

**General Trass Senior High School  
2021 – 2022  
Parent/Student Quick Reference  
Handbook  
Grades 9<sup>th</sup> – 12<sup>th</sup>**



# **EAST CARROLL PARISH SCHOOL DISTRICT PREFACE**

**It is the aim and desire of the school board, the administration, and the faculty that this school shall serve the best interests of each individual student at all times, and that all pertinent information shall be made available to patrons of the district. Successful education is a community and district-wide enterprise. The board and administration welcome constructive advice and criticism.**

**IT IS THE POLICY OF THE EAST CARROLL PARISH SCHOOL DISTRICT THAT THERE WILL BE NO DISCRIMINATION ON THE BASIS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, RELIGION, OR HANDICAPPING CONDITIONS IN MATTERS AFFECTING EMPLOYMENT AND/OR PROVIDING SERVICE PROGRAMS.**

**This handbook was prepared to inform students, parents, and others of the activities, services, policies, and procedures which the East Carroll Parish School District considers necessary in the pursuit of an efficient and effective educational program. The Board of Education and Administration reserve the right for revisions and/or additions to the handbook as necessary. These revisions and/or additions will be communicated promptly. Failure to read and to be familiar with this handbook will not relieve students/parents/others of responsibility for compliance with the rules and regulations stated herein.**

**THIS HANDBOOK BELONGS TO \_\_\_\_\_**

# TABLE OF CONTENTS

Preface	2
Table of Contents	3-4
Mission Statement	5
Vision Statement	5
Alma Mater	5
School Colors & Mascot	5
Calendar	6
Bell Schedule	7
<b>GENERAL PROVISIONS</b>	
Electronic Devices Policy	7-8
School Uniform Policy	8-9
Seniors	9
Student Records	10
Emergency Drills	10
Protocol for Policy Questions and Concerns	10
Attendance	11-12
Emergency Check-Out	13
Transfer Students	13
Student Registration	13-14
Withdrawal	14
Expelled Students	14
Change of Address	14
Off Limits Areas	14
Medication	14
Parent /Teacher Conference	14
School Closing	14
Telephone	15
Textbooks	15
Student Debts	15
Closed Campus	15
Search and Seizure	15
Vehicles on Campus	16
Registration of Vehicles	16
Lost and Found	16
Lockers	16
Schedule Changes	16-17
Distribution of Literature	17
Dropping Classes	17
Bus Transportation/Bus Rules	17-18
Students Going to and From School Sponsored Events	18
Off Campus Activities	18-19
Due Process	19
Discipline for the Handicaped	31
Title VI, IX, and Act 504	19-20
School Nurse	20

Library	-----20
Internet Use Policy	-----20-23
Code of Conduct (CAPS)	-----23- 25
Make-up Policy	-----25
Visitors	-----26
<b>ACADEMICS</b>	
Curriculum	-----27-30
Grading System	-----30
Grade Classification	-----31
State Testing	-----31
Averaging Repeated Course	-----31-32
Class Ranking	-----32
<b>ACTIVITIES</b>	
Conduct at ExtraCurricular Activities	-----32
Athletic Policy	-----32
School Spirit	-----33
Girls Physical Education/Physical Education Excuse	-----33-34
Clubs and Organizations	-----34-35
Miss LPSH/Homecoming	-----35-36
<b>DISCIPLINE</b>	
Student Behavior	-----36
Positive Behavior	-----36-37
Guidance Counselor	-----38-39
Classroom Rules	-----39
Bullying/Cyber Bullying/Sexting Policy	-----40-41
Sexual Harassment Policy	-----41-42
Discipline	-----43-44
Tardy	-----44
Leaving Class w/o Permission	-----45
Truancy	-----45
<b>OTHER PROVISIONS</b>	
Behavior Not Covered	-----45
Other Provisions	-----46
Suspension and Expulsion	-----46-48
Infractions Requiring Suspension	-----48-49
ECPSB Act 909-1990	-----50-51
Violent Acts	-----50
Assemblies	-----50-51
ACT Grading Schedule	-----51
ACT Test Fees	-----52
SETTING THE STANDARDS	-----53
Acknowledgement Form	-----54

# **Mission Statement of the General Trass High School**

General Trass High School will provide academic and social challenges that will promote academic achievement for all students. Today's schools should develop the students' ability to identify problems and to use their imagination in seeking unique solutions, guide the learner in divergent ways of thinking, help him to adapt to changing situations, increase his capacity to evaluate, and develop his courage to be an individual. We are endeavoring to promote a climate of individuality to aid our students in building self-confidence and in assuming responsibilities for learning.

The purpose of secondary school education is to prepare students for adult life, either as immediate members of the work force or as students in institutions of higher learning. General Trass High School offers a variety of vocational classes for students who are planning to enter the job market upon graduation. For those college-bound students, advanced courses are offered in the areas of math, English, and science. Whichever program a student selects, the administration and faculty at General Trass High School seek to impart civic consciousness, social responsibility, and an overwhelming desire to succeed in a chosen field.

# **Vision Statement of the General Trass High School**

Through collaboration between the school and community, the General Trass High School will strive to ensure that all students attain the knowledge and skills needed to be productive citizens in the twenty-first century.

The General Trass High School will provide all learners and educators access to a technology rich environment in order for them to acquire the knowledge and skills necessary to compete in a global economy as productive citizens.

## **ALMA MATER**

General Trass High, General Trass High, We love our Alma Mater,  
General Trass High, General Trass High, We sing our song of praise to thee;  
The noble ideas taught will cling, of happy hours we will sing, and of the days that we have  
shared; those glorious days at General Trass High.

General Trass High, General Trass High, the school we love so well;  
Our brotherhood and sisterhood within our hearts will dwell,  
The halls we walk have grown so dear; the friendly faces always near;  
General Trass High, General Trass High, We love our Alma Mater.

## **SCHOOL COLORS**

Royal Blue and White

## **SCHOOL MASCOT**

Panthers

East Carroll Parish School Board  
School Calendar  
2021-2022



July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
November 2021						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**AUGUST 2021**  
 12-13 - Teacher workshops- No students  
 16 - Students report to class

**SEPTEMBER 2021**  
 6 - Labor Day

**OCTOBER 2021**  
 1 - Teacher Workshop- No students  
 8-11- Fall Break  
 20 - End of 1<sup>st</sup> 9 weeks

**NOVEMBER 2021**  
 11- Veteran's Day  
 22-26- Thanksgiving Break  
 (Early Dismissal 12:30 p.m.)

**DECEMBER 2021**  
 20-31- Christmas Break  
 (Early Dismissal 12:30 p.m.)

**JANUARY 2022**  
 3- New Year Break  
 4- Teacher workshop- No Students  
 5- Students return  
 14- End of the 2<sup>nd</sup> 9 weeks & Fall Semester  
 17- Martin Luther King Day  
 First Day of Spring Semester

**FEBRUARY 2022**  
 21-22 - President's Day & Winter Break

**MARCH 2022**  
 2- PD Meeting- Students dismissed at 12:00  
 18- End of the 3<sup>rd</sup> 9 weeks  
 28-31- Spring Break

**APRIL 2022**  
 1- Spring Break  
 15 & 18- Easter Break  
 (Early Dismissal 12:30 p.m.)

**MAY 2022**  
 26- Last day of school for Students  
 27- Last day of School/Final Report Cards  
 30- Memorial Day

**June 2022**  
 1-2- (Potential Emergency)  
 17- Teacher Days  
 17-2- Student Contact Days

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
February 2022						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
March 2022						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
April 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
May 2022						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

LEGEND	
	REGULAR PAYDAY
	10 <sup>th</sup> EVERY MONTH SUBS PAYDAY
	HOLIDAY
	(UNDERLINE) EXTRA PAY AND STIPEND

## BELL SCHEDULE

Teachers Arrive/Breakfast/Signing Excuses	7:30
Homeroom	7:45 – 7:55
Change Class/Tardy	7:55 – 8:00
First Period	8:00 –8:47
Change Class/Tardy	8:47 – 8:53
Second Period	8:53 – 9:40
Change Class/Tardy	9:40 – 9:45
Third Period	9:45 – 10:32
Change Class/Tardy	10:32 – 10:37
Fourth Period	10:37 – 11:24
Change Class/Tardy	11:24 – 11:29
Lunch A	11:29 – 12:14
Change Class/Tardy	12:14 – 12:19
Fifth Period B	11:29 – 12:14
Lunch B	12:19 – 1:06
Change Class/Tardy	1:06 – 1:11
Fifth Period A	12:19 – 1:06
Sixth Period	1:11 – 1:58
Change Class/Tardy	1:58 –2:03
Seventh Period	2:03 – 2:50
Change Class/Tardy	2:50 – 2:55
Eight Period	2:55 – 3:40
Report Back to Homeroom	3:40
Dismissal	3:45

## GENERAL PROVISIONS

**This handbook attempts to meet all general provisions; however, all situations are not covered and the Administration and School Board reserve the right to address situations as needed. This handbook serves as a parental/student reference. The school administration and Board have the right to edit or amend this reference as need occurs.**

### **ELECTRONIC DEVICES POLICY**

No student, unless authorized by the school principal or his/her designee, shall have in his/her possession any cellphones while in any elementary or secondary school building, or on the grounds thereof, or in any school bus used to transport public school students to and from school.

Devices discovered in the possession of students shall be confiscated. Refusal to relinquish a device constitutes willful disobedience and shall be handled accordingly. The school shall not be responsible for confiscated items if not picked up by parents within ten (10) days of the last day of school. The East Carroll Parish School Board shall not be responsible for any electronic devices, including cell phones, lost or damaged while on School Board property.

## **VIOLATIONS of ELECTRONIC DEVICES POLICY**

Cell phones and other electronic devices. **ARE NOT ALLOWED** on school grounds. In March of 2017, the East Carroll Parish School Board approved a new cell phone/electronic device policy. The following actions will be taken if this policy is violated:

**1<sup>st</sup> Offense:** Confiscation of device. Phone is kept until a **fine of \$25** is paid and the parent retrieves the phone from the school administration.

**2<sup>nd</sup> Offense:** Confiscation of device. Phone is kept until a **fine of \$35** is paid and the parent retrieves the phone from the school administration.

**3<sup>rd</sup> Offense:** Confiscation of device. Phone is kept until a **fine of \$50** is paid and the parent retrieves the phone from the school administration.

**4<sup>th</sup> Offense:** Confiscation of device. Phone will remain in possession of the school until the end of the school year. Device will be returned ten(10) days before the last day of school.

**NOTE:** Students who refuse to hand over any electronic devices confiscated will be automatically suspended until they return with the same device so that it can be confiscated. The district or school will not be responsible for any damages to devices confiscated.

## **SCHOOL UNIFORM POLICY**

A student's schooling is regarded as a stepping-stone to future learning and occupations; therefore, a student should maintain a respectful professional appearance while at General Trass High School that will reflect both maturity and acceptance of responsibility.

1. The color and fabric for pants, and dresses will be khaki; **NO EXCEPTIONS**. Any other type of fabric is not permitted. Corduroy of any kind is **not permitted**. No outside pockets or belt loops other than the standard belt loops at the waist will be permitted. Uniform Khaki pants with belt loops (a belt must be worn daily). No Khaki-colored pants, patch pocketed pants, or drawstring pants allowed. **Khaki windbreaker** pants type material is not permitted. Dickey Khaki is permissible. **No cargo pants are permitted.** **(ONLY BLACK or BROWN BELTS MAY BE WORN.)**
2. The colors for shirts will be Navy and White. **Shirts are to be polo only; with only 3 buttons.** All shirts must be worn inside. (No logos except GTHS or Panther related). Blouses are not permitted.
3. Shirts **may not** be worn as jackets. Pullovers/hooded sweatshirts **will not** be considered as jackets or coats and are not acceptable as part of the approved uniform (A pullover is anything worn over a polo shirt.)  
Lightweight outerwear must be in the school colors. Examples of lightweight outerwear may be, but not limited to, sweaters, windbreakers, and lightweight jackets. When these outer garments are worn, inner garments must be tucked in. Heavyweight coats and jackets must button or zip all the way up and down. No jean material of any color and no denim material of any color should be worn.



4. Sagging pants, short pants, or short skirts are not permitted. Cut-off shorts or pants are not permitted. All garments must have hems and be of the acceptable length as specified in the student handbook.
5. All pregnant students must follow the GTHS Uniform/Dress Code policy. They are encouraged to wear jumpers and larger clothing to ensure compliance with the dress code policy. Maternity apparel is not a part of the dress code.
6. Male students will wear collared shirts inside pants at all times. A belt must be worn with pants. (Black or Brown, or navy blue required.)Pants without belt loop **ARE NOT ACCEPTABLE**. Pants must be worn above the buttocks. No "Sagging" will be tolerated; students will be subject to immediate suspension.
7. **Earrings are extremely prohibited for male students.**
8. Tennis shoes will be standard footwear. All tennis shoes must be laced or Velcro closed at all times. **No crocks**, slippers or beach (walkers) slippers allowed. Students must wear socks.
9. All uniforms attire must fit appropriately; must not be too tight; too loose; or revealing.
10. **CLEAR OR MESH BACKPACKS ONLY! NO OVERSIZED PURSES WILL BE PERMITTED! ANY OTHER APPARELS (CLOTHING) OR BACKPACKS WILL NOT BE PERMITTED!**

### REMINDERS FOR ALL SENIORS

Senior dues will cover the cost of your programs, flowers, speaker, and postage for mailing transcripts, administrative fees, senior night, yearbooks, and diploma covers. You will receive ONLY ONE (1) free transcript. All others will cost \$5.00. All senior dues must be paid before you are issued a cap and gown. Seniors owing for anything will not receive a diploma and transcripts will not be mailed until all indebtedness is paid.

Graduation attire for girls will be a black dress without a collar (because of the cut of your gown) or a white blouse with a black skirt and black high heel shoes. Girls should also wear hosiery. Girls may only wear stud earrings, no hoops or hanging earrings are allowed. No other jewelry is allowed. Girls are not allowed to wear colored hair. Boys will wear white dress shirts with a dark necktie (not bow tie), black dress trousers and black shoes (**no tennis shoes**). Also, boys will not wear earrings and must be clean shaven. **If you are not dressed properly, you will not be allowed to participate in your graduation exercises.**

Graduation rehearsal will be announced by the principal. Each graduate participant must be at rehearsal and ready for line-up on time. All students must be at practice and remain until practice is over or he/she will not be allowed to participate in the graduation exercises. **No exceptions will be made!!!**

### CHECK OUT POLICY FOR SENIORS:

NO SENIOR WILL BE ALLOWED TO CHECK OUT BEFORE THE SEVENTH PERIOD. ALL SENIORS MUST HAVE FIVE CLASSES. Parents of seniors who check out early must **come to the school within the first ten days of school** to sign a release form before their child will be permitted to leave the school.

### SENIOR CALENDAR

- |                       |     |
|-----------------------|-----|
| 1. Senior Prom        | TBA |
| 2. Senior Finals      | TBA |
| 3. Senior Class Night | TBA |
| 4. Graduation         | TBA |

## STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

## EMERGENCY DRILLS

The local school principal and staff, to assure the orderly movement and placement of students in the safest available areas, will plan special drills. Each teacher will discuss fire and tornado drill procedures with their students at the beginning of the school year and at any other time designated by the principal or assistant principal.

### Fire Drills

The alarm indicating fire drill is a long bell tone ring over a prolonged period. Emphasize calmness and orderliness when the bell rings and prepare all students for the procedure.

1. Walk from your room to the assigned area through the proper exit.
2. Return to your room when the bell rings to indicate the end of the drill.

Each teacher is to know the correct exit and assigned area for any room he/she occupies during the day.

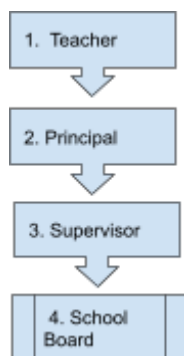
### Tornado Drill

Signal: Four short bells.

All clear signals: One long bell. / Public Address System

## PROTOCOL FOR POLICY QUESTIONS AND CONCERNS

Any questions or concerns about a school policy or the application of a policy should be addressed according to proper protocol following the hierarchy order below:



## MANDATORY SCHOOL ATTENDANCE

The General Trass High School procedure for implementation of the East Carroll Parish School System's Attendance Policy is as follows:

1. Attendance at school begins at the time the student gets on the bus or arrives on campus via personal transportation. The student is officially at school and cannot leave the campus until the school day is over or he/she officially checks out.
2. Verification statements from the student's physician, legal excuses, and/or statements of death in the family must be presented **within three (3) school days after the student returns to school.**
3. High school students must attend school until the age of 17 or parent or guardian signs a statement for the student to withdraw. All documentation must be submitted and approved prior to withdrawal.
4. The school year contains two semesters. High school students must be in attendance a maximum of 94% of the time per semester to be eligible to receive credit for semester courses.
5. Based on our instructional calendar, (172 days, 377 instructional minutes per day), students may not exceed 10 instructional days per year or 5 instructional days per semester of absences.
  - a. **Regardless of whether the absence is excused or unexcused, the student has lost an instructional day for each absence. Please keep in mind the number of days a student can miss per semester (e.g. up to 5 days per semester)**
  - b. **Students will be able to make up attendance via alternate solutions set at district level.**
6. If any student comes to school after 8:00 a.m. (Example: 8:01 a.m.), he/she **MUST USE THE FRONT ENTRANCE ONLY AND MUST BE** signed in by a parent, guardian, or designated adult. **PHONE CALLS WILL NOT BE ACCEPTED FOR STUDENTS COMING IN LATE!!!!!!**
7. Students reporting to school **after 10:00 a.m.** will be counted **absent for the entire day.**
  - a. A student reporting after 10:00 a.m. will be allowed to stay on campus and follow his/her schedule for the remainder of the day so that they will not miss material taught that day **(It still will count as an absent!!!!)**

**\*\*NOTE-** A students' attendance and disciplinary history prints on his/her report cards. In addition, parents can view their child's current grades, attendance, discipline, and teacher lesson plans on any online computer through the Parent Communication center, located at the East Carroll Parish School District website at [www.ecarrollschool.org](http://www.ecarrollschool.org)

Exceptions can be made only in the event of extended personal illness, verified by physician or other extenuating circumstances approved by parish Supervisor of Child Welfare and Attendance in consultation with the principal. Extenuating circumstances must be cleared within five school days of that student's return to school.

### Extenuating Circumstances

1. Extended personal physical or emotional illness verified by a physician. (Note: Not every doctor's excuse will clear absences; it must be an extended absence).
2. Extended hospital stay verified by a physician.
3. Extended recuperation from an accident verified by a physician.
4. Extended contagious disease within a family as family verified by a physician.
5. Death in the immediate family (not to exceed five school days). See next section.

6. Natural catastrophe and /or disaster.

For any extenuating circumstance, parents must make a formal appeal in accordance with the due process procedures established by the local school system. Students who are verified as meeting extenuating circumstances and are eligible to receive grades must complete make-up work and/or pass course requirements to receive these grades. The student and teacher are responsible for scheduling make-up work.

### Types of Absences

1. Temporarily Excused Absences: This absence is for personal illness: Serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith. *Only a doctor's excuse will be accepted for personal illness.* **Only the principal can make exceptions.** Students will be given the opportunity to make up for missed work. Students must verify excused absences within three school days of returning to school.
2. Unexcused Absences: Students can only be excused for absences listed under temporarily excused or extenuating circumstances. All other absences are considered unexcused and any work missed cannot be made up. Students shall not be excused from school to work on any job, including agriculture and domestic service, even in their own homes or for their own parents or tutors. These absences will count toward a student's 10 days.
3. Excused Absences: Students with a physician's statement must present the statement to the main office upon arrival at school. A verification slip will be issued listing the days to be excused. Students must show slip to the teacher before missed work can be made up. An excused absence still counts towards the ten-day limit.

An excused absence is defined as one in which the student was absent with the parent's permission or knowledge for one of the following circumstances:

1. Personal illness of the student - Notes from home will be limited to three (3) in a semester. Doctor's excuse required after the third note for absence to be excused.
2. Official school sponsored activities
3. Court appearance - Proof required
4. Medical appointments - Proof required
5. Serious illness in the immediate family (parents/guardians, children, siblings, grandparents)
6. Death in the immediate family (parents/guardians, children, siblings, grandparents)

Any absence not described above will be defined as unexcused. Parents are subject to a civil penalty when the student exceeds the number of unexcused absences.

The students will be required to maintain a level of attendance which will enable them to discharge their responsibilities as learners and which will enable the school to meet its obligations to the students. Therefore, the following specific rules are provided:

1. It is the responsibility of the parent to see that a student is in attendance at school. When a student is absent from school for any reason other than a school function, he/she is required upon return to bring a written excuse signed by the parent/guardian explaining the cause and duration of the absence.
2. Students must be present the majority of the day to participate in any school activity

- on that day unless special permission is granted by the principal. This also includes athletics. (Exception: doctor's excuses, etc.)
3. A student must be in class for ½ of the class period or he/she shall be counted absent. Exception to this rule will be granted if the student has a pass from a teacher or from the principal stating that the student was detained.
  4. School trips will not be counted as absences.
  5. Students attending Delta Community College will be required to follow the **DCC calendar and attendance policy (in addition to GTHS calendar)** while in attendance at DCC.
  6. To receive credit for a course, a student must be in attendance until the end of the semester and must fulfill the requirements of the course.

### **Emergency Check Out**

If a student must leave school before the end of the school day, a parent, guardian or designee must come to the office at the school to sign out the student and show a valid ID

**There will be no checkouts by phone at any time.**

### **\*ATTENTION PARENTS\***

#### **A STUDENT CAN BE CHECKED OUT BY ONE OF THE FOLLOWING:**

1. **PARENT or LEGAL GUARDIAN**
2. **PERSON LISTED ON PARENTAL CONSENT FORM(18 year old or above and not student of the school)**

**(A parent must come into the office to fill out this form prior to a student being checked out by someone other than themselves.) NO PHONE CALLS WILL BE ACCEPTED FOR CHECKING STUDENTS OUT!!!!!!**

- **A Valid driver's license or another form of identification will be necessary at the time of check out for any individuals other than parent or legal guardian.**
3. **Before a checked out student can return to class, a pass has to be received from the office for those class periods missed the day before.**

### **TRANSFER STUDENTS**

Any student transferring to the East Carroll Parish School District from a school accredited by the Louisiana State Department of Education will be placed at the same grade as the student would have been had the student remained at the former school. Parents are responsible for providing a correct address for the purposes of enrolling a child in school.

Any student transferring to the East Carroll Parish School District from a school not accredited by the Louisiana State Department of Education will be evaluated by the administration to determine the student's proper placement. A state identified norm-referenced achievement test may be one of the instruments used to determine the student's proper placement.

### **STUDENT REGISTRATION**

To register a student in East Carroll Parish School District, the following information should be provided at the time of registration:

1. Social Security card, up-to-date immunization records, birth certificate, military identification, or other documentation as provided by law.
2. Telephone contact numbers (a daytime number is required).
3. Documentation of residence within the East Carroll Parish School District.

4. Documentation of a person residing within the East Carroll Parish School District who has legal responsibility for the student (custody or legal guardianship) or documentation that the student is legally responsible for himself/herself.

### **WITHDRAWAL**

The procedure for withdrawal is as follows:

1. Authorization for withdrawal must be in person.
2. Students must obtain appropriate forms from the counselor.
3. The student must have the forms filled out by the teachers, return all books and library books, and make sure all fines are paid.
4. Forms must be taken to the counselor's office for final clearance.

### **EXPELLED STUDENTS FROM OTHER SCHOOL DISTRICTS SEEKING ENROLLMENT IN THE EAST CARROLL PARISH SCHOOL DISTRICT**

Any student who has been expelled or pending expulsion as a student from another school district **may not** enroll as a student in the East Carroll Parish School District until the expulsion has expired. The board of education may give the student permission to do so after they (The East Carroll Parish School Board, student, and the student's parents/ guardians) have had a hearing concerning the matter.

### **CHANGE OF ADDRESS**

Please inform the office if you change your address or telephone number during the year. You can also go to the SPC( ECPSB website to report the change online).

### **Off Limits Areas**

The teachers' lounges, the teachers' restrooms, the teachers' conference room, behind the metal buildings, and on the west side of the main building are off limits to all students. The auditorium is off limits unless authorized by the administration.

### **MEDICATION**

A parent must bring the medication to school and give it to the nurse. School personnel will not give students any medication, whatsoever.

New Codes for Possession of OTC or Prescription Drugs: Code 33 Possession over the counter (OTC) or Prescription drugs not governed by the uniform Controlled Substances Law ( R. S. 17:436,1 (J)- which allow the self administration of medication by a student with asthma or the use of auto injectable epinephrine by a student at risk of anaphylaxis **with adequate documentation**.

### **PARENT-TEACHER CONFERENCE**

Parents must call the office and make an appointment to have a conference with the teacher between 24 and 48 hours prior to the desired meeting.

### **SCHOOL CLOSING**

In the event of inclement weather or mechanical breakdown, school may be closed. The same conditions may also necessitate early dismissal. School closing will be announced over the television stations and the Alert Now system. Reports in the morning will be between 6:30 and 7:30 a.m. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

## **POLICY REGARDING THE USE OF SCHOOL TELEPHONES**

School phones **are not** for student use. It is understandable that emergencies will occur from time to time. However, the secretary will call home for the student only when the student is sick; in which case the school nurse will be called to confirm the student is ill. Then, the student or secretary will call a parent or guardian to come and pick up the student.

**Students will not be allowed to call parents to pick them up for frivolous reasons.** The school secretary or other school personnel will determine other uses of the phone. If a student is allowed to use the phone for other than illness, conversation will be kept to a maximum of 2 minutes, and then the secretary or other school personnel will exercise the right to disconnect the student.

## **TEXTBOOKS**

Textbooks are provided for students to use. However, if the books are damaged at the end of the year, a fee will be assessed which is appropriate for the damage done and the cost of replacing the book. If textbooks are lost, the student will be re-issued another textbook only after payment of the lost book.

## **STUDENT DEBTS**

All students' records will be withheld pending payment of all student debts (lost/damaged books, restitution, library fines etc...). Students owing for anything at Lake Providence High are encouraged to pay what they owe as soon as possible. Seniors failing to do so will result in no records being released, no diploma being issued, and no participation in the graduation ceremony. Records will not be released to any other school for entry and will prevent re-entry into GTHS the following year until ALL fines and debts have been paid. Book fines and lost textbooks should be paid at the time of losing the book. Students will have 30 days to pay for the lost books or library fines during the school year. Report cards and transcripts will be held and your schedule the following year will be held until the debt is cleared.

## **CLOSED CAMPUS**

We operate a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until they are picked up by the bus. Any student leaving the school grounds must have permission from home and must check out through the office with permission from the principal or other official office personnel. If a student returns on the same day, he must sign back in. As a result of this policy, students may not leave campus to run errands for anyone. **Violation of this policy will result in a mandatory suspension.**

## **SEARCH AND SEIZURE**

In an attempt to protect the health, safety, and welfare of all students enrolled in the East Carroll Parish School District, the administration will perform random locker searches. These searches may be done with or without notice or the student's consent. The administration may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs. Individual lockers and/or vehicles may be searched if there is reasonable belief that a controlled substance, a gun, or other contraband is present. If any illegal weapon or contraband is found, every effort will be made to contact the parents or guardians of the student(s) involved, and the local authorities will be notified. Possession of dangerous weapons at school will result in expulsion from school.

## VEHICLES ON CAMPUS

The East Carroll Parish School District assumes no responsibility for any lost, stolen, or damaged vehicle or contents of any vehicle while on campus. Students who bring a vehicle to school will be required to purchase a parking decal to be placed in/on the vehicle as designated by the administration. All parking lot spaces will be numbered, and each student will be assigned a space at the time he/she purchases a decal. Fees will be set on a yearly basis.

### SENIORS ONLY

1. Proper documentation for parking on campus must be picked up in the office within the first ten (10) days of school. This documentation must be returned to the office **before September 17th**. Student vehicles will not be allowed to park on campus **after September 17th**.
2. Students are not allowed to sit in vehicles or return to the vehicles without a school official's escort.
3. All student vehicles must be registered, display a parking permit, and locked while on campus.
4. Car radios are not to be played on campus.
5. Vehicles are to be driven on campus by unrestricted licensed drivers.
6. The student parking area(s) will be assigned by the building administration.
7. Obey all laws and regulations pertaining to the operation of a motor vehicle.
8. Drivers will be held responsible for the misuse of a motor vehicle on campus, and the District reserves the right to suspend the driving privileges of any driver who violates this rule.

Violation of the above rules may result in the suspension of the right to drive any vehicle on the school grounds for the remainder of the semester or school year.

### REGISTRATION OF VEHICLES (SENIORS ONLY)

Any student who intends to drive a vehicle to school must register the vehicle with the building administrator and provide copies of the following:

1. A valid Louisiana driver's license
2. Vehicle registration
3. Vehicle license number
4. Proof of insurance

### LOST AND FOUND

Any article that is lost should be reported to the main office immediately so that it may be announced in the daily bulletin. We encourage you to keep up with your possessions at all times. The school will not be responsible for lost or stolen articles.

### LOCKERS

When lockers are available for students, the locks must be purchased from the main office. The **price** of a combination lock is **\$5.00**. **Once purchased, your child will continue to use the same lock until he/she graduates from General Trass High School.** **Only** school locks may be used. **No** other locks may be used and only the designated locker may be used.

### SCHEDULE CHANGES

Schedule changes will be permitted if one or more of the following has/have occurred: (1) if there is a duplication of a subject already passed; (2) If an administrative error was made in



scheduling; (3) If a course is needed. Schedule changes will only take place until the deadline date established by the administration. No student-initiated schedule changes will take place after this date. If an error is made, a notification should be done within 1 week.

### **DROPPING CLASSES**

During the early part of the school year, it may become necessary to change some classes. Examples include the following: extenuating circumstances to meet requirements for graduation, to correct scheduling errors, or to consider hardship circumstances. Beyond these necessities, class changes are discouraged. With legitimate conflict, the principal may authorize a student to drop a course within the first two weeks (ten school days) of a course without scholastic penalty.

### **DISTRIBUTION OF LITERATURE**

Students shall have the right to possess and distribute literature before morning classes begin, during breaks between classes, and after school on the school campus. Any literature that contains libelous statements, obscenities, or personal attacks will not be allowed, nor will any literature be distributed that will cause disruption of school activities. Any student petitions should be cleared by the building principal. All petitions shall be free of obscenities, libelous statements, or personal attack, and shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination or retribution from members of the staff and administration. Any student in violation of the above policies and procedures shall be dealt with within a range of counseling through recommended expulsion depending upon the severity of the violation.

## **BUS TRANSPORTATION**

Please refer to the ECP discipline and code of conduct book.

### **STUDENT TRANSPORTATION REGULATIONS**

1. A student riding a bicycle is to obey safety rules. ATV's driven by students are not allowed as transportation to school.
2. A parent who brings a student to school by automobile will adhere to each school's routing procedure to ensure safety. Specific procedures will be disseminated annually at the beginning of school.
3. A student riding a school bus must have on file a parent's receipt of "Transportation Regulations for Student." A student not abiding by safety and/or behavior requirements will be subject to the same discipline as other infractions.

**Notes Required** – The transportation supervisor (559-2222) will assign each student to a bus route. Parents may request a change in writing to the transportation supervisor. Notification from a parent must be given by noon for students to deviate from their normal transportation routine. Any request for deviation from the normal transportation routine made after noon may be approved at the discretion of the principal, but **only** in an unavoidable emergency situation (to be determined by the principal).

4. The same rules apply to behavior on the bus as on the school campus. Students are under the supervision of the driver and must obey the driver at all times while they are on the bus. Students who fail to cooperate with the driver in maintaining safe and orderly bus transportation will be disciplined and in case of serious or repeated offenses, may be suspended from riding the bus.
5. Car riders are to be dropped off and picked up at the same location where the school bus riders are dropped

off/picked up.

**No one is to be dropped off/picked up in the front of the school**

## **BUS DISCIPLINE**

There are four levels of bus infractions with increasing levels of disciplinary consequences. The objective is to discourage and eliminate disruptive behavior, especially from repeat offenders, that might distract a driver from their driving responsibilities and cause an accident.

**Level One:** Minor infraction of safety or courtesy. Level one infractions include making excessive noise of yelling, being out of one's assigned seat, being turned around in one's seat, having hands or head out windows, or other minor incidents of misconduct. A level one infraction may result in detention hall, Saturday School, or one (1) to three (3) days of Bus Suspension as determined by the Administration.

**Level Two:** More serious infractions, which directly affect others, or repeated level one infraction. Level Two infractions may include threatening, rough play, profanity, or repeated Level One infractions. A Level Two infraction will result in three (3) to five (5) days of Detention Hall, Saturday School or Bus Suspension for the first offense, and three (3) to five (5) days Bus Suspension as determined by the Administration for the second offense.

**Level Three:** Misconduct, which may endanger others or repeated Level One or Level Two infractions. Level Three infractions may include refusing to identify oneself, fighting, smoking or dipping, insubordination, vandalism, throwing objects, spitting, bullying, or repeated Level One or Level Two infractions. A Level Three infraction will result in a three (3) to five (5) day bus suspension for first offense, ten (10) days bus suspension for second offense and if a fight occurs on the bus, school suspension as per the school's fighting policy. A third offense will result in suspension from the bus for one semester.

**Level Four:** Severe safety infractions or repeated Level one, Level Two, or Level Three infractions. Level Four infractions may include indecency, knife or firearm possession, sexual harassment or repeated Level one, Level Two, or Level Three infractions. A Level Four infraction will result in permanent suspension from the bus. Note: Having a weapon such as a knife or firearm will result in the application of the rules in the section under Rules of Conduct.

**As a part of the bus safety program, students are subject to being videotaped. Neither drivers nor students will know camera locations. The tapes will be reviewed as necessary to determine any problems and the proper disciplinary referrals submitted to the Assistant Principal or Principal.**

## **STUDENTS GOING TO AND FROM SCHOOL SPONSORED EVENTS**

If a school activity requires transportation to the site of the event, students will be required to use the transportation provided by the school. However, under certain circumstances, a parent may request permission in writing or in person for their child to ride to the site of the event with the parent. A written request must be filed in advance with the principal of the school where the student attends. The principal, in turn, will be responsible for notifying the sponsor.

If a parent or guardian's request is granted and the parent or guardian allows the child to drive to the site without the parent present, the student will be required to use the transportation provided by the school. Students who ride to the site of the event using school transportation may leave the site with their parent or an adult designee provided such arrangements are made with the sponsor in writing by the parent or legal guardian. The parent, legal guardian or adult designee must sign the student out with the sponsor at the conclusion of the event. The sponsor will provide a sign out sheet.

## **POLICY ON OFF-CAMPUS ACTIVITIES**

It shall be the policy of the East Carroll Parish School District not to allow students who have been involved in incidents off campus that may lead to school disruptions or student endangerment to return to school until they have met with the board of education. "Incident" includes, but is not limited to, fights, gang related activities, possession of weapons, possession of drugs or stolen property, in vehicles with groups who are engaged in the previously mentioned activities, etc. Students who are found to be in

violation of the policy will not be allowed to participate in extracurricular activities. The administration reserves the right to use its discretion in determining if a student has violated this policy before requiring the student to appear before the board of education.

## **DUE PROCESS**

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsion.

1. Due process is afforded to students in disciplinary cases of some magnitude such as suspension, expulsion, statements removed from students' records, clearing one's reputation.
2. The United States Supreme Court ruled in 1979 that for every suspension not exceeding ten days, the student has the right to be accorded the minimum requirements of the due process clause of the Fourteenth Amendment of the Constitution of the United States of America.
  - a. Due process procedures must be known to all students and must comply with all state and federal laws.
  - b. Each school should establish procedures for notice to students and parents of charges, hearings, and other due process proceedings.
  - c. Each school district shall develop a grievance procedure including steps to be followed by students to resolve a grievance.
  - d. The due process rights of students and parents are as follows:
  - e. Prior to any suspension, the school principal or his/her designee, shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as the basis for such accusation.
  - f. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
  - g. Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) of the pupil.
  - h. Any parent(s), or legal guardian of a pupil suspended shall have the right to appeal to the superintendent.

## **DISCIPLINE FOR THE HANDICAPPED**

1. Handicapped students who engage in misbehavior are subject to the normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.
2. The individualized education plan (IEP) team for a handicapped student should consider whether particular discipline procedures should be adopted for that student and include them in the IEP.
3. Handicapped students may be excluded from school only in emergencies and only for the duration of the emergency. Student's IEP will be followed. In no case should a handicapped student be excluded for more than ten days in a school year.
4. After an emergency suspension is imposed on a handicapped student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion.
5. The suspended student should be offered alternate educational programming for the duration of the exclusion.
6. There should be a person designated as a grievance officer for Act 504.

## **TITLE IX**

In June 1972 Congress passed Title IX of the Education Amendment, a law which affects virtually every educational institution in the country. The law prohibits discrimination by sex in educational programs that receive federal funds.

1. The law states in part that "no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program receiving federal assistance..."
2. Male and female students must be eligible for benefits without discrimination, and there must be a grievance officer.

## **STUDENT GRIEVANCE PROCEDURES (Title VI, IX, or Section 504)**

If a student and/or the parents/guardians of a student involved wish to contest a decision, they must state their complaint in writing to the coordinator of Title VI, IX, and Section 504 asking that the ruling be reconsidered or changed. The following steps shall be used.

- Step #1: The complainant must present, in written form, within five (5) working days, the complaint to the school grievance officer.
- Step #2: The responsible person has a working week (5 days) in which to investigate and respond in written form.
- Step #3: If not satisfied, the complainant may appeal within five (5) working days to the Director of the school.
- Step #4: Response by the school Director will be given within five (5) working days.
- Step #5: If the complainant is not satisfied at this level, an appeal may be made within five (5) working days to the State Board of Vocational Education's appointed Affirmative Action Officer, who will hear the complaint and render a decision within ten (10) working days. If the complainant is handicapped, an impartial person will assist the Affirmative Action Officer in conducting a hearing at this point of the grievance procedure.
- Step #6: If the complainant is not satisfied with the decision of the Affirmative Action Officer, an appeal may be made to the state Board for Vocational Education, which will hear the complaint at the next regular board meeting. The Board Meeting will afford due process to all parties involved, and the decision of the Board shall be final.
- Step #7: A complaint or grievance concerning compliance with Title VI (race), Title IX (sex), and Section 504 of the Rehabilitation Act of 1973 (handicapped), may be submitted directly to the Office for Civil Rights.

## **SCHOOL NURSE**

The school nurse is available to high school students upon request. Only minor first aid will be administered at school. Any serious illness or injury will be referred to the parents and/or school nurse. It is very important that students list home telephone and business telephone, family doctor, and a person to contact in case a parent or guardian is not available at the time of an emergency. This information should be listed on all registration cards. The school nurse will give Tylenol or aspirin only if a student's temperature is 100° or above, or if parental permission has been obtained. Tylenol or aspirin will not be given for headaches unless the school nurse has a written order from a physician stating to do so.

## **LIBRARY**

The General Trass High School library consists of about 400 books, subscriptions to periodicals, two newspapers, videotapes, vertical files, CD's, and audio-visual equipment and computers. We expect students to take proper care of the books and materials and to return everything on or before the due date.

Books are on loan for two weeks and may be renewed for additional two weeks. All other materials may be checked out overnight and fines on two-week books are five cents per day. This includes weekends and holidays. The fine on overnight check-outs is five cents per class period. Students must pay for books or materials that are lost or damaged. Report cards will not be issued to any student with a delinquent fine. When checking out books from the library, students are required to sign their full, legal name on the check-out cards.

## **EAST CARROLL PARISH INTERNET USE POLICY**

### **Terms and Conditions**

**1) Acceptable Use** – The purpose of the Internet (Technology Resources) in our school system is to support (teaching and learning). By providing access to unique research and education in and among electronic resources and opportunities for collaborative work, technology can enhance

student performance. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but not limited to, copyrighted material, threatening or obscene material, or material protected by trade institutions. Use for product advertisement, political lobbying, or illegal activities is strictly prohibited. Subscriptions to list servers, bulletin boards, and online services must be pre-approved.

**2) Privileges** – The use of the Internet and technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges by the administration, faculty, or staff.

**3) Acquisition of Technology** – ALL hardware and software purchases and installations shall be pre approved by the ECPS Technology Department.

All technology hardware and software resources purchased by ECPSB are the property of the East Carroll Parish School System and are loaned to students and faculty for their use.

**3) Appropriate Network Usage Net etiquette** – users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Do not send abusive, threatening, bullying, intimidating and/or harassing messages to others.
- Use appropriate language
- Hardware or software shall not be destroyed, modified, or abused in any way.
- The network is NOT designed to be used as a radio or television for the classroom. Any such use should be DIRECTLY related to instruction. All streaming media not directly related to instruction is prohibited.
- Use of the network for commercial purposes, financial gain, fraud, illegal acts, or threatening the safety of a person is prohibited.
- Do not use the network in a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass email messages, or annoying other users using the talk or write functions). Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network.
- Use of the network to access processed pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network (LAN) or any individual or group is prohibited.
- Use or posting of information related to the school, school staff, students, use images of the school, the school logo, initials or seal, in any form on the Internet or in the form of electronic communication without specific written permission of the Superintendent and/or his/her designee shall be prohibited. The posting without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, abusive, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited.

**4) Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the (WAN) internet, you must notify the system administrator. Do not demonstrate the problem to other users. Any user

identified as a security risk or having a history of problems with other computers may be denied access to the internet/ other technology resources.

- Do not reveal personal addresses or phone numbers of students/colleagues.
- Gaining unauthorized access to resources or entities is prohibited. Users should access only those files that belong to them or which they have been granted permission to use by faculty or co-workers
- Files stored on district computers and servers should be limited to those relating to formal school courses or activities
- Using the account or password of another user is prohibited. Distribution of passwords by other that designated staff is forbidden
- Users will log off or lock their personal accounts when they step away from the computer for more than a few moments to prevent unauthorized access.
- Bypassing Filters or Security Systems- Attempts to remove, modify, or bypass software, hardware and configurations installed to prevent Internet or the access to pornographic material, other objectionable materials, or prohibited resources is forbidden. Such violations shall result in cancellation of computer use privileges and mandatory suspension from school.
- Anyone using proxy services to by-pass or circumvent internet filtering are in violation of the intent of the Acceptable Use Policy and will be dealt with as such by the principal of the school. This violation will result in IMMEDIATE loss of access.

**5) Electronic Mail (E-mail)** -Note that Electronic Mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities must be reported to the authorities.

- a. ECPSB provides e-mail accounts for its employees and students and does not warrant access to other email services or messaging services. ECPS e-mail accounts are to be used for professional correspondence.
- b. Webmail is not permitted on any computer located in classrooms or used by students except for ECPSB provided student accounts (unless otherwise permitted by the administration)
- c. Email signatures shall ONLY include the following: Name and Position; School or Office; Physical Address; Voice and Fax Numbers; E-mail address/or website address; School Mission statement;
- d. Users shall not post or forward email, “chain letter” or send annoying or unnecessary messages to others.
- e. Users shall not use district e-mail to mass e-mail and “spam” any users (internal or external) with unauthorized communications or solicitations.
- f. E-mail, chat, and instant messaging of any form should be used for legitimate and responsible communication only. Use of these technologies for commercial purposes, financial gain, fraud, illegal acts, or threatening the safety of a person is prohibited.
- g. Hate mail, including statements that bully, threaten, intimidate and harass, discriminatory remarks, cursing and other antisocial behaviors are prohibited on the network.

**6) Vandalism** – Vandalism will result in cancellation of privileges and or other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, LAN/WAN, or other networks that are connected to the internet. This includes but, is not limited to, the uploading or creation of computer viruses.

7) Use of Electronic Devices

a. The use of all recording devices of any kind, including but not limited to all kinds of cameras, video recorders, audio recorders, etc. except for instructional purposes or ECPSB official business is strictly prohibited.

b. Student use of the Internet, cameras, cell phone, "IPODS" , IPADS, E-readers and/or any other electronic systems, on or off campus, that subsequently causes substantial disruption to the education environment, interferes with the right of others, or can be considered a threat, will result in the student receiving discipline in accordance with the parish assertive plan.

Copyright Laws Violations - The illegal installation of copyrighted software for use on district computers is prohibited.

**7) Consequences of Misuse** According to the East Carroll Parish School Board Policy Manual, school principals may suspend from school any student who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.

8. Monitoring \_ Teachers agree to instruct the students on acceptable technology use and monitor all student technology use to ensure student compliance with this policy. Students agree that teachers and administrators have the right to monitor ALL student activity using the network and other technology resources.

### **East Carroll Parish School Board Code of Conduct**

**CAPS** – code of conduct applies to all users of all Technology Resources Internet. Honesty, integrity, and respect for the rights of others should be evident at all times. E-mail shall be limited to teachers and whole classes. Individuals will not have accounts. Photographs will be permitted only if parental release forms have been signed. Students will only be identified by first names.

The technology user is held responsible for his/her actions and activities. Unacceptable uses of the network and/or technologies will result in disciplinary action including possible

The Internet user is held responsible for his/her actions and activities. Unacceptable uses of the network will result in school suspension or revoking of these privileges. Other examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts.
2. Using the network for financial or commercial gain.
3. Degrading or disrupting equipment or system performance.
4. Vandalizing the data of another user.
5. Wastefully using finite resources.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user.
9. Posting personal communications without the author's consent.
10. Posting anonymous messages

11. Accessing or transmitting obscene or pornographic materials.

12. Accessing online gaming.

### **For Parents**

By taking responsibility for children's online computer use, parents can greatly minimize any potential risks of being online.

#### **Make it a family rule to:**

- Never give out identifying information, i.e. home address, school name or telephone number, in a public message such as chat rooms, social networking sites (Facebook, Twitter), or bulletin boards. Be sure you are dealing with someone that both you and your child know and trust before giving personal information via email. Think carefully before revealing any personal information such as age, marital status or financial information. Consider using a pseudonym or put your child's name in an unlisted status if your service allows.
- Get to know the services your child uses. If you don't know how to log on, get your child to show you. Find out what types of information the services offer and whether there are ways for parents to block out objectionable material.
- Never allow a child to arrange a face-to-face meeting with another computer user unknown to you without your permission. If a meeting is arranged, make the first one in a public spot, and be sure to accompany your child.
- Never respond to messages or bulletin board items that are suggestive, obscene, belligerent, threatening or make you feel uncomfortable. Encourage your children to tell you if they encounter such messages. If you or your child receives a message that is harassing, of a sexual nature or threatening, forward a copy of the message to your service provider and ask for assistance.

If you become aware of the transmission, use or viewing of child pornography while online, immediately report this information to your local enforcement agency and the National Center for Missing and Exploited Children (1-800-843-5678). Also notify your online service.

- Remember that people online may not be who they seem. Because you can't hear the person, it would be easy for someone to misrepresent himself or herself. Someone indicating that "she" is a "12 year-old girl" could in reality be a 40 year-old-man.
- Remember that not everything you read online is true. Any offer that is too good to be true probably is. Be careful about offers that involve a meeting or having someone visit your house.



Set reasonable rules and guidelines for computer use by your children, including the amount of time they spend on the computer, the time of day the access online service and the areas of online they visit.

Discuss these rules and post them near a computer as a reminder. Remember to monitor compliance with the rules, especially late at night, may be a clue that there is a potential problem.

- Remember that personal computers and online services should not be used as electronic babysitters.
- Make online service use a family activity. Consider keeping the computer in a family room rather than in the child's bedroom. Get to know your child's online friends just as you get to know all of his or her other friends.

Make online services use a family activity. Consider keeping the computer in a family room rather than in a child's bedroom. Get to know your child's online friends just as you get to know all of his or her other friends.

### **CLASSWORK MAKE-UP**

1. Students who have been absent will be required to make-up work missed in each class. A maximum of five (5) days is allowed for make-up work to be completed. Only in extreme cases of prolonged absence will more than five (5) days be allowed for work to be made up unless permission is granted by the principal.
2. If work is not made up within five (5) days of his/her return, the student receives a zero for that grade(s). It is the student's responsibility to obtain all make-up work from the teachers immediately upon return to class
3. A single day's absence does not excuse a student from responsibility for all recitations, etc., on the day of his/her return.
4. Upon returning, the student who has been absent is responsible for work assigned prior to the absence. Previously announced deadlines for long-term work (research papers, term projects, etc.) must be honored regardless of attendance, except in cases of extreme emergencies.
5. Students who are suspended must complete all class-work while on suspension. Parents may pick up the student assignments in the main office. This work must be returned to the teacher by the suspension end date. Any tests missed while on suspension must be made up within three (3) days of returning to class.
6. If a student has an incomplete grade recorded at the end of a grading period or a semester that I (Incomplete) will be changed to an F after a period of ten (10) days unless the student or his/her parent has made arrangements for make-up work with the principal prior to the expiration of the ten (10) days. Those arrangements must be documented in writing and signed by the student and/or parent.

### **CURRICULUM ASSIGNMENT**

When a student has completed 10 semesters of high school work (grades 9-12) or 14 semesters (grades 7-12) and has not graduated, the student will be evaluated for placement in an alternative learning environment by the school.

## VISITORS TO THE CAMPUS

Visitors are welcome at our school. However, infants, preschool children, family friends, or friends of students **are not allowed** to visit or stay with students during school hours. Students who are parents shall not bring their infants or preschool children on campus during regular school hours, during club meetings, athletic practices, or field trips. There will be no exceptions; you will be asked to leave the campus with your child. If the proper procedures are followed, the persons listed below are allowed to visit during school hours:

1. An employee of the East Carroll Parish School Board
2. A member of the East Carroll Parish School Board
3. A student enrolled in the school system
4. A parent, guardian, or other person authorized by a parent or guardian who is delivering a pupil to school at the beginning of the school day or is picking up the pupil from school at the end of the school day

In order to protect the students and the integrity of the school facility, all visitors are required to enter through the main entrance of the school and advise the principal or his designee of the visitor's presence and business. No person shall visit or audit a classroom or other school premises without the approval of the principal or his designated representative.

It is unlawful for visitors to remain on school grounds in violation of these rules. If a person enters upon school grounds without going directly through the main entrance to the office of the principal, all employees should follow the following procedures:

1. The visitor should be directed to the main office to request approval of the principal or the principal's designee to remain on campus.
2. If the visitor refuses to seek approval of the principal or his designee, the principal or his designee should be immediately notified and he should call the appropriate law enforcement authorities.
3. In all instances, the principal or his designee should ask for the identity of the person and purpose of the visit at school. The visitor should give the principal or his designee this information. If the visitor refuses, the principal or his designee shall withhold approval and direct the visitor to leave the school. If he does not, the appropriate law enforcement authority should be called immediately.
4. The principal or his designee should grant or deny approval to remain on school grounds in conformity with the best interest of the school and for school-related business. The principal shall ensure that the academic atmosphere, as well as the protection of students, faculty and staff, will not be impaired.
5. If permission is denied for the visitor to remain, the visitor shall be advised that he may appeal to the Superintendent of Schools or his designee at some time during that day, or, if not possible, the day after; or within a reasonable time thereafter.
6. In addition to the above, the following procedures may be utilized with regard to loitering of parties on a school campus:
  - All staff should immediately report any loiters or trespassers on campus to the principal of the school, an assistant principal or a designee.
  - A comprehensive description of the loiterer should be obtained.
  - All pupils should be warned against communication with outsiders.
  - The principal or his designee should direct the loiterer to leave.
  - Should the loiterer not leave, the appropriate law enforcement authorities should be immediately notified.

# ACHIEVEMENT EVALUATION

## TOPS/HONORS/CORE CURRICULUM

TOPS Core Curriculum For the Opportunity, Performance, and Honors Awards  
For High School graduates of 2018 and thereafter

UNITS	COURSES
<b>4 units</b>	English I, II, III, & IV
<b>1 unit</b>	Algebra I
<b>1 unit</b>	Geometry
<b>1 unit</b>	Algebra II
	(Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III may be substituted for the Algebra I, Geometry and Algebra II sequences)
<b>1 unit</b>	Algebra III; Advance Math-Functions and Statistics, Advanced math-Pre-Calculus, Pre-Calculus, or IB Math Methods I (Mathematical Studies SL); Calculus, AP Calculus AB, or IB Math Methods II (Mathematics SL); AP Calculus BC; Probability and Statistics or AP Statistics; IB Further Mathematics HL; IB Mathematics HL
<b>1 unit</b>	Biology I
<b>1 unit</b>	Chemistry I
<b>2 units from the following</b>	Earth Science, Physical Science, Environmental Science, Agriscience I & II (one unit combined); Chemistry II, AP Chemistry, or IB Chemistry II; AP Environmental Science or IB Environment Systems; Physics I, AP Physics B, or IB Physics I; AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, or IB Physics II; AP Physics I and AP Physics II; Biology II, AP Biology, IB Biology II
<b>1 unit</b>	U.S. History, AP U.S. History, or IB U.S. History
<b>1 unit</b>	Civics, Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States
<b>2 units from the following:</b>	Western Civilization, European History, or AP European History; World Geography, AP Human Geography, or IB Geography; World History, AP World History, or IB World History; History of Religion; IB Economics, Economics, AP Macroeconomics, or AP Microeconomics
<b>2 units</b>	Foreign Language (2 units in the same language) which may include the following: AP Chinese Language and Culture, AP French Language and Culture, AP German Language and Culture, AP Italian Language and Culture, AP Japanese Language and Culture, AP Latin, AP Spanish Language and Culture, IB French IV, IB French V, IB Spanish IV, and IB Spanish V
<b>1 unit from the following:</b>	Performance course in Music, dance or theatre: Fine Arts Survey; Art I, II, III, and IV; Talented Art I, II, III, and IV; Talented Music I, II, III, and IV; Talented Theater Arts I, II, III, and IV; Speech III and Speech IV(one unit combined); AP Art History; AP Studio Art: 2-D Design; AP Studio Art: 3-D Design; AP Studio Art: Drawing; AP Music Theory; IB Film Study I; IB Film Study II; IB Music I; IB Music II; IB Art Design III; I B Art Design IV; IB Theatre I or Drafting
<b>Total: 19 units</b>	

by the La. Board of Regents and BESE. (800) 259-5626, Ext. 1012 [custserv@osfa.la.gov](mailto:custserv@osfa.la.gov) [www.osfa.la.gov](http://www.osfa.la.gov)  
P.O. Box 91202, Baton Rouge, LA 70821-9202 Updated: 8/20/2010

## Basic Core Curriculum

(Incoming Freshmen 2008-2009 and beyond)

### English - 4 Units

- English I, II, III, IV or Senior Applications in English

### Math - 4 Units

- Algebra I, Applied Algebra I or Algebra I-Pt. 1 and Algebra I-Pt. 2
- Geometry or Applied Geometry
- Remaining unit from the following: Algebra II, Financial Mathematics, Math Essentials, Advanced Math—Pre-Calculus, Advanced Math—Functions and Statistics, Pre-Calculus, Calculus, Probability and Statistics, Discrete Mathematics, or a local math elective approved by BESE

### Science - 3 Units

- Biology
- 1 unit from the following Physical Science cluster: Physical Science, Integrated Science, Chemistry I, Physics I, Physics of Technology I
- 1 unit from the following: Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience II, Anatomy and Physiology, an additional course from the physical science cluster, or a local science elective approved by BESE
  - Students may not take both Integrated Science and Physical Science
  - Agriscience I is a prerequisite for Agriscience II and is an elective course

### Social Studies - 3 Units

- American History, 1/2 unit of Civics or AP American Government, 1/2 unit of Free Enterprise; and one of the following: World History, World Geography, Western Civilization, or AP European History

### Health - 1/2 Unit

- JROTC I and II may be used to meet the Health Education requirement provided the requirements in Section 2347 of Bulletin 741 are met.

### Physical Education - 1 1/2 Units

- Physical Education I and Physical Education II, or Adapted Physical Education for eligible special education students. A maximum of 4 units of Physical Education may be used toward graduation
- NOTE: The substitution of JROTC is permissible

### Education for Careers or Journey to Careers\* - 1 Unit

### Electives - 7 Units

Shall include the minimum courses required to complete a Career Area of Concentration\*

### Total - 24 Units

\*Take effect for incoming freshmen in 2010-2011 and beyond

## LA Core 4 Curriculum

(Incoming Freshmen in 2008-2009 and beyond)

### English - 4 Units

- English I, II, III, IV

### Math - 4 Units

- Algebra I or Algebra I-Pt. 2
- Geometry
- Algebra II
- Remaining unit from the following: Financial Math, Math Essentials, Advanced Math/Precalculus, Advanced Math-Functions and Statistics, Pre-Calculus, Calculus, Probability and Statistics, Discrete Math, or a local math elective approved by BESE

### Science - 4 Units

- Biology
- Chemistry
- 2 units of the following: Physical Science, Integrated Science, Physics I, Physics of Technology I, Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience II, Anatomy and Physiology, or a local science elective approved by BESE\*

### Social Studies - 4 Units

- 1/2 unit of Civics or AP American Government
- 1/2 unit of Free Enterprise
- American History
- 1 unit from the following: World History, World Geography, Western Civilization, or AP European History
- 1 unit from the following: World History, World Geography, Western Civilization, AP European History, Civics (second semester - 1/2 credit), Law Studies, Psychology, Sociology, or African-American Studies\*

### Health - 1/2 Unit

- JROTC I and II may be used to meet the Health Education requirement provided the requirements in Section 2347 of Bulletin 741 are met.

### Physical Education - 1 1/2 Units

- Physical Education I and Physical Education II, or Adapted Physical Education for eligible special education students. A maximum of 4 units of Physical Education may be used toward graduation
- NOTE: The substitution of JROTC is permissible

### Foreign Language - 2 Units

- 2 units from the same foreign language or 2 units of speech

### Arts - 1 Unit

- 1 unit Fine Arts Survey or 1 unit of Art (§2333), Dance (§2337), Music (§2355), Theatre Arts (§2333), or Applied Arts\*

### Electives - 3 Units

**Total - 24 Units** \*Approved IBC-related course may be substituted for the 4th science or social studies or for the art course if the course is in the student's career area of concentration.

Students graduating in 2011-2012 and beyond shall complete the following curriculum requirements.

<b>English</b>	<b>4 units</b>
English I, II, III, and IV	
<b>Mathematics</b>	<b>4 units</b>

Algebra I (1 unit) or Algebra I-Pt. 2 Geometry Algebra II The remaining unit shall come from the following: Advanced Mathematics I, Advanced Mathematics II, Pre-Calculus, Calculus, Probability and Statistics, or Discrete Mathematics	
<b>Science</b>	<b>4 units</b>
1 unit of Biology 1 unit of Chemistry 1 unit of advanced science from the following courses: Biology II, Chemistry II, Physics, or Physics II 1 additional science unit	
<b>Social Studies</b>	<b>4 units</b>
1/2 unit of Civics or AP American Government and Politics 1/2 unit of Free Enterprise 1 unit of American History 1 unit from the following: World History, World Geography, Western Civilization, or AP European History. 1 unit from the following: World History, World Geography, Western Civilization, AP European History, Economics, Law Studies, Psychology, Sociology, or African American Studies.	
<b>Health Education</b>	<b>1/2 unit</b>
JROTC I and II may be used to meet the Health Education requirement. Refer to §2347.	
<b>Physical Education</b>	<b>1 1/2 units</b>
NOTE: The substitution of JROTC is permissible.	
<b>Foreign Language</b>	<b>2 units</b>
Shall be 2 units in the same foreign language	
<b>Arts</b>	<b>1 unit</b>
1 unit Fine Arts Survey or 1 unit of Art (§2333), Dance (§2337), Music (§2355), Theatre Arts (§2333), or Applied Arts.	
<b>Electives</b>	<b>3 units</b>
<b>TOTAL</b>	<b>24 units</b>

### **High School Honors Curriculum**

Beginning with the 2008-2009 year, high school students who want to qualify for TOP'S Scholarships or graduate as valedictorian, salutatorian, honor students, and college admission to a four year college must complete the following honors course requirements with a 3.0 GPA.

- Social Studies..... World Geography, Civics and U. S. History, Sociology  
Or World History
  - English.....English I, II, III, IV
  - Math.....Algebra I Part I or Algebra I Part II, Algebra I, II,  
Geometry, Advanced Math, Financial Math, or Math  
Essentials
  - Science.....Chemistry, Biology I, Biology II and Physical Science
  - Foreign Language.....Spanish I, II
  - Fine Arts Survey.....One Unit
  - Business Classes.....Business Computer Applications
- \*Beginning with the class of 2008-2009, students will be required to take Advanced Math in the High School Honors Curriculum.

## **Incoming Freshmen 2017-2018**

**For incoming freshmen in 2017-2018 and beyond, students must meet the assessment requirements below to earn a standard diploma.**

**A. Students must pass three END-of- course Tests in the following categories:**

- 1. English I or English II;**

- 2. Algebra I or Geometry;
- 3. Biology or American history

**B. Remediation and retake opportunities will be provided for students that do not pass the End-of-Course Tests. Students will be offered 50 hours of remediation in each content area they do not pass.**

**End of Year Operational Testing**

End of year testing results will count as the second Semester Exam Grade. It will count as 15% of final grade for the course in which EOC was taken.

**Credit Recovery**

- Credit Recovery refers to instructional programs for students who have failed courses taken previously.
- To be eligible for a credit recovery course, students earning Carnegie credit must have previously taken and failed the course.
- Students can only take up to two credit recovery courses per summer.
- Students can have a total of 7 recovery classes in all

**Grading System**

All grades are to be posted in grade books and on computer cards using these letters;

A - B - C - D - F

In order to obtain averages the following point values are to be given each letter:

A - 4; B - 3; C - 2; D - 1; F - 0;

**Nine Week Grades**

1. To obtain nine-week grades, unit tests may be used instead of nine weeks tests.
2. Cheating on a nine weeks or unit test will result in a "0".
3. A zero for any reason must be recorded in the grade book and counted as a grade.

Nine week Grade Scale

95-100	A
88-94	B
78-87	C
70-77	D
69-below	F

TO ARRIVE AT SEMESTER GRADES (Average of four Grades), including semester exam. Please use the following scale:

<u>Quality Points</u>	<u>Grade</u>
15-16	A
11-14	B
7-10	C
3-6	D
Below	F

TO ARRIVE AT FINAL GRADES (Average of eight Grades), please use the following scale:

<u>Quality Points</u>	<u>Grade</u>
29-32	A
21-28	B
13-20	C

6-12  
Below

D  
F

In order to receive a minimum passing grade (D) for each semester (1/2) unit, a student must pass three of the report card grades and achieve a 1.0 average.

The quality point system below will be used to assign grades for semester and session.

### **Grade Classification and Grading Factors**

A student is classified by the number of Carnegie units earned and not by years in schools. Students are not promoted at mid-year. Beginning with the 2002-2003 school session, this will be the following requirement needed in units for promotion to the next grade.

6 Units	9 <sup>th</sup> Grade (freshman) must pass Algebra I
13 Units	10 <sup>th</sup> Grade (sophomore)
18 Units	11 <sup>th</sup> Grade (Junior)
23 or 24 Units (depending on graduation plan)	12 <sup>th</sup> Grade (Senior-Graduate)

### **Repeat Course Averaging**

Effective 2001 – 2002 , thereafter, when a student takes the same course more than once, the GPA must be calculated using each of the grades earned in the repeated course. FOR THIS PROVISION TO BE USED, BOTH SEMESTERS OF THE FAILED COURSE MUST BE REPEATED.

### **Testing Information**

Students will be tested in any course that has an Operational End-Of-Course (EOC) test.

**As mandated by the state, beginning 2012-2013, ALL juniors (11<sup>th</sup> graders) will be taking the ACT. The student's ACT score will count for 10% of the student's final grade in that particular subject area. See ACT grading scale attachment on page 59 of this document.**

### **9<sup>th</sup> Grade semester whole unit class requirements:**

In order to receive a passing grade for the session, a student must receive passing grades in both semesters and have a minimum of four quality points for the semester and a total of eight quality points for the session.

Incoming 9<sup>th</sup> grade students who scored Approaching Basic or low Basic in English/Language Arts on the LEAP will be required to take READ 180. Tenth graders who score Fair or Needs Improvement in Math or English on the EOC will take remedial courses.

### **(1/2 unit) clarification requirements:**

Beginning with the freshmen class of 2002-2003, students will no longer earn (1/2) units for whole units classes. (Biology, Algebra, etc.) Exceptions include those classes that are traditionally half unit classes such as: Health Education/P.E. I and some Family and Consumer Science Education classes.

### **High School Policy Update**

Incoming freshman in 2008-2009 will be enrolled in the LA Core 4 Curriculum. After two years, students may choose to opt-out of the LA Core curriculum. However, students choosing to opt-out must still complete a fourth math requirement to graduate. Thus, the required number of credits for graduation has increased from 23 to 24 with the additional math requirement.

After finishing two years of high school, a student may request an exemption from completing the LA Core 4 Curriculum. The student and his/her parent or guardian must meet with the student's counselor or advisor to discuss the student's options. To receive the exemption, both the student and parent(s) must sign a form acknowledging that one of the consequences of not completing the LA Core 4 Curriculum may be ineligible to enroll in a Louisiana 4-year college. The Principal signifies approval of the request with his/her signature.

### **Class Ranking**

In order to be uniform and consistent in determining class rankings of students in Louisiana, the East Carroll Parish system uses the Louisiana Transcript system to determine GPA's on Tops/Honors and overall GPA and ranking.

### **Report Cards**

Report cards are issued every six-week period by your homeroom teacher or at parent/ teacher conferences. Students in grades 9-12 will be recognized as honor students with a GPA of 3.0 or better indicated by grades "B and above in the core subjects (English, Math, Science, and Social Studies).

## **ACTIVITIES**

General Trass High School participates in athletics under the guidance of the Louisiana Athletic Association. In order to be eligible for athletics, students must meet all guidelines set forth by the Louisiana Athletic Association and the Louisiana Department of Education. All students have an option of purchasing an accident insurance policy through the school. Various clubs, such as FHA, Library Club, Beta Club, etc., have fees, but these amounts are voted upon by the membership with the advice of sponsors.

**IMPORTANT:** Any athletic equipment that the student is responsible for, such as shoes, etc., must be paid for before they are ordered for the student.

### **CONDUCT AT EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are a vital part of the General Trass High School curriculum. Students are encouraged to be a part of these activities through active participation or support. Students should realize that they are under the supervision of General Trass High School and all rules of conduct apply. The following are a few added notations for attendance at extracurricular events. Once you are inside the area for an activity, you may not leave the area. If you leave, you must pay to re-enter. If other teams or schools are involved in an activity with General Trass High School, you are expected to treat them with courtesy.

### **Attendance and Extra-Curricular Activities**

In order to participate in extracurricular activities, such as band, choir, athletics, etc., a student must be in school the same day of the event. Only the principal can make exceptions.

### **ATHLETIC POLICY (for all sports)**

1. Situations not covered in this policy will be handled by the coaching staff on an individual basis.
2. Strict and fair discipline will be enforced. Inappropriate conduct will not be tolerated.
3. Athletes will be expected to behave in the classroom and on the playing field.
4. Illegal drug or alcohol use will not be tolerated.



5. Athletes will be expected to take care of all school equipment and facilities.
6. Athletes will be assigned lockers. Valuables should be left with a coach. The coaching staff will NOT be held responsible for valuables left in lockers.
7. Athletes will pay for any issued equipment that is not turned in when required.
8. Athletes will dress appropriately in all athletic facilities and to and from games.
9. All athletes must participate in the off-season program the semester previous to participate in a sport. Eligible transfer students, medical situations, or other extreme circumstances may warrant an exception.
10. An athlete will dress out and participate in any practice activity unless he/she is absent from school or has a doctor's excuse.
11. An athlete will be disciplined for any unexcused absence from practice.
12. Any missed practice must be made up and unexcused practice make up will be set by the coach. . If the makeup work is not completed by game day, the athlete will not participate in that game or in any future game until the work is made up.
13. Athletes will travel to and from athletic events on the team bus. The only exceptions will be if a parent meets with the coach before the event, or gives the coach a signed, written note in person stating that the parent will be responsible for transporting the athlete (this applies only after the event is over/completed).
14. An athlete who quits a sport on his/her own will not be permitted to return during that season. Coaches will treat each instance on a case by case basis.
15. To participate in any sport, an athlete must meet the eligibility requirements set forth by the Louisiana Athletics Association and the Louisiana Department of Education.

## **SCHOOL SPIRIT**

School spirit is one of the most important things that can happen to General Trass High School. You, the student, are solely responsible for our school spirit. If you are energetic, it carries from the classroom to the gymnasium to the football field and throughout the community. You make our teachers work for a cause they believe in; you make our community support us to the fullest, and you make our school a better place to be. **Remember, YOU ARE General Trass High School. Support yourself and others and make General Trass High School one of the best places to be.**

## **GIRLS PHYSICAL EDUCATION**

Physical education plays a critical role in educating the whole student. Like other academic courses of study, physical education is based upon rigorous national standards that define what students know and be able to do as a result of participation. Physical education is unique to the school curriculum as it is the only program that provides students with opportunities to learn motor skills, develop fitness, and gain understanding about the importance of physical activity.

The benefits of physical education can also affect academic learning. Regular aerobic exercise produces an increased number of capillaries servicing the brain which allows for a greater exchange of nutrients and waste products. This optimizes oxygen and glucose delivery to the brain which can help improve brain performance.

With the increase of obesity nationwide the benefits gained from physical activity include:

1. Disease prevention,
  2. Decreased morbidity (diseased, sickly)
  3. premature mortality (death)
  4. Increased mental health
  5. Self-esteem.
- Technology is also being integrated into the curriculum through the use of heart rate monitors, pedometers and computer based fitness stations. The ultimate goal of physical education will always be participation in health enhancing physical activity for a lifetime.

## **Physical Education grading scale**

### Grading Scale (Dressing)

300-290=A  
289-279=B  
278-268=C  
267-257=D  
256-0= F

### Grading Scale (Seven grades)

28-26=A  
25-20=B  
19-14=C  
13-10=D  
9-0 =F

Students will be given seven grades each six weeks as follows: two grades from Drug Misuse and Abuse at the beginning of each six weeks; one dress grade each six week and four skill test grades each six weeks. \*Total- Seven grades

### **EXCUSES FOR PHYSICAL EDUCATION**

Students who are physically unable to participate in physical education activities must have a medical doctor's statement to the effect. The statement should be clear as to what exercises should be avoided and for what time frame. All students **MUST DRESS** for physical education activities in white t-shirts and royal blue shorts unless they possess a doctor's excuse. **THREE UNEXCUSED "NO DRESS"** in physical education will result in a failing grade for the six weeks' period in which they occur.

\*\*Special note: If students have a written permit from the doctor and permission from the principal, they may use canes, walking sticks, or crutches.

## **SCHOOL ORGANIZATIONS**

**The following rules apply:**

1. No state or federal law prohibits student organizations at the secondary level at East Carroll Parish Public Schools.
2. Students have the right to join an existing club and should not be restricted from membership on the basis of race, sex, national origin, or other arbitrary criteria.
3. Students may, however, be restricted to membership on the basis of sex, but only if the organization is entitled to Title IX exemption under the Bayh amendment. This amendment gives exemption to organizations that are
  - A. voluntary youth service organizations
  - B. Tax exempt under section 501 of the 1954 Internal Revenue Code (religious and charitable organizations)
  - C. Single sex by tradition
  - D. Principally composed of members under age 19.
4. School fraternities and secret societies are banned in Louisiana public schools.

### **SCHOOL NEWSPAPERS & UNOFFICIAL PUBLICATIONS**

Students shall have the right to establish and maintain a student newspaper for the primary purpose of reporting school news. Students have the right to editorialize as long as it does not contain obscene language and libelous materials. Any student that is not in compliance with the above statements shall be punished. Punishments range from counseling to an expulsion recommendation.

### **Herbert Franklin Howard Chapter of the National Honor Society**

Eligibility:

- a. Candidates eligible for election to this chapter must be a member of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at General Trass High School.

- c. All students who are pursuing the LA Core College Curriculum and who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.0 on a LA College Core Curriculum. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy and ongoing membership.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.
- e. Students who are learning disabled may be allowed honorary membership in the chapter based off scholarship, leadership, and character as determined and referred by the Faculty Council.

(\* Students who play instruments must be enrolled in band classes in order to participate in extra-curricular activities relating to band.)

### **CLASS OFFICERS/STUDENT COUNCIL**

1. Any student in grades 9-12 at the General Trass High School with the following qualifications:
  - a) Must have a 2.5 GPA from previous year (Waived for first time 9<sup>th</sup> graders)
  - b) Cannot have more than one suspension for present year.
  - c) Cannot have any major suspensions for present year.  
(No suspension for fighting or disrespect)
  - d) Must be prepared to speak before members of his/her class
  - e) Complete application
  - f) Presentable character and attitude

### **HOMECOMING**

Homecoming is a school sponsored event, governed by the same rules and regulations as any other school event. In addition, the following regulations and guidelines apply:

Due to COVID-19 and in following the CDC guidelines, in lieu of a pageant, contestants must acquire three teacher recommendations and prepare a 3-minute video to serve as an introduction to the student body. (Further directions will be given to contestants prior to the competition)

Students at grades 9-12 will elect the Queen by secret ballot from a list of eligible 12<sup>th</sup> graders. Students at each grade level will elect the maid (Miss Freshman, Sophomore, Junior, Senior) from that grade by secret ballot. The **Homecoming Committee** will conduct the elections; students will vote electronically. All candidates for Queen or Maid must meet the following requirements:

1. Meet all the requirements of the Louisiana Activities Association for extracurricular activities
2. Must have been promoted from the previous year to a higher classification.
3. May not have been elected maid the previous year, except that 12 graders are eligible for all 12<sup>th</sup> grade positions.
4. Ms. GTHS must have a minimum GPA of 3.3 and have at least two letters of recommendation from any member of the faculty.
5. Ms. Homecoming must have a minimum GPA of 2.75 and have at least two letters of recommendation from any member of the faculty

During the evening ceremony, each member of the homecoming royalty will be escorted by her father or by an adult standing in loco parentis who is approved by the administration. During the ceremony during school, each girl of the homecoming royalty will select a Senior High football player (10-12) for an escort. Male students who are 12<sup>th</sup> grade players must be selected first. If there are not enough players to accommodate the maids, the maids may choose a male student from her class upon the principal's approval. All homecoming parade floats, cars, and drivers must be approved by the principal.

1. Any young lady or young man grades 9-12 may run for General Trass High School's Homecoming Court if they meet the following guidelines:

- a.) Must have a cumulative average of 2.75 GPA.
- b.) Cannot have more than one suspension for present year.
- c.) Cannot have any major suspensions for the present year.  
(No suspension for fighting or disrespect)
- d.) Must be willing to participate in parades and other activities associated with being a member of the Homecoming Court.
- e.) Must be prepared to speak before members of your particular class and other audiences.
- f.) Presentable character and attitude.
- g.) Must write an essay on a given topic (Sr. girls for Miss GTHS.)

2. Applications are available in the office. They must be returned by the designated time to be considered for the ballot.

\*\*\*\*\* Any major suspension will cause the Miss GTHS crown to be relinquished to the runner up.\*\*\*\*\*

Beginning Spring 2022- Miss GTHS will be selected from 11<sup>th</sup> grade class. The contest will be moved to the Spring of each school year. This will enable the current Miss GTHS the ability to crown the next Miss GTHS.

After the initial election for each contest (Miss GTHS & Miss Homecoming), a runoff will be held where only the top 4 students will compete.

The 1<sup>st</sup> Runner up for Miss GTHS will be Miss Senior.

## **DISCIPLINE**

### **STUDENT BEHAVIOR**

We believe that every child shall comply with all rules and regulations of both the state and East Carroll Parish School Board. In a democracy, there exist many privileges and freedoms, which are dependent on adherence to certain rules and regulations. Any pupil, by his own failure to comply with school regulations, may lose his right to a public education. Louisiana law provides

that a student may be recommended for suspension at any time for any serious violation of school regulations.

Students at General Trass High School are expected to conduct themselves at all times in a manner which encourages academic achievement, respect, and personal integrity for themselves and for fellow students, faculty, staff, and visitors. Any conduct that would lessen the ability of any student to participate fully in the educational opportunities that are made available to him/her will be deemed a violation of the acceptable code of conduct for the school. Any such violations are considered serious violations. The following violations of acceptable student conduct carry a normal punishment of suspension from school up to expulsion from school depending upon the severity of the violation or the existence of chronic behavior. The school reserves the authority to judge the merits of each case individually if circumstances warrant.

We believe that each teacher in East Carroll Parish is responsible for providing an environment that will bring about effective learning, thus enabling each student to achieve his maximum potential. The teacher must regard, as essential, the freedom to teach and to learn and must guarantee equal educational opportunity for all students. The teacher must recognize that the classroom environment reflects the ideas, motives, preparation, and conduct of the teacher.

Each student shall:

- Comply with all rules, regulations, and policies of the East Carroll Parish School Board, the school he/she attends, and the laws of the State of Louisiana.
- Recognize the authority of all teachers and other school personnel.
- Abstain from gambling, immorality, profanity, hazing, fighting, extortion, use of tobacco, use of narcotics, or intoxicating liquors, or the possession of any instrument capable of inflicting bodily harm.
- Refrain from willfully damaging, defacing or destroying school property or illegally entering school buildings.
- Be regular in school attendance and on time; strive to do the best in all areas of school life.
- Wear appropriate dress and conform to acceptable standards of appearance as required by the student dress codes of each school and the East Carroll Parish School Board.
- Abide by regulations set by the school concerning travel to and from school, on school buses, and the use and operations of private vehicles on school grounds.
  - (1) Such private vehicles must be registered with the school and parked in the designated area for student parking.
  - (2) Automobiles are to be vacated immediately on arrival and should be reentered only at the time of authorized departure.
- Comply with regular rules and regulations of the school and school board while attending any activities sponsored by the school and while attending or participating in extra-curricular activities.
- Refrain from taking or damaging property of other students or school personnel.
- Behave in a manner that permits uninterrupted learning to take place.
- Show respect to all other students and persons on campus.

**LOUISIANA SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORT  
GENERAL TRASS SENIOR HIGH SCHOOL  
*LESSON PLANS FOR SCHOOL WIDE EXPECTATIONS***

	CAFETERIA	CLASSROOM	HALLS	GYM	PLAYGROUND	BATHROOM	BUS
PREPARE YOURSELF	BE ON TIME STAY IN LINE	HAVE NEED MATERIALS	HAVE HALL PASSES PROPER UNIFORM	READY TO DRESS BRING GYM SUPPLIES BE ON TIME	BE PREPARED REMAIN IN DESIGNATED AREA	WASH HANDS ADJUST CLOTHING TO FOLLOW DRESS CODE	KEEP PERSONAL ITEMS TOGETHER
ACT RESPONSIBLY	CLEAN EATING AREA DISPOSE OF TRASH AS DEEMED NECESSARY	HAVE RESPECT FOR OTHERS STAY ON TASK	WALK ON RIGHT SIDE OF HALL ALLOW OTHERS TO PASS RESPECT DISPLAYED WORK	REPLACE ALL EQUIPMENT BRING ALL MATERIALS NEED FOR CLASS RESPECT OTHER'S PROPERTY	CONSIDER OTHER'S SPACE AVOID HORSE PLAYING DISPOSE LITTER PROPERLY HELP OTHERS RESPECT ALL RETURN TO CLASSROOM PROMPTLY	USE SINK AND TOILET APPROPRIATELY RETURN TO CLASSROOM PROMPTLY	MAINTAIN LOW NOISE LEVEL KEEP HANDS AND FEET TO YOURSELF FOLLOW BUS RULES
WORK TOGETHER	LOWER YOUR VOICE TOUCH ONLY YOUR FOOD	SHARE POSITIVE ATTITUDES	REMINDE OTHERS TO FOLLOW RULES RESPECT OTHERS	INCLUDE OTHERS IN GAMES PRACTICE GOOD SPORTSMANSHIP	FOLLOW ADULTS INSTRUCTIONS STAY IN ASSIGNED AREA	GIVE PRIVACY TO ALL CONSIDER OTHERS SPACE KEEP THE AREA CLEAR OF GRAFFITI	HAVE POSITIVE ATTITUDE BE PLEASANT
SAFETY FIRST	WASH HANDS PROPERLY STAY SEATED FACE FORWARD IN LINE KEEP ALL FOOD ON YOUR PLATE AVOID FOOD FIGHTS	LISTEN AND FOLLOW DIRECTIONS	AVOID HORSE PLAYING WALK TO THE RIGHT MAINTAIN LOW VOICE LEVEL KEEP TRAFFIC FLOWING	PROPER SHOES IN GYM FLOOR AVOID HORSE PLAYING STAY IN DESIGNATED AREA REMAIN SEATED	REPORT ALL PROBLEMS AVOID HORSE PLAYING STAY IN ASSIGNED AREA	WASH HANDS FLUSH TOILET DISPOSE TRASH IN PROPER CONTAINER	REMAIN SEATED FOLLOW RULES AVOID HORSE PLAYING

## GUIDANCE COUNSELOR

Your counselor is in a unique position to help you with many problems. You should see your counselor regularly. Your ideas about yourself and your school are of special importance to them. Many good things come from simply “talking things over.” You should take advantage of this opportunity to get the most from your high school career. If you wish to see your counselor during the school day, see him/her before or after school and obtain a consultation permit. This will excuse you from class for a specific time.

See your counselor:

- When you feel you are not doing well in some classes.
- When you need help to plan or adjust your program of studies.
- When you would like to discuss your vocational interests.
- When you would like to talk to someone about a problem.
- Would you like an interpretation of various tests you have been given.
- When you want information about future educational opportunities.

## CAMPUS AND CLASSROOM REGULATIONS

You, the student, need to realize that every teacher, administrator, and staff member on the General Trass High School campus has authority over you while you are on campus. They are charged to enforce and uphold the school rules and regulations, and you are expected to obey the same. Students are expected to follow all classroom rules whether they are general or specific to

the teacher or the class. Minor discipline problems will be handled according to the following protocol. All steps will be documented and kept by the teacher.

1. Student/Teacher conference.
2. Parent notification
3. Referral sent to the Administrative Assistant or Principal with a copy of all previous documentations.
4. Severe disruptions will be referred directly to the office.

Note: Steps 1-3 are not required for severe disruptions.

## **GENERAL CLASSROOM RULES AND REGULATIONS**

### **RULE OF THUMB**

**NO ONE STOPS THE TEACHER FROM TEACHING OR ANOTHER STUDENT FROM LEARNING.**

1. Students are to be in their seats with all materials before the tardy bell rings. Students are considered to be tardy if they are not in their seats. Students should not be released from class to retrieve materials.
2. Students are to ask permission to speak or to leave their seats during class.
3. Students may not bring food, drink, or gum in the building. Students will have to throw these items away upon entering the building.
4. Students are to follow all school rules as outlined in the student handbook.
5. Ten-Ten Rule: No student is allowed out of class the first and last ten minutes of the class period.

Consequences: **Warning to suspension.** Rewards: **A great education with the tools to become a productive citizen.**

### **OTHER RULES AND REGULATIONS**

1. Students are expected to pay for damages to any East Carroll Parish School District property (including buildings, books, buses, furniture, computers).
2. Students will be required to purchase school locks and refunded money when lock is returned at the end of school year.
2. Any money-making project must be approved by the Principal.
3. Students who are suspended from class or from school are also suspended from any extracurricular activity for the length of the suspension.
4. Public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectation of school staff will lead to disciplinary action.

### **Reprimand to Expulsion**

#### **BULLYING:**

**The East Carroll Parish School District values its commitment to provide a safe learning environment, both emotionally and physically, for each of its students, and we believe that achievement is best attained in an atmosphere free from emotional and physical intimidation and threats. The school considers bullying to be a destructive behavior that erodes the foundation principles of the school. This school will not tolerate any behavior that is classified as such.**

**Bullying is not acceptable behavior and is prohibited. For the purposes of this section bullying is defined as intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by any written, verbal, electronic, or physical act or gesture, or any**

pattern thereof, that causes or creates a clear and present danger of physical harm to person or property, substantial interference with the educational process, or a hostile educational environment due to severity, persistence, or pervasiveness. Any touching, language, or body action that is sexual harassment or bullying is considered especially serious and will not be tolerated. An electronic act includes without limitation a communication transmitted by means of an electronic device such as a telephone, wireless device, computer, pager or other such device. Bullying is prohibited during school, on school equipment or on school property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, and at school-sanctioned events. Electronic acts that are specifically directed at students or school personnel and maliciously intended for the purpose of disrupting school, and have a high likelihood of succeeding, are prohibited whether they originate on school property or on school equipment or not. Counseling will be afforded to any student found to be in violation of this section. Normal punishment is suspension up to expulsion from school depending on the severity of the violation or the existence of chronic behavior.

Students who engage in any act of bullying, harassment, or violence while at school, at any school function or any East Carroll Parish School District sponsored activity or event, or while enroute to or from school are subjected to disciplinary action which may include suspension or expulsion. Law enforcement officials shall be notified of incidents that violate federal or state laws and statutes.

School employees who witness or have knowledge that a student has been harassed, bullied, or assaulted shall report the incident to the principal. The principal will make a written report of the incident(s) and take appropriate action which may include a verbal warning, removal of privileges or participation in activities or classes, detention, conference with parents/guardians, suspension, or expulsion. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Minimum-Verbal Reprimand    Maximum-Expulsion

#### **RS 14:40.7. Cyberbullying**

A. Cyberbullying is the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidates a person under the age of eighteen.

B. For purposes of this Section:

(1) "Cable operator" means any person or group of persons who provides cable service over a cable system and directly, or through one or more affiliates, owns a significant interest in such cable system, or who otherwise controls or is responsible for, through any arrangement, the management and operation of such a cable system.

(2) "Electronic textual, visual, written, or oral communication" means any communication of any kind made through the use of a computer online service, Internet service, or any other means of electronic communication, including but not limited to a local bulletin board service, Internet chat room, electronic mail, or online messaging service.

(3) "Interactive computer service" means any information service, system, or access software provider that provides or enables computer access by multiple users to a computer server, including a service or system that provides access to the Internet and such systems operated or services offered by libraries or educational institutions.

(4) "Telecommunications service" means the offering of telecommunications for a fee directly to the public, regardless of the facilities used.



**C. An offense committed pursuant to the provisions of this Section may be deemed to have been committed where the communication was originally sent, originally received, or originally viewed by any person.**

**D. (1) Except as provided in Paragraph (2) of this Subsection, whoever commits the crime of cyberbullying shall be fined not more than five hundred dollars, imprisoned for not more than six months, or both.**

**(2) When the offender is under the age of seventeen, the disposition of the matter shall be governed exclusively by the provisions of Title VII of the Children's Code.**

**RS14:81.1.1. "Sexting"; prohibited acts; penalties**

**A.(1) No person under the age of seventeen years shall knowingly and voluntarily use a computer or telecommunication device to transmit an indecent visual depiction of himself to another person.**

**(2) No person under the age of seventeen years shall knowingly possess or transmit an indecent visual depiction that was transmitted by another under the age of seventeen years in violation of the provisions of Paragraph (1) of this Subsection.**

**B. For purposes of this Section:**

**(1) "Indecent visual depiction" means any photograph, videotape, film, or other reproduction of a person under the age of seventeen years engaging in sexually explicit conduct, and includes data stored on any computer, telecommunication device, or other electronic storage media which is capable of conversion into a visual image.**

**(2) "Sexually explicit conduct" means masturbation or lewd exhibition of the genitals, pubic hair, anus, vulva, or female breast nipples of a person under the age of seventeen years.**

**(3) "Telecommunication device" means an analog or digital electronic device which processes data, telephonic, video, or sound transmission as part of any system involved in the sending or receiving of voice, sound, data, or video transmissions.**

**(4) "Transmit" means to give, distribute, transfer, transmute, circulate, or disseminate by use of a computer or telecommunication device.**

**C. (1) For a violation of the provisions of Paragraph (A)(1) of this Section, the offender's disposition shall be governed exclusively by the provisions of Title VII of the Louisiana Children's Code.**

**(2)(a) For a first offense in violation of Paragraph (A)(2) of this Section, the offender shall be fined not less than one hundred dollars nor more than two hundred fifty dollars, imprisoned for not more than ten days, or both. Imposition or execution of the sentence shall not be suspended unless the offender is placed on probation with a minimum condition that he performs two eight-hour days of court-approved community service.**

**(b) For a second offense in violation of Paragraph (A)(2) of this Section, the offender shall be fined not less than two hundred fifty dollars nor more than five hundred dollars, imprisoned for not less than ten days nor more than thirty days, or both. Imposition or execution of the sentence shall not be suspended unless the offender is placed on probation with a minimum condition that he performs five eight-hour days of court-approved community service.**

**(c) For a third or any subsequent offense in violation of Paragraph (A)(2) of this Section, the offender shall be fined not less than five hundred dollars nor more than seven hundred fifty dollars, imprisoned for not less than thirty days nor more than six months, or both. Imposition or execution of the sentence shall not be suspended unless the offender is placed on probation with a minimum condition that he performs ten eight-hour days of court-approved community service.**

## **SEXUAL HARASSMENT POLICY**

### **Purpose and Definition**

All individuals employed by the ECPS Board have the right to work in an environment free from all forms of discrimination of any type on the basis of gender including sexual harassment. Likewise, students enrolled in the ECPS system have the right to attend school in an environment free from discrimination. Sexual harassment, whether committed by a school board member, employee, student is specifically prohibited as unlawful and against the policy of ECPS.

The ECPS Board believes that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employment or student, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal written or physical conduct of a sexual nature when made by a school district employee to a student or when made by an employee or when made by a student to an employee constitutes sexual harassment when:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affect that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. While a single incident or offensive sexual conduct, remark or display will generally not create a hostile environment unless it is severe, such behavior is inappropriate and may subject the employee or student to counseling and /or discipline.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal or written harassment or abuse;
- Pressure for sexual activity
- Repeated remarks to a person which contains sexual or demanding implications;
- Unwelcome touching, close physical proximity or looks;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit treats concerning one's grades, job, promotion, compensation, etc.
- Display or distribution of sexually suggestive or derogatory objects, pictures, magazines, cartoons. Posters, drawings, or images;
- Sexually oriented gestures;
- Sexually coercive or oppressive conduct.

## **INSOLENCE AND INSUBORDINATION**

1. No student shall disregard direction or commands. A student shall comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendents, school bus drivers, school security officers, and other authorized school personnel. Students are required to identify themselves and their actions to any of the above.

2. No student shall represent him/herself in an antagonistic or disrespectful manner to any school personnel, by word or action. Arrogance and rudeness are not allowed. Students may not show inappropriate lack of attention, fail to stop when spoken to, raise their voices, or other actions that are deemed to be insolent. Behaviors of this type will not be tolerated.

### **Reprimand to Expulsion**

### **FAILURE TO REPORT:**

No student shall purposely fail to attend school, report according to schedule, or complete his/her schedule.

### **Suspension to Expulsion**

### **DISRUPTION AND INTERFERENCE WITH SCHOOL:**

1. No student shall block a doorway or corridor or prevent students from attending classes or school activities.

2. No student shall block normal pedestrian or vehicular traffic.

3. No student shall use violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally to cause a disruption.

4. No student shall encourage other students to violate any rule or school board policy.

### **Reprimand to Expulsion**

### **ILLEGAL, DESTRUCTIVE, OR DANGEROUS ACTIVITIES:**

1. No student shall possess, handle, or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks that reasonably could be a danger to him/herself or to other students, that could cause damage to school property, or that could be disruptive to the learning climate of the school.

2. No student shall participate in any activity that may be termed gambling or wagering where the stakes are money or any other objects of value.

3. The possession of any firearm is prohibited on school property. Punishment: EXPULSION unless the superintendent recommends otherwise. The possession of other weapons on school property is prohibited.

4. No student shall use, offer for sale, or sell beer, alcoholic beverages or other illicit drugs on school property. Students who abuse this rule are automatically suspended and face possible expulsion and arrest.

5. No student shall possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, other controlled substance, or beverage containing alcohol or intoxicant of any kind.

6. No student shall possess or use tobacco products on campus.

7. No student shall cause or attempt to cause damage to school property or steal or attempt to steal school property.

8. No student shall cause, or attempt to cause, damage to public or private property, or steal, or attempt to steal, public or private property while under the jurisdiction of the school.

9. Students shall make restitution for any property stolen by them and shall be subject to other disciplinary actions.

### **Suspension to Expulsion**

## **IMMORALITY:**

No student shall commit indecent and/or immoral acts.

### **Suspension to Expulsion**

## **PHYSICAL ABUSES, THREAT, FIGHTING:**

1. No student shall engage in a fight, make a threat of violent acts to other persons, or commit a willful act that causes or may cause injury to another person.
2. No student shall use terroristic or threatening language, posture, or action that is intended to intimidate other persons, disrupt school functions, disrupt campus, or interfere with the educational process.
3. If a student, while in the process of violating school rules or in the immediate aftermath of having violated school rules, causes injury to another person, that student will be held responsible and accountable for that injury as if it were a purposeful act.
4. No student shall encourage, actively or passively, any violation of these rules.
5. Charges will be filed on and after the second fight.

### **Suspension to Expulsion**

## **GANG ACTIVITY:**

It shall be the policy of the East Carroll Parish School Board to discourage gangs or gang activities on the school district campuses. Therefore, the following rules will be followed:

1. Dress that may appear to be gang related will not be tolerated.
2. Graffiti or drawing of gang symbols on personal or school property will not be tolerated.
3. Head wear, if worn on school property, will be worn as it was designed to be worn.

### **Reprimand to Expulsion**

## **FORGERY AND/OR FALSIFICATION OF GENERAL INFORMATION**

A student shall not forge another person's name to any pass or student scheduling information, nor falsify telephone numbers and addresses on general information forms. Students shall not change or forge any information on any letter or report card sent from the school.

### **Suspension to Expulsion**

## **TARDY TO SCHOOL (HOMEROOM)**

**Students reporting to school after 8:00 a.m. should report to the office and MUST be accompanied by a parent, legal guardian, or authorized adult to check them in school.**

ACT 745 Amends and reenacts La. Rev. Stat. 17:233(B) (1) and enacts La. Rev. Stat. 17:233 (C) to provide that a student shall be considered habitually absent or habitually tardy **upon the 5<sup>th</sup> unexcused absence or upon the 5<sup>th</sup> unexcused occurrence of being tardy (this includes late to school and/or early checkouts) within any school semester.** The principal of the school, or his designee, shall notify the parent in writing upon a student's third unexcused absence or unexcused occurrence of being tardy and shall hold a conference with such student's parent or legal guardian.

1<sup>st</sup> Offense – \*

2<sup>nd</sup> Offense –\*

3<sup>rd</sup> Offense – Parent Conference before student will be allowed back to school.

4<sup>th</sup> Offense—Contact Child welfare and FINS will be notified.

5<sup>th</sup> offense—The parent or legal guardian of any student in grades K-12 who is habitually absent or habitually tardy shall be punished by the family of juvenile court of the parish with a fine of not more than \$50 or the performance of not less than 25 hours of community service.

\*Documentation will be kept for 1<sup>st</sup> and 2<sup>nd</sup> offenses.

### **TARDY TO CLASS**

Habitual tardiness to class is unacceptable at GTHS. Tardiness interrupts the learning process and creates more work for teachers.

- Starting with First Period, teachers shall keep a record of student's tardiness in their grade books and shall at the close of school each day file a tardy report (Discipline Slip) with the principal or designee. A tardy report with students' tardies shall be maintained and monitored by the office personnel. The teachers and office personnel will keep a cumulative total of all tardies.
- The administration at GTHS reserves the right to amend the school tardy policy as necessary in order to maintain an orderly learning environment. Students and parents will be advised of any policy change.

### **SKIPPING CLASS**

Students are assigned a place to be each hour of the school day. They are expected to be in their assigned area so that office personnel can locate them in case of emergency. On the rare occasion that a student becomes ill or has an emergency during class changes that would prevent him from reporting to the next class. If an emergency should occur during the class period, the student should report it to his teacher, or, if between class periods, to his next teacher. If this is not possible, the student should report to any teacher or to the office for assistance. Students should not miss a class without permission. Those who do may be guilty of skipping class are subject to suspension.

### **LEAVING CLASS WITHOUT PERMISSION**

Students should never leave class unless it is an emergency. During class time, no student shall be in the hall or on the campus without a pass issued by an administrator, counselor, or the teacher in charge of the student during that time. This includes trips to restrooms, locker, library, office, or getting water. Should an emergency occur, the teacher should issue the student a pass. If a student is out of class on a pass, he/she is expected to go to the designated area and only that area by the shortest route possible.

Students without a pass are subject to suspension. The student should never leave a class without permission. If the teacher refuses to give permission and the student feels that it is imperative to leave, he/she should ask to check with an administrator and leave the room in a respectful manner. If a student leaves a class before the bell without the teacher's permission, he/she is subject to suspension.

### **TRUANCY**

Truancy is an unauthorized absence from school. Work missed during truancy cannot be made up. There are several types of truancy which are treated differently:

- A. Truancy in which a student never reports to school – *Discretionary Suspension*
- B. Truancy in which a student reports to school and leaves without authorization (Closed Campus Violation)- *Mandatory Suspension*
- C. Truancy from a class, homeroom, or school assembly – *Discretionary Suspension*

## **BEHAVIOR NOT COVERED**

East Carroll Parish School District reserves the right to pursue disciplinary or legal action for behavior that is subversive to good order and discipline in the schools even though such behavior is not specified in written rules. The administration will make rules not specifically covered in this handbook as needed.

## **OTHER PROVISIONS:**

1. Proper authorities will be notified concerning any violation where such notification is applicable.
2. The District will, where applicable, attempt to recover any materials lost or costs incurred from any violation.
3. Any money-making project must be approved by the principal.

## **SUSPENSION AND EXPULSION**

State laws and the State Board of Education regulations permit local school officials to expel students who are unwilling to behave in an acceptable manner and fail to abide by district attendance policies. Due process must be provided.

Third Suspension – The parent or guardian of a student shall be notified that the student has been suspended for a third time and that a fourth suspension shall result in the student being expelled for the remainder of the school year. The matter is no longer solely within the principal's jurisdiction. The parent, prior to the student's being readmitted to school, must meet with the Supervisor of Child Welfare and Attendance before being readmitted. The third suspension may result in an indefinite suspension, or other appropriate penalty.

## **SUGGESTED SUSPENSION PROCEDURE**

1. A teacher may temporarily dismiss, for disciplinary reasons, any student from the class.
2. The teacher shall, when feasible, accompany the student to the office of the principal or designee and shall, as soon as practical, file with the principal, a written statement
3. The principal or designee shall determine whether to reinstate the student in class, reassign him/her, or take other disciplinary actions.
4. The principal or designee is authorized to suspend students from school for disciplinary reasons up to ten school days, including the day upon which the suspension was imposed.
5. Prior to such suspension, the principal or designee shall inform the student either orally or in writing about the infraction.
6. If the student denies the charges, the principal or designee shall explain to him/her the evidence which forms a basis of the charges and shall permit the student to present his/her side in oral and written form.
7. When the principal or designee considers that a suspension is proper, he/she shall notify the parent and request a conference within 24 hours, if possible.
8. Additionally, the parent will be given a copy of the suspension notice which shall include the reasons for the suspension, its duration, the manner in which the student may be readmitted to school, and the procedure for review of the suspension.
9. The principal or designee may require the attendance of the student involved at said conferences.

10. When a student has been notified that he/she is suspended from school, he/she shall remain away from school premises until the principal or designee reinstates him/her. An exception to this rule is that a suspended student may return to the school premises when accompanied by his/her parent or guardian for a student-parent-principal conference.
11. If, in the conference, no decision is reached by the principal for reinstatement of the student, or if any suspended student or his/her parent or guardian (when the student is a minor) requests a hearing before the superintendent, the principal or designee shall extend the suspension of the student and shall furnish the superintendent of the school with a full report on the suspension within five days.
12. The superintendent or designee shall have the authority to revoke, terminate, or otherwise modify the suspension and will notify the principal and parents of his actions within five days of receipt of the principal's report.
13. If the superintendent or designee agrees with the suspension or modifies the suspension imposed by the principal, and if the student or his parent so request, a hearing shall be scheduled before the school board within five days after the superintendent has notified the parent or student of his/her action. The board may revoke, terminate, alter, or modify the suspension.
14. A suspended student will be readmitted to school after being suspended for ten school days including the day upon which the suspension was initially imposed, even if the appeal process has not been completed.
15. A suspension that does not amount to an expulsion for the remainder of the semester, but is more than ten days is authorized. This long-term suspension, however, shall come only after the student has been afforded notice, opportunity for a hearing, and the same procedural rights as for expulsion.
16. Notwithstanding the policy concerning suspension and expulsion, students may be suspended indefinitely without notice, hearing, and the other rights provided herein if the school is undergoing a violent upheaval or if orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances such as riots or where emergency circumstances make it unreasonable for the administration and board to consider the case within the usual time. In all such cases, notices, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.

#### **SUGGESTED EXPULSION PROCEDURE**

1. The principal of a school may recommend that a student be expelled from school with loss of credit. A written recommendation to the superintendent shall include a statement of the charges against the student.
2. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the school board.
3. The school board may expel a student for the remainder of the semester, for the remainder of the school year, or permanently in the following instances: 1) for conduct it deems to be of such seriousness as to make a suspension inappropriate, 2) where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational process, or 3) if unreasonable danger to other students and faculty members seems likely.
4. Permanent expulsion is appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person.
5. The superintendent or designee shall give written notice, mailed to the student (if he/she is an adult) within ten calendar days from the alleged incident that caused the

- expulsion recommendation. Such hearing will be conducted not earlier than three calendar days or more than seven calendar days following the date of the notice. The superintendent and the student and the student's parents may agree in writing, however, to a date not conforming to this limitation.
6. In every case of a hearing held by a school board regarding the expulsion of a student, the president of the board (or, in his/her absence, another member selected by the board) shall preside at the hearing. The student is entitled to representation by a lawyer or lay counsel.
  7. The superintendent or designee shall present evidence and may present witnesses or statements of those persons who have personal knowledge of the events or circumstances which gave rise to the expulsion recommendation of the hearing.
  8. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues.
  9. Normally, formal cross-examination will not be permitted.
  10. During the course of the hearing, if the board determines that the credibility of any of the witnesses is an issue, it will permit cross-examination by the student, the superintendent, or their representatives of those witnesses whose credibility has become an issue.
  11. Cross-examination should ordinarily be limited to the question or questions on which the credibility of the witness has become an issue.
  12. The student may observe all evidence offered against him/her.
  13. Members of the board may question any witness.
  14. At the conclusion of the hearing, the board may discuss the matter and dispose of it by vote.
  15. If the board does not expel the pupil with loss of credit, it may impose less severe actions, such as long-term suspension, with or without opportunity for make-up of school work. The board shall briefly state its findings in writing within ten days after the hearing.
  16. The board shall make a record of the evidence taken at the proceedings by use of either a court reporter or a tape recorder.
  17. If the student wishes, the record will be transcribed and a copy furnished to the student. Copies of all statements used as evidence will be included in the record.
  18. The school administration has the responsibility to present the evidence to the board and the administration is entitled to open and conclude the hearings.
  19. The president of the board, or the presiding officer, has the authority to limit unproductively long or irrelevant questioning by non-board members.

### **GROUP HEARINGS FOR SUSPENSION OR EXPULSION**

When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them if the president of the board believes the following conditions to exist:

1. A single hearing will not likely result in confusion.
2. Students will not have his/her interest substantially prejudiced by a group hearing.  
If, during the hearing, the president finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for that student.

### **Infractions Requiring Suspensions**

A. Indefinite Suspensions (also result in mandatory suspension of a student). The school will notify the student, parent or guardian, and the Superintendent of the suspension. The Superintendent or his designee will set a hearing within nine (9) school days and will notify the



parent or guardian of this hearing. Students suspended under this category will not be assigned to the Suspension School.

Offenses that will result in Indefinite Suspensions are as follows:

1. Striking or attempting to strike a teacher or other school personnel.
2. Carrying or possessing a firearm or knife, the blade of which equals or exceeds two inches in length, or other dangerous instrumentalities on or about a school campus or school bus or at a school event.
3. Distributing, selling, giving or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law of alcoholic beverage to any student or other person or about a school campus or school bus or at school events.
4. Possession of or utilization of a weapon or other instrument which could be dangerous as a threat or the use of a weapon or an instrument which could be dangerous in an altercation with a fellow student or with any person on a school campus, at a school activity, or with anyone while riding the bus to and from school.
5. Communicating false information of a bombing threat on school property, at a school sponsored function, or in a firearm-free zone whether or not such a threat involves fake explosive devices. Such communication is the intentional impartation or conveyance, or causing the impartation or conveyance by the use of the mail, telephone, telegraph, word of mouth, or other means of communication, of any such threat or false information, knowing the same to be false.
6. Any other reason which the Principal or Assistant Principal deems necessary in aiding the student in modification of unacceptable behavior.

**East Carroll Parish School Board  
Act 909-1990  
Legislative Action**

Mandates that any student sixteen (16) years of age or older, found guilty of knowledge of and intentional distribution of or possession with intent to distribute any controlled dangerous substance on school property, on a school bus, or at a school event will be expelled from school for a minimum of twenty-four (24) calendar months.

Mandates that any student who is under sixteen (16) years of age and in grade six through twelve and who is found guilty as in (1) above will be expelled from school for a minimum period of twelve (12) calendar months.

Specifies procedures for review or appeal as follows:

- The parent or tutor of the pupil may within five (5) days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.
- The parent or tutor of the pupil may, within ten days, appeal to the district court for an adverse ruling of the school board/superintendent.

Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing will be conducted by the superintendent or his designee to determine whether the student will be expelled or if other corrective or disciplinary action will be taken. Until such hearing, the student will remain suspended from school.

Mandates that no student expelled pursuant to this Act will be readmitted to any public school in the state except upon approval of the school board of the system to which he seeks admittance.

### **Possession of Firearms and Knives**

Possession or use of a firearm or knife, the blade of which equals or exceeds two inches in length, on school property is prohibited by state law. A pupil found to be in possession of a firearm or knife, the blade of which equals or exceeds two inches in length, on school property or a school bus before, during, or after school or at any school-sponsored activities will be indefinitely suspended from school pending a hearing as set forth in this policy.

Administration are required to notify law enforcement authorities whenever a student has been found on a school campus, school bus, or school activity in possession of a firearm or knife, the blade of which equals or exceeds two inches in length.

### **Policy to Inform Students of Legal Consequences of Violent Acts**

In compliance with La. R. S. 416.12, the East Carroll Parish School Board directs that each school has a special program at the beginning of each school year to inform students of the consequences of violent acts committed on school property, at school sponsored functions, or in firearm-free zones. In accordance therewith the student code of conduct, including the penalties for violations, shall be fully explained to each student at the beginning of each school year. A firearm-free zone is an area inclusive of any school campus and within one thousand (1,000) feet of any school campus, and within a school bus. All students shall be advised that under Louisiana state law the following penalties may apply in addition to penalties imposed by the school system:

1. Whoever commits a crime of communicating false information of a planned bombing on school property, at a school-sponsored function, or in a firearm-free zone shall be imprisoned with or without hard labor for not more than twenty (20) years.
2. Whoever commits the crime of carrying a firearm or a dangerous weapon as defined by Louisiana law, be it a student or non-student property, at a school-sponsored function, or in a firearm-free zone shall be imprisoned at hard labor for not more than five (5) years.
3. Whoever commits the crime of carrying a firearm, a dangerous weapon as defined by Louisiana law, on school property, or in a firearm-free zone with the firearm or dangerous weapon being used in the commission of a crime or violence as defined by Louisiana law on school property or in a firearm-free zone, shall be fined not more than \$ 2,000, or imprisoned, with or without hard labor, for not less than one year nor more than five (5) years, or both.
4. Any person who posses or has under his control any bomb, instrument, device chemical or explosive substance which is arranged, manufactured, mixed or so made up as to be a device or substance which, when exposed to heat, humidity, air or foreign element will burst it into flame, ignite, cause to be ignited to explode shall be

fined not more than \$10,000 or imprisoned at hard labor for not more than twenty (20) years, or both.

### Assemblies

The students' behavior should be refined and courteous. At all times an indication of the cultural level of the school is the conduct of its student body during assemblies. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, talking, shouting, boisterousness, and clapping designed to interrupt the program. Unacceptable conduct may result in disciplinary action. Students must sit in designated areas with their classroom teacher.

### GRADING SCALE FOR ACT (10% OF FINAL GRADE FOR EACH SPECIFIC COURSE, E.G. MATH- MATH COURSE; ENGLISH-ENGLISH COURSE; READING-SOCIAL STUDIES; SCIENCE-SCIENCE COURSE)

ENGLISH TEST(75 QUESTIONS)		
RAW SCORE	SCALE SCORE	GRADE
70-75	33-36	A
64-69	28-32	B
56-63	24-27	C
50-55	22-24	D
0-49	0-22	F

MATH TEST(60 QUESTIONS)		
RAW SCORE	SCALE SCORE	GRADE
56-60	34-36	A
51-55	30-33	B
45-50	27-30	C
40-44	25-27	D
0-39	0-24	F

READING TEST(40 QUESTIONS)		
RAW SCORE	SCALE SCORE	GRADE
37-40	35-36	A
34-36	32-34	B
30-33	28-30	C
27-29	25-27	D
0-26	0-24	F

SCIENCE TEST(40 QUESTIONS)		
RAW SCORE	SCALE SCORE	GRADE
37-40	30-36	A

34-36	27-29	B
30-33	25-26	C
27-29	23-24	D
0-26	0-22	F

**Test Fees:**

**ACT**

**\$39.50**

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**YOU ARE AN  
AMBASSADOR  
OF  
GENERAL TRASS  
HIGH SCHOOL**

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**Excellence is the only  
option!!!**

## ACKNOWLEDGMENT FORM

Since the General Trass High School Student Handbook contains much of the essential information about General Trass High, it is important that each student and parent/guardian read it to better understand the school. It is expected that each student and parent/ guardian will make a sincere effort to comply with the regulations and will support General Trass High School.

We ask that this be signed by the parent and student. Please return the signed page of this handbook to your homeroom teacher to ensure that each student has read the material and intends to abide by the philosophy and rules set forth. This page will be kept on file in the homeroom teachers' rooms.

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(Student Signature)

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(Parent Signature)

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(Homeroom Teacher)