board Policy Manual identifies necessary absence as follows:

Excused absences are absences of two or fewer consecutive school days occurred due to personal illness or serious illness in the family; see extenuating circumstances definition from above for three or more consecutive days or other types of absences in which a student would be allowed to receive grades.

Unexcused absences – any absence not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including but not limited to out of school suspensions and absences due to any job unless it is part of an approved instructional program.

The following are not excusable absences in accordance with state attendance laws:

1. Playing hooky (automatic suspension)
2. Suspension
3. Missing the bus
4. Trips out of town not approved in advance by the principal
5. Shopping, hunting, fishing, babysitting
6. Birthday or other celebrations
7. Missing school in order to work (law violation).

8. Oversleeping
9. Car trouble
10. Personal business

If a student is absent he/she is to bring a doctor's excuse or have a parent or guardian write a note verifying student absence. **A student may have no more than five days excused with a note from the parent or guardian during the school year.** If this procedure is not followed, the absences will be unexcused. **For all unexcused absences, the teacher is required to assign the student a zero for any graded work missed for the period of time the student is absent. This policy will be followed regardless if the absence is for thirty minutes or absent all day. This policy applies for grades K-12.**

ABSENTEE PROCEDURES

Excuses from home will be written and signed by the parent or guardian and must state the reason for absence, the date of the absence, and must be presented to the office for approval. Excused absences give the student the right to make up missed work within three days of his/her return (unless the assignment was announced by the teacher prior to the absence). **It is the responsibility of the student to meet with the teacher to determine which day make-up work and/or tests will be given.**

A student who becomes ill during the school day must report to the office and telephone his/her parent or guardian to pick him/her up.

Anytime a student leaves school, our policy requires that he/she be signed out in the office by a parent or guardian or only in the case of an emergency, the parent verifies by phone call to the administration that the student has permission to leave school.

Any student leaving the campus without permission will be automatically suspended for one day.

No student will be permitted to participate in any school activity if they are absent from school on the day of the activity unless special permission is given by the principal (Example – ballgames or dances). This includes all extracurricular activities. (Students must have a 1.5 GPA or better to be eligible for all extracurricular activities.) Eligibility is judged each semester.

Parents may take children out of school for reasons that will not be excusable. In such case, a parent will be made aware that the absence is unexcused.

HIGH SCHOOL TARDY POLICY GRADES 7-12

All students are expected to be in class on time. A student is considered tardy when he or she is not in class when the class period bell rings. Tardies will no longer be considered excused or unexcused. Students will be allowed being tardy twice in each class per six weeks. On the third tardy the student will be given one hour of detention; fourth tardy is two hours of detention. **Detention will be served during P.E. or another class as chosen by the principal.**

Students will no longer be able to come in after first period without being tardy. The only exception to this policy will be a note from a doctor.

ELEMENTARY TARDY POLICY GRADES K-6

All students are expected to be in class on time. A student is considered tardy when he or she is not in class when the class period bell rings. Tardies will no longer be considered excused or unexcused. Students will be allowed being tardy twice per six weeks. On the third tardy the student will be assigned one hour of detention; fourth tardy is two hours of detention. **Detention will be served during P.E. or another class as chosen by the principal.**

AUTOMOBILES

Automobiles are to be parked and locked in the morning and not used until the end of the school day. Student parking will be in the parking lot by the gym. **Guests or visitors should park in front of the high school building.** By parking your vehicle on campus, you agree to the following rules:

1. The driver of the vehicle must have a valid driver's license and a copy on file in the office.
2. The driver of the vehicle must provide the office with proof of current liability insurance and registration certificate. A copy will be on file in the student's folder.
3. No loud music.
4. Students are to leave their automobiles immediately upon arriving at school. No one will be allowed to return to the parking lot during the day without permission from the Mr. Morgan or Mrs. Rogers.
5. Suggestive or obscene messages on the vehicles are not allowed.
6. There will be no fast or reckless driving in the parking lot
7. Any tampering with automobiles will be turned over to the Allen Parish Sheriff's Office. Any student not abiding by the above rules will lose their privilege to bring a vehicle on campus.

BANNED ITEMS

Students are reminded that radios, tape players, MP3 players, cameras, electronic games, beepers, cellular phones, etc., are not allowed at school unless they are to be used in a particular class activity. In this case, permission must be secured from the office. Any student caught with a cell phone during school hours will be required to surrender the cell phone to the principal or his designee. It will be placed in the school safe. The cell phone may be picked up by a parent; otherwise it will be given back to the student after three school days. Second offense will be for five days.

Also banned are weapons or items which can be used as weapons, fireworks of any type, caps, hats, gum, candy, bottled or canned drinks, and edibles except those obtained at school. **Weapons on campus (guns, knives, etc.) will result in immediate expulsion proceedings.**

CELL PHONES

Students are not allowed to use cell phones during school. They are allowed to turn the phone in to the front office upon arrival at school. If a student has a cell phone, it will be confiscated and turned into the administrators. The student can pay \$10.00 at the end of the day or the student can wait 3 days to receive it back. **By signing the handbook agreement, you as the parent understand that if your child uses his/her cell phone while at school, it will be confiscated.**

CLASSROOM DISCIPLINE

Teachers utilize various techniques to solve behavior problems in the classroom. If these fail, a documented telephone conference with the parent/guardian of the student will be made if continued misbehavior. (Steps 1-3 of Orange Referral Card)

After the conference, should a student's misbehavior continue, the student will be referred to the office. At this point, Steps 4-8 of the Disciplinary Referral Card will be administrated.

A copy of the Disciplinary Referral Card is on the following page.

The Referral Card is the teacher's record of a student's misbehavior and the discipline measures taken by the administration. Any damage to a Referral Card will result in suspension. Tearing up or throwing away the detention slip in the assigning teacher's presence will result in an additional day of detention.

STUDENTS MAY BE SUSPENDED FOR THE FOLLOWING

1. Disorderly conduct
2. Intentional disrespect
3. Profane language
4. Possession or drawing of profane materials
5. Use or possession of tobacco, drugs, alcoholic beverages
6. Disturbing the school
7. Violating school rules
8. Possession of any form of a weapon
9. Instigation of or participation in fights
10. Willful disobedience
11. Violating traffic or safety regulations
12. Leaving school premises without permission during the school day or during detention
13. Being habitually tardy or absent
14. Leaving the classroom without permission
15. Harming or destroying school property
16. Being in an off-limits area or unsupervised area

PROHIBITED STUDENT BEHAVIOR

A student who violates any of the following is subject to punishment by the administration. The punishment used will be determined by the seriousness of the violation and by the number of previous violations a student has accumulated.

1. Persistent minor classroom disturbances
2. Use of profane language or gestures
3. Attending class unprepared
4. Use of or possession of tobacco products
5. Violation of any part of the school dress code
6. Sleeping in class after repeated warnings
7. Defacing, destroying, or abusing school property
8. Excessive tardiness
9. Excessive absenteeism
10. Skipping school or class
11. Leaving campus without permission
12. Refusal to obey the directive of a school employee
13. Disrespect to any school employee or visitor on campus
14. Bringing prohibited items on campus
15. Physical contact in any form
16. Misconduct on school buses
17. Driving recklessly or at excessive speeds to and from school or on school grounds
18. Stealing anything from the school or from someone
19. Being out of class during class time without permission
20. Disruption of the normal procedures of the school day
21. Cheating on school work
22. Physically injuring or attempting to injure another student
23. Fighting
24. Demonstrating a lack of effort
25. Exhibiting an attitude detrimental to the education process of Elizabeth High School
26. Sexual harassment (refer to section on sexual harassment)
27. Entering an area off limits to students without permission

Since human actions are unpredictable, all offences cannot be listed. The principal and his assistant have the authority to punish any acts not specifically covered in the above list that deems detrimental to the process at Elizabeth High School.

Students leaving books on the floor, on the benches in the lobby, or outside at the entrance of the school will be given a warning on the first offense and detention on subsequent offenses.

CLUBS

Each student at Elizabeth High School is encouraged to participate in at least one club. He/she has the following clubs from which to choose: FCCLA, FFA , 4-H, BETA, Choir, FBLA, FCS, and Yearbook Staff. Any activity planned by students and/or sponsor must be approved by the principal and entered on the school calendar. Clubs and organizations are extra-curricular and are separate from regular class work requirements. No grades are to be given for any participation, activity, or membership in a club or

organization. A student has to be eligible academically for participation in all extra-curricular and co-curricular activities. **No student will be allowed to participate in extra-curricular activities if they have an outstanding bill owed to the school.**
Example: lost book or lunch money due.

DAILY PROGRAM

7th thru 12th students are not allowed in the building until the first bell at 7:45 A.M. After the first bell at 7:45 A.M., students have five minutes in which to go to first period class. Students leaving books on the floor, on the benches in the lobby, or outside at the entrance of the school will be given a warning on the first offense and detention on subsequent offenses. **Students are not to arrive at school before 7:20 A.M. in the morning. Breakfast is not served until 7:25 and no teacher is on duty. Students are not to be checked out after 2:30 in the afternoon.**

DRESS CODE

The school has the power to regulate student dress for school-sponsored extra-curricular activities as well as that on the school campus.

GIRLS:

1. The hair is to be clean, combed, and uncovered. No disruptive colors or hairstyles will be worn. (Kool-Aid)
2. Sunglasses or non-prescribed glasses are not to be worn in the school buildings.
3. Skirts and dresses are to be no shorter than knee-length.
4. Necklines, sleeves, and the backs of garments must be reasonable so that there are no distractions. (No sleeveless tops.)
5. **Shirts, blouses, and tops must be long enough to cover the waist (front, back, and sides) when arms are raised overhead.**
6. Shorts, including hemmed jeans, can be no shorter than knee length (same as rule for dresses and skirts, top of knee cap).
7. See-through or revealing garments are not acceptable attire.
8. Printings, emblems, and/or insignia that discredit the country or its institutions, that are disruptive or vulgar or whose interpretations by school officials are considered disruptive, vulgar or have double meanings will not be worn.
9. Clothes cannot be revealing or provocative.
10. Shoes are to be worn. Sandals with a strap across the back of the shoe may be worn.
11. Leggings are allowed underneath skirts or shorts **only**.
12. No type of decorations attached to the nose. These decorations may not be worn and covered by an adhesive bandage, no string or straw in the nose.
13. Medallions and/or jewelry which have racial overtones or promote the occult are not allowed.
14. No pants with holes or tears may be worn. **Please note that this rule applies to elementary students as well.**

BOYS:

1. The hair is to be kept neat, clean, combed, and uncovered.
 - A. It is to be styled so that **the hair is kept off of the face.**
 - B. No disruptive hair styles or colors will be worn.
2. Sunglasses or non-prescribed glasses are not to be worn in the school buildings.
3. Shirts are to be buttoned.
4. Necklines, sleeves, and backs of garments must be reasonable so that there is no distraction.
5. **Pants must be worn properly. No sagging.**
6. See-through garments are not acceptable attire.
7. Printings, emblems and/or insignia that discredit the country or its institutions, that are disruptive or vulgar, or whose interpretations by school officials are considered disruptive, vulgar, or have double meanings will not be worn.
8. Shorts, including hemmed jeans, can be no shorter than knee length (top of the knee cap).
9. Transparent shirts without undershirts are not acceptable attire.
10. Shoes and socks are to be worn. Shoes must be laced.
11. Earrings or anything attached to the ear will not be allowed.
12. No type of decorations attached to the nose.
13. No body piercing.
14. Medallions and/or jewelry which have racial overtones or promote cults are not allowed.
15. Clothes cannot be revealing or provocative.
16. No pants with tears or holes may be worn.

The aforementioned are guidelines and by no means cover all areas of dress and grooming. The administration of Elizabeth High School has final jurisdiction over what is proper for school wear. Students who disobey dress regulations will be handled accordingly.

GRADUATION

Graduates of the Class of 2021 and thereafter: All seniors who compile a grade point average of 3.95 and above shall be designated as graduating Summa Cum Laude. All seniors who compile a grade point average in the range of 3.85 to 3.94 shall be designated as graduating Magna Cum Laude. All seniors who compile a grade point average in the range of 3.50 to 3.84 shall be designated as graduating Cum Laude. Students will not be designated as Valedictorian or Salutatorian.

LOCKERS

Each student will be assigned a locker and one locker only in which to keep his books and personal effects. Lockers must be kept free of trash. Students who fail to keep their locker clean will lose the privilege of having a locker. No permanent type emblems or stickers are to be placed in lockers. You may put a lock on your locker. If you do so, you must provide the office with the combination or a duplicate key. Students switching lockers without prior approval from the office will receive disciplinary action.

LUNCH PERIOD REGULATIONS

Payment for meals will be made in the cafeteria. As an integral part of your education, we urge everyone to eat in the cafeteria. **You may bring your lunch, please be reminded that soft drinks are not allowed in the cafeteria.** Students approved for free lunches are kept confidential and must be approved by the office. At no time are any food items to be taken from the cafeteria. Straws, napkins, and all other items are to remain in the cafeteria. Decisions to eat, or not to eat must be made during homeroom only. Students should eat in such a manner as to enhance the cleanliness and quiet of the cafeteria. **Students will not be allowed to charge their meals. There will be no exceptions. Meals will be paid for daily or in advance. Any student that has a delinquent lunch bill will not be permitted to participate in any extracurricular activities or attend any field trips.**

MEDICATION

Allen Parish School Board policy states that students shall not be permitted to take medication while at school unless such medicine is given by the trained designee acting under specific written direction from the student's personal physician. The office is not allowed to give any aspirin, cough drops, etc. Parents will have to come to school to give any medication that is not directed by a physician's written statement.

RESTRICTED AREAS OF SCHOOL

The school principal will designate certain areas for students to use as play areas and areas to congregate before school, recesses, and lunch periods. The principal will have areas that will be restricted and not to be used at times. Students not in designated areas or in restricted areas will be subject to disciplinary action.

SOCIAL MEDIA

The school does not monitor social media, however if we are made aware of threatening or harmful behavior, we will contact the appropriate authorities.

STANDARD SCHOOL REGULATIONS

1. Students will not be excused from class to use the telephone, except in emergencies.
2. All students must respect all school employees. (Teachers, substitute, aides, bus drivers, cooks, janitors.)
3. Public display of affection between boys and girls will not be permitted.

TELEPHONE

The office telephone is for school business only and should be used only in case of an emergency and then only with permission. Use of the telephone without permission or under false pretenses will result in disciplinary action. Students will not be allowed to call home to have someone bring forgotten items to school. Students will not be allowed to make or take personal calls. Students will be allowed to call home to get someone to check them out only if they are ill.

TEXTBOOKS

Students are expected to keep their textbooks in good condition. Books that are lost or damaged must be paid for. A replacement book will not be issued until the damaged or lost book is paid for. The student to whom a book is issued is held responsible for that book, regardless of how it is lost. A student leaving school must turn in all school property before checking out.

VISITORS

Students are not to have visitors at school, except parents or guardians. No one except parents or guardians can contact students at school in any way. All visitors must check in through the office.