

2019 - 2020 Student Handbook



HORNETS

HORNBECK HIGH SCHOOL
**BUILDING A BETTER FUTURE FOR OUR STUDENTS,
TOGETHER!**

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Hornbeck, LA 71439

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**Hornbeck High School
Home of the Hornets**

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Principal: Raymond Jones
Assistant Principal: Charlotte Hooks
Counselor: Leah Williams

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This Student-Parent Handbook is designed to provide families with necessary information about school policies and programs. It's contents serve as a guide and is subject to adjustments by the principal that benefit student's safety and academic progress.

This Handbook Belongs To:

My 2019-2020 Class Schedule

Class	High School/JH	K-3	4-6
1st	7:50-8:49	Lunch 10:50	Lunch 11:43
2nd	8:53-9:47	EPP 2:45	
3rd	9:51-10:45		
4th	10:49-11:43		
5th	11:47-12:41		
LUNCH	Lunch JH /HS 12:41-1:07		
6th	1:11-2:05		
7th	2:09-3:03		

Hornbeck High School Principal

This student handbook was developed with the intent to provide students and parents a chance to become familiar with the policies at Hornbeck High School and VPSB. These policies and guidelines are created for the welfare of the entire school.

Parents and Students will find HHS provides a comprehensive program of educational opportunities for all students. Students are encouraged to become an active, integral part of the school. By following the policies set forth in this book, students and faculty can experience a safe and positive school atmosphere.

Raymond Jones, Principal

Hornbeck High School Mission Statement

Hornbeck High School is committed to providing a safe teaching and learning environment which will ensure, with the support of the teachers, administration, parents and community, that all students, upon graduation, will have the academic and social skills necessary to be successful, lifelong learners, leaders and innovators that can meet the challenges of our time while maintaining integrity of character. Together we will build a better future for our students.

Table of Contents

School Information and Student Identification Sheet	2
Message from the Principal	3
HHS Mission Statement,	3
Vernon Parish Vision Statement, Motto, Mission Statement ..	5
Vernon Parish Beliefs	6
Bell Schedules	7
Vernon Parish School Calendar	8
Six-Weeks Grading Periods	8
Curriculum Guidelines & Requirements by Graduation Year.	9
Additional Graduation Requirements	11
Diploma Endorsements	12
What is TOPS?.....	13
Grades	14
Attendance Requirements	15
HHS School Cafeteria.....	17
Student Drug Use	18
Vernon Parish Sexual Harassment Policy.....	19
Textbook Policies.....	20
Medication at School	20
Dress & Grooming Policy	21
School Bus Regulations	23
Special Rules and Regulations	24
Disciplinary Infractions and Suggested Consequences	35

Uncommon Actions for K-6 not mentioned are generally 1/2 to 1/4 of the actions of 7-12.

48. False Statement— Students making claims that are not true. Depending on the level of malleus, such an infraction could result in recommendation for expulsion.

49. Habitual violation of established rules
7-12

First Offense – one (1) day suspension
Second Offense – two (2) days suspension

Third Offense – three (3) days suspension

K-2

First Offense—one (1) day recess detention
Second Offense – one (1) week recess detention
Third Offense – 1 Day suspension or CP

3-6

First Offense - one (1) day ISS
Second Offense – two (2) day ISS or CP
Third Offense – 1-3 days suspension

50. Banned Items that are non electronic (See Contraband)

7-12

First Offense – one (1) ISS/CP
Second Offense – two (2) days suspension
Third Offense – three (3) days suspension

K-2

First Offense - two (2) days recess detention
Second Offense – one (1) week recess detention
Third Offense – CP or 1 day suspension

3-6

First Offense – CP or 1 day ISS
Second Offense – one (1) day suspension
Third Offense - two (2) days suspension

First Offense – one (1) day suspension and payment for destroyed materials
Second Offense – five (5) days suspension and payment for destroyed materials

43. Alcohol Possession/Usage on School Trips/Functions

First Offense – three (3) days suspension
Second Offense – five (5) days suspension
Third Offense – seven (7) days suspension

44. Unfounded Charges Against School Personnel

First Offense – three (3) days suspension
Second Offense – five (5) days suspension
Third Offense – seven (7) days suspension

45. Horseplay

First Offense – one (1) day ISS/CP
Second Offense – one (1) day suspension
Third Offense – two (2) days suspension

46. Hats—no student shall wear or possess a hat on campus unless special permission is given by the principal

First Offense – documented warning
Second Offense – one (1) day ISS/CP
Third Offense – one (1) day suspension

47. Cell Phones—Any electronic device such as E-Reader, Kindle, iPad, Lap Top, Cell Phone, Laser Pointer, etc. not being used for instructional purposes permitted by the teacher or administrator within the instructional setting to include classrooms, library, labs or other designated areas set by school administration, is a violation of school board policy and would result in one of the following consequences.

First Offense – Student referral to the office and call home
Second Offense – one (1) day ISS/CP
Third Offense – one (1) day suspension
Further Offenses – one (1) day suspension

Any Violations not specifically covered will be left to the discretion of the administrators. The administration also has the right to change any action taken.



**Vernon Parish
Statement**

The Vernon Parish School System is committed to educating and preparing every student for the challenge of tomorrow's world.

Vernon Parish Motto

Every Child, Every Day, Whatever It Takes.

Vernon Parish Mission Statement

The Vernon Parish School Board will provide an education that incorporates effective instruction that is rigorous and relevant which every student needs for academic and personal achievement. The board supports a positive school climate where experiences and lessons provide for the personalized needs of students as they transition through school and into tomorrow's

world. The board will establish an educational process within the school district that is a partnership which involves parents, educators, and the community. Through this partnership we will produce well-educated, character-oriented, and well-rounded individuals.

Vernon Parish Beliefs

As members of the Vernon Parish



School Board, we believe:

- Our school system is focused on learning: student learning, professional learning, and organizational learning.
- All students can learn. In order to challenge students to their full potential we must value, understand, and address differences in the way they learn.
- Student learning increases when alignment is accomplished among rigorous and challenging content standards, high quality assessments, and effective teaching practices.
- The focus of curriculum and teaching strategies should center on a deep understanding of concepts and usage of basic skills for all students.
- Every student should have the opportunity to develop, learn and grow in a safe environment with quality materials available.
- All children, when meaningfully engaged and motivated, are capable of learning at high levels. High academic and behavioral expectations for all students will result in high achievement.
- Students should be actively involved in their own learning and be expected to demonstrate their knowledge and understanding.
- Student learning must be frequently monitored and evaluated with focused and timely interventions occurring as needed.
- Every child deserves highly competent and qualified teachers who use effective teaching strategies to teach the district's curriculum. Outgoing, systematic and multi-level professional development is critical to improved education.
- Educating our youth is a responsibility of the entire community carried out through a collaborative effort. The primary goal of public education is to prepare all children to become a contributing member of an ever-changing multicultural and global society.

Regular Bell Schedule

First Offense – one (1) day ISS/CP
Second Offense – two (2) days ISS
Third Offense – two (2) days suspension

37. Improper Sign-Out or Improper Use of Phones

First Offense – one (1) day ISS/CP
Second Offense – two (2) days ISS
Third Offense – two (2) days suspension

38. Immoral or Vicious Practices

7-12

First Offense – up to three (3) days suspension
Second Offense – up to five (5) days suspension
Third Offense – up to seven (7) days suspension

K-2

First Offense – CP or 1 day Suspension
Second Offense – 2 Day Suspension
Third Offense – (3) days suspension

3-6

First Offense – 2 Day suspension
Second Offense – 3 Day suspension
Third Offense – 5 days suspension

Any Violations not specifically covered will be left to the discretion of the administrators. The administration also has the right to change any action taken.

39. Class Disruption

First Offense – one (1) day suspension/CP
Second Offense – two (2) days suspension
Third Offense – three (3) days suspension

40. Gum Chewing/Eating in Class or Halls

First Offense – one (1) day ISS
Second Offense – two (2) days ISS/CP
Third Offense – one (1) day suspension

41. Overt Display of Affection (No Touch Rule)

First Offense – one (1) day ISS
Second Offense – one (1) day suspension

42. Technology Code of Conduct (Computer Lab)

28. Changing Grades

First Offense – one (1) day suspension/CP
Second Offense – two (2) days suspension
Third Offense – four (4) days suspension

29. Did Not Do Teacher’s Punishment Work

First Offense – one (1) day ISS/CP
Second Offense – two (2) days ISS/CP
Third Offense - three (3) days suspension

30. Disruptions in ISS

First Offense – one (1) day suspension & remaining ISS time
Second Offense – two (2) days suspension
Third Offense – three (3) days suspension

31. Leaving Class Without Permission

First Offense – one (1) day suspension/CP
Second Offense – two (2) days suspension
Third Offense – three (3) days suspension

32. Misuse of Hall Pass (In Areas Without Permission)

First Offense – one (1) day ISS/CP
Second Offense – two (2) days ISS/CP
Third Offense – two (2) days suspension

33. Hall / class Disruption

First Offense – one (1) day suspension/CP
Second Offense – two (2) days suspension
Third Offense – four (4) days suspension

34. Coming To Class Unprepared

First Offense – Administrative Counseling and Call Home
Second Offense – two (2) days ISS/CP
Third Offense – two (2) days suspension

35. Disruption In GYM (Sit in Assigned Seats)

First Offense – three (3) days suspension
Second Offense – four (4) days suspension
Third Offense – five (5) days suspension

36. Misuse of Counseling Office

1 st Bell	7:50	5 min
1 st Period	7:55 - 8:49	54 min
2 nd Period	8:53 - 9:47	54 min
3 rd Period	9:51- 10:45	54 min
4 th Period	10:49 - 11:43	54 min
5 th Period	11:47 - 12-41	54 min

12:41-1:07 Junior High and
High School Lunch

6 th Period	1:11 - 2:05	54 min
7 th Period	2:09 - 3:03	54 min



**VERNON PARISH SCHOOL CALENDAR
2019-2020**

August 6, 2019	New Teacher Induction
August 7, 2019	Professional Development at School Site
August 8, 2019	Teacher Work Day at School
August 9, 2019	FIRST DAY OF STUDENTS
September 2, 2019	Labor Day (Student & Staff Holiday)
October 3, 2019	Staff Inservice/Parent-Teacher Conf./Student Holiday
October 4, 2019	Fair Day (Student & Staff Holiday)
October 11, 2019	Half Day for Students/Half Day Teacher Inservice
October 14, 2019	Columbus Day (Student and Staff Holiday)
November 11, 2019	Veterans' Day (Student & Staff Holiday)
November 25-29, 2019	Thanksgiving Break (Student & Staff Holiday)
December 20, 2019	Half Day Students/Half Day Teacher Inservice
December 23-Jan 3, 2020	Christmas/Winter Break (Student & Staff Holiday)
January 6, 2020	Teacher Workday/Staff Development (Student Holiday)
January 7, 2020	Students Return
January 20, 2020	Martin L. King Day (Student & Staff Holiday)
February 14, 2020	Parent Teacher Conference/Staff Development
February 17, 2020	Presidents' Day (Student & Staff Holiday)
February 24-25, 2020	Mardi Gras (Student & Staff Holiday)
April 9, 2020	Half Day Students/Half Day Parent Teacher Conf.
April 10-17, 2020	Easter/Spring Break (Students & Staff)
May 22, 2020	Last Day for Students(Half Day)/Teachers (Full Day)
March 30 -May 1, 2020	State Testing (5-8 CBT)
April 20-May 15, 2020	State Testing (HS CBT)
April 27-May 1, 2020	State Testing (3-4 PBT)

First Semester ends December 20, 2019– 86 Student Days

Second Semester ends May 22, 2020–88 Student Days

- 1st Six Weeks ends September 20, 2019
- 2nd Six Weeks ends November 1, 2019
- 3rd Six Weeks ends December 20, 2019
- 4th Six Weeks ends February 13, 2020
- 5th Six Weeks ends March 27, 2020
- 6th Six Weeks ends May 22, 2020

K-2

First Offense – two (2) days recess detention time

Second Offense – 1 day ISS/CP

Third Offense – CP or 1 day suspension

3-6

First Offense – 1 day ISS/CP

Second Offense – 2 days ISS/CP

Third Offense – (3) days suspension

24. Fighting

7-12

First Offense – up to three (3) days suspension

Second Offense – up to five (5) days suspension

Third Offense – up to seven (7) days suspension

K-2

First Offense – two (2) days recess detention/CP

Second Offense – one (1) day ISS/CP

Third Offense – two (2) days suspension

3-6

First Offense– one (1) day suspension/CP

Second Offense – up to three (3) days suspension

Third Offense – up to five (5) days suspension

25. In Off-Limits Area

First Offense – one (1) day suspension

Second Offense – two (2) days suspension

Third Offense - three (3) days suspension

26. Dress Code Policy Violation

First Offense – warning and change clothing

Second Offense – one (1) day ISS

Third Offense – one (1) day suspension for habitual rule violations

27. On School Grounds for Any School Activity During Suspension

First Offense – additional three (3) days suspension

*No suspended or expelled student is allowed on campus or may attend any school-sponsored event for the duration of such suspension/expulsion.

First Offense – 1 Day off bus
Second Offense – 3 Days off bus
Third Offense – 5 Days off bus

18. Inciting Unrest/Fire Alarm

First Offense – nine (9) days suspension

19. Forging Signatures/Notes/Teacher’s Name/Using another student’s ID

First Offense – one (1) day suspension
Second Offense – two (2) days suspension
Third Offense - three (3) days suspension

**20. Harassment of Students/Bullying
7-12**

First Offense – three (3) days suspension
Second Offense – five (5) days suspension
Third Offense – seven (7) days suspension

K-2

First Offense – 2 Day recess or CP
Second Offense – 1 Day Suspension
Third Offense – 2 Day suspension

3-6

First Offense – 1 Day Suspension
Second Offense – 2 Day suspension
Third Offense – 3-5 Day suspension

21. Defacing or Destroying School Property/Vandalism

First Offense – up to three (3) days suspension/restitution
Second Offense – up to five (5) days suspension/restitution
Third Offense – up to seven (7) days suspension/restitution

22. Careless/Reckless Driving (Parents Contacted)

First Offense – three (3) days loss of driving privileges
Second Offense – five (5) days loss of driving privileges

23. Willful Disobedience

7-12

First Offense – one (1) day suspension
Second Offense – two (2) days suspension
Third Offense – three (3) days suspension

For additional graduation options, see the counselor.

TOPS Requirements
English I English II English III English IV
Algebra I Algebra II Geometry Advanced Math
U.S. History Civics World History World Geography
Biology Chemistry 2 additional units: Physical Science, Environmental Science, Biology II, or Physics
Foreign Language (2 units of the same foreign language)
Fine Arts Survey <u>or</u> substitute
19 Units 2.5 GPA 20 ACT
TOPS requirements are subject to change due to the implementation of the Core 4 Graduation Requirements *Beginning with 2018 graduates, TOPS will use a 5.0 grade scale for AP, gifted and dual enrollment courses.

Core 4 Requirements

English I
English II
English III
English IV

Algebra I
Geometry
Algebra II
1 additional unit: (Advanced Math or Calculus)

U.S. History
Civics
2 additional units: (World Geography, World History)

Biology
Chemistry
2 additional units: (Physical Science, Earth Science, Physics, Environmental Science, Biology II or Anatomy & Physiology)

Health (1/2)
PE (1 1/2)

Foreign Language (2 units)

Fine Arts Survey or substitute

Electives (3 Units)

Total of 24 Units
Pass required elements of EOC

Third Offense – up to seven (7) days suspension

K-2

First Offense – one (1) day ISS

Second Offense – one (1) day suspension or CP

Third Offense – two (2) day suspension

3-6

First Offense – one (1) day suspension or CP

Second Offense – two (2) days Suspension

Third Offense – 3-5 day suspension

15. Profane/Obscene Language (Verbal or Written)

7-12

First Offense – one (1) day suspension

Second Offense – two (2) days suspension

Third Offense – three (3) days suspension

K-2

First Offense – recess detention

Second Offense – one (1) day ISS

Third Offense – one (1) Day suspension or CP

3-6

First Offense – one (1) day ISS

Second Offense – two (2) days ISS or CP

Third Offense – 1-3 days suspension

16. Possession/Shooting Fireworks/Stink Bombs

First Offense – two (2) days suspension

Second Offense – three (3) days suspension

Third Offense – four (4) days suspension

17. School Bus Disruption (Parent Called each Offense)

7-12

First Offense – three (3) days off bus

Second Offense – five (5) days off bus

Third Offense – seven (7) days off bus

K-2

First Offense – 1 day ISS

Second Offense – 1 Day off the Bus

Third Offense – 3 Day off the bus

3-6





Second Offense – five (5) days suspension
Third Offense – seven (7) days suspension

K-2

First Offense – one (1) day recess detention/CP
Second Offense – one (1) week recess detention/CP
Third Offense – two (2) days suspension

3-6

First Offense – one (1) day ISS/CP
Second Offense – two (2) days ISS/CP
Third Offense – (3) days suspension

7. Assaulting Faculty or Students

First Offense – indefinite suspension pending hearing

8. Threatening Faculty/Students/Threats Against School

First Offense – indefinite suspension pending hearing

9. Arguments in Hallways/Classrooms

First Offense – three (3) days suspension
Second Offense – six (6) days suspension
Third Offense – nine (9) days suspension

10. Possession of Weapons

Expulsion for one (1) year and arrested

11. Possession of Drugs

Expulsion for one (1) year and arrested

12. Possession of Over-the-counter medication at school with no distribution involved

First Offense – two (2) days suspension
Second Offense – three (3) days suspension
Third Offense – five (5) days suspension

13. Gambling

First Offense – one (1) day suspension
Second Offense – two (2) days suspension
Third Offense - three (3) days suspension

14. Stealing

7-12

First Offense – up to three (3) days suspension
Second Offense – up to five (5) days suspension

To receive credit in a full credit course, students must earn a **minimum of 7 quality points per year with at least four of these quality points earned in the last semester. For a half-credit course, the student must earn a minimum of 4 quality points.**

All courses must be pursued for full credit. The only exceptions would be:

- Those courses designated as half-credit courses by Bulletin 741
- Courses where the principal has granted permission for the student to receive half credit

The Vernon Parish Summative Tests for Mathematics, Language Arts, Science and Social Studies will be used as the final examinations in grades nine through twelve except in courses in which EOC tests are given. Students enrolled in a course for which there is an EOC test, the EOC test score shall count as the final exam grade for that course.

Students will not be allowed to transfer between Vernon Parish Schools after the end of the first semester.

Additional Graduation Requirements

- In addition to completing a minimum of 24 Carnegie Units of credit, the student shall also be required to pass EOC tests in the following categories:
 - i. English I or English II
 - ii. Algebra I or Geometry
 - iii. Biology or U.S. HistoryRemediation and retake opportunities will be provided for students who do not pass their EOC tests.
- All seniors involved in athletics are required by the LHSAA to take a minimum of four classes (regardless of credits earned already) to graduate.
- Seniors will be required to pay a graduation fee of \$25.00 prior to February 1st. After this date, a late fee of \$5.00 will be assessed. These fees are used to pay for: Senior Luncheon, Flowers & Decorations.
- Caps and gowns will be distributed after senior grades are finalized. No exceptions.

Diploma Endorsements

All high schools shall provide students the opportunity to complete an area of concentration with an academic focus and/or a career focus.

- To complete an academic area of concentration, students shall meet the current course requirements for the Louisiana Core 4 with the fourth math and science being at the advanced level.
- To complete a career area of concentration, students shall meet the minimum requirements for Louisiana Core 4 including four elective primary credits in the area of concentration and two related elective credits, including one computer/technology course.

I. Academic Endorsement

- A. Graduating seniors in 2005 and thereafter who meet the requirements for a standard diploma and satisfy the following performance indicators shall be eligible for an academic endorsement to the standard diploma.
1. Students shall complete the academic area of concentration.
 2. Students shall pass all components of EOC as required by the state.
 3. Students shall complete one of the following requirements:
 - a. Senior project;
 - b. One Carnegie unit in an AP course with a score of three or higher on the AP exam;
 - c. One Carnegie unit in an IB course with a score of four or higher on the IB exam; or
 - d. Three college hours of non-remedial, articulated credit in mathematics, social studies, science, foreign language, or English language arts.
 4. Students shall meet the current minimum grade-point average requirement for the TOPS Opportunity Award
- A. Students shall achieve an ACT Composite Score of at least 23.

What is TOPS?

Disciplinary Infractions and Suggested Consequences

Any violations not specifically covered in the following list will be left to the discretion of the administrators. The administration also has the right to change any action taken.

CORPORAL PUNISHMENT – Obtaining Parental Permission prior to administering paddling is not necessary. However, parents who do not want their child paddled must submit a written request asking the school not to paddle, so another form of discipline may be used.

1. Skipping Classes

First Offense – two (2) days ISS/CP
Second Offense – two (2) days suspension
Third Offense – four (4) days suspension

2. Cutting Classes/Leaving Campus

First Offense – two (2) days suspension
Second Offense – three (3) days suspension
Third Offense – five (5) days suspension

3. Excessive Tardiness to School

Tardies are considered absences and will be addressed through Attendance Recovery.

4. Excessive Tardiness to Class

First Offense – refer to office/ one (1) day ISS/CP
Second Offense – refer to office/two (2) days ISS/CP
Third Offense – refer to office/two (2) days Suspension

5. Smoking/Chewing/Possession Tobacco/Matches/Lighter –

This includes anytime on school premises or school approved trips and functions

First Offense – one (2) day suspension
Second Offense – three (3) days suspension
Third Offense – five (5) days suspension

6. Disrespect for Authority (Teacher/Administrator) 7-12

First Offense – three (3) days suspension

- ⇒ 1.10.2 LHSAA– To be eligible for the second semester of the school year, a student shall pass at least six subjects from the first semester.
- ⇒ 1.6 LHSAA A student becomes ineligible for athletic participation if he/she has reached his/her 19th birthday before September 1st of that school year. If he/she becomes 19 on or after September 1st he/she is eligible for the remainder of the school year, if he/she meets all other eligibility rules.
- ⇒ Coach’s Program—each student will be given a set of by-laws approved by the Principal and LHSAA Requirements for that sport. Students and parents must acknowledge such by-laws and abide by such guidelines.
- ⇒ Student Athletes are leaders at school and in the community and represent the school at many events. It is a privilege to be a student athlete and as a minimal standard to protect the integrity of their program they represent so he/she should always maintain character associated with such privilege.
- ⇒ **The only students that will have the opportunity to try out after the official tryouts have been held will be students that were NOT enrolled in HHS during the initial tryout period. This includes ALL Athletics (including Cheer).**
- ⇒

Definition: Louisiana’s Tuition Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation. TOPS has four award components.

How and When to Apply for TOPS? To apply for all TOPS awards, you must first submit the Free Application for Federal Student Aid (FAFSA) for the academic year you enroll as a full-time student at a Louisiana college or university. For example, if you will graduate from high school in the school year 2015-2016 and enroll during the 2016-2017 academic year, submit the 2016-2017 version of the FAFSA. Contact LOSFA for assistance in filing an abbreviated FAFSA or the On-Line Application. The FAFSA may be filed after January 1, and the deadline for completion is July 1. Students must apply online for their FASFA at www.fafsa.ed.gov. For more information contact:

Louisiana Office of Student Financial Assistance
PO Box 91202

Baton Rouge, LA 70821-9202
(225) 922-1012 or (800) 259-5626, Ext. 1012

Website: www.osfa.state.la.us
E-mail: custserv@osfa.state.la.us

Grades

Parish Grading System			
<u>Grade</u>	<u>% Equivalent</u>	<u>Definition</u>	<u>Quality Points</u>
A	93-100	Excellent	4
B	85-92	Above Average	3
C	75-84	Average	2
D	67-74	Below Average	1
F	0-66	Unsatisfactory	0

These scores should be used to determine midterm and final averages:

A = 3.51-4.0
B = 2.51-3.5
C = 1.51-2.5
D = 1.0-1.5
F = 0-0.9

Number and letter grades will be on report cards.

At Graduation, students will be recognized as honor graduates using the system defined below:

Summa Cum Laude
3.90-4.0

Magna Cum Laude
3.70-3.8999

Cum Laude
3.50-3.6999

There will be two class rank determinations.

1. As currently exists by transcript on GPA.
2. Actual class order using:
 - a. GPA
 - b. Numerical grade average
 - c. ACT Score

Computing Grades

The midterm grade shall be computed by averaging the three six-weeks grades. Each grade shall count one-third of the total grade. Convert all grades to quality points and divide by three (total number of grades). Final grades for semester courses will be the average of the three six-weeks and the final exam (if appropriate). The final grade for a full year shall be computed by using seven grades: the 6 six-weeks and the final test grades. Convert all grades to quality points and divide by seven (see Parish Grading System above).

Determining Grade Point Averages

In determining grade point averages for the purposes of ranking students and determining honors, the following procedures should be used. Grade point average is defined as the TOTAL QUALITY POINTS DIVIDED BY THE NUMBER OF COURSES TAKEN. Each student's final grade in each subject should be converted to quality points. The total quality points should be divided by the total number of grades received. All averages should be computed to four decimal places.

signing out because of an emergency/illness.

In School Suspension

ISS is used as an alternative to suspension. Any student assigned to ISS will be allowed to make up all class work when he/she returns to class. This will be worked out between the ISS monitor and the administration. Students in ISS will be assigned remedial work to complete in the room. Upon completion of this remedial work, they will be allowed to do make-up work assigned by teachers. Students will be assigned ISS by the administration only. Teachers cannot assign ISS as defined by state law bulletins.

Civil Rights

Hornbeck High School adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact HHS Administration.

Athletics

Hornbeck High School has a long history of competitive athletics and exemplary student athletes. Hornbeck offers a wide variety of athletic opportunities for students willing to work and abide by the standards set forth by the school and LHSAA. Being a student athlete is a privilege and has standards and guidelines. Basic guidelines are:

- ⇒ Maintain a "C" average to play sports 1.51 GPA
- ⇒ There are many rules listed on the LHSAA web site, below are 3 basic. www.lhsaa.org
- ⇒ 1.10.0 LHSAA– To be eligible for the first semester of the school year, a student shall have earned at least six units from the previous school year and earned at least a "C" average.

Hall Passes

Passes are to be given to students for emergency purposes only!

Students will not be allowed in the hall during class time without a hall pass. Use of the hall pass will be limited by the teacher. Any student in the hall without a pass will be put in ISS or assigned an appropriate consequence by an administrator. No student will be allowed to leave class to run an errand or use the phone.

Video Surveillance Policy

The Vernon Parish School Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Students or staff in violation of board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law-enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Demonstrations or Other Disturbances

Automatic expulsion will result from instigating or participating in demonstrations of any nature in any form.

Phone Usage

The phone is located in the main office and is to be used for emergencies only. No one is allowed to come to use the phone during class time. The phone can be used only for the purpose of

One Semester Courses (4 grades)

A = 16-15 quality points
B = 14-11 quality points
C = 10-7 quality points
D = 6-4 quality points
F = 3-0 quality points

Two Semester Courses (7 grades)

A = 28-25 quality points
B = 24-18 quality points
C = 17-11 quality points
D = 10-7 quality points
F = 6-0 quality points

Attendance Requirements

- 1) Students accumulating more than five days during the first semester and/or five days during the second semester of unexcused or temporarily excused absences will receive non-attendance F's on progress reports and report cards.
- 2) Fully excused absences and absences due to extenuating circumstances are not included in the accumulation of days absence per semester.
- 3) Any documentation for excused absences or extenuating circumstances must be submitted within 5 school days of return to school or the absences will be unexcused.
- 4) Students will be allowed to make up any work missed due to absences upon request.
- 5) Students exceeding five days of unexcused absences per semester will have opportunities to make up the excessive days missed. Students may qualify for opportunities of attendance recovery. Such opportunities may remediate some of a student's excessive absences. Attendance Recovery will be given at multiple segments throughout the school year.
- 6) All excessive absences must be made up before a student will receive earned grades.
- 7) Any student who has failed to make up excessive absences before the end of school will have an opportunity to do so in summer school. (There will be a cost associated with summer school)
- 8) Tardies **WILL** count against attendance and will also be addressed through attendance recovery and the attendance policy of HHS.

The only exception to the attendance regulation shall be enumerated extenuating circumstances that are verified by the Super-

visor of Child Welfare and Attendance.

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

The only other exception to the attendance regulations shall be other absences that are verified by the principal or his/her designee as stated below:

1. Prior school system-approved travel for education
2. Death in family (not to exceed one week); or
3. Natural catastrophe and/or disaster.

Participation in School Activities when Absent

Students **may not** participate in **any** school activity for any period of time for any reason on a day absent from school except with the principal's permission or a physician's note excusing the absence.

Students who miss school to prepare for a school activity without the principal's permission will not be allowed to participate in that activity. This **INCLUDES** unexcused check outs.

Makeup Work for Absences

Students can make up work for absences; however, it is the student's responsibility to arrange with the teachers to make up missed work. A student has "one day" per day missed to make up all work.

Hornbeck High School Cafeteria

Hornbeck High School has a large cafeteria with one serving line and one salad bar. Every person is assigned a meal number. If you do not know your number, check at the cafeteria or with your homeroom teacher at the beginning of the school year. Use your own meal number when eating breakfast or lunch. Do not give your number to anyone else to use. You may eat only one

The use of tobacco in any form by students while on any part of the school campus is prohibited. Possession of tobacco, vapes, matches, cigarette lighters or any other paraphernalia will result in suspension.

Procedures for Serious Threats

A serious threat – any threat that can lead to serious injury, death or property damage.

1. Determine the credibility of the information. (Anytime that you cannot conclude the investigation before the end of that school day, contact the Child Welfare Director for assistance.)
2. Once you establish that a threat has been made, contact the Child Welfare Director. This situation will warrant that local law enforcement be involved and the Child Welfare Director can help you with this matter.
3. Contact parents of all students directly involved in the situation. When juveniles are involved do not question students when law enforcement is present until you have parental permission.
4. When your investigation is concluded, you will then suspend the student(s) who made the threat until an expulsion hearing is held.
5. Notify all adults involved of the investigations outcome.

Common Courtesy in the Halls

Students should not stand in the middle of the halls. Do not run inside of the buildings. Keep to the right when walking down the halls. Respect the rights of others.

Keep a low, normal tone of conversation.

Clubs and Activities

A wide variety of clubs are available to students attending HHS. These clubs will meet before or after school or during the lunch period at a time designated by the sponsor. Some of the available clubs are: Bible, FBLA, FCA, FCCA, 4-H, National Honor Society, SADD, Vocational Education, and Athletics.

ment are allowed on campus either during school or at extracurricular activities. Fidget Spinners, Dice and/or playing cards are not allowed. Plastic containers, such as water bottles or squirt bottles are not allowed at school unless cleared through the office. No student will be allowed to wear sunglasses at school. No caps or head garments of any type will be allowed at school.

Book Bags (Back Packs)

Students will use and continue to use book bags to transport their belongings to and from school. However, in a continuing effort to keep students safe, book bag usage in Upper Elementary, Junior High, and High School will be limited to transporting to school and shall remain in student locker until the student leaves the campus at departure or checkout. In other words student whose schedules require them to change classes (4th-12th grades) will leave book bags in lockers at all times.

Relationship and Conduct Between Students

Students are expected to conduct themselves at all times as young ladies and gentlemen. Overt displays of affection are not proper at school. There is a no-touch rule in effect.

Respect to the Flag

The 5th grade students raise the flag each morning after to the first bell. Scheduled events will be held at the flagpole during the year for many students. All students are required to respect the rights of those involved in these and all other scheduled school activities.

School Calendar

All school activities must be approved and written on principal's official calendar.

Smoking on School Campus

breakfast and one lunch per day on your meal number.

We encourage all students to eat in the cafeteria. Students are not allowed to sign out to eat lunch. Please do not deliver food to students at lunchtime.

Meals may be prepaid in the cafeteria by cash, check or money order. You may pay by day, week, month or year. Prepayment will be accepted in the morning before 9:00 o'clock a.m. or payment will be accepted at the breakfast or lunch line if you are eating at that time. Lingering in the cafeteria is not allowed. Students owing money to the cafeteria may not charge more than \$10 of meals before May 1st. After that date, all accounts must be current. Students owing more than \$10 will be offered a sandwich for lunch and toast for breakfast until the balance is settled. No student will ever be denied some type of meal.

Breakfast Prices

Full Price (students)-\$1.00
Reduced Price (students)-\$0.30
Adults (school personnel)-\$1.50
At cost (non-school personnel)-\$2.40

Lunch Prices

Full Price (students)-\$2.00
Reduced Price (students)-\$0.40
Adults (school personnel)-\$3.10
At cost (non-school personnel)-\$4.80

Student Drug Use

Drug-free schools throughout the school district are a top priority for the Vernon Parish School Board. Therefore, clear, uniform, equitable and appropriate regulations and procedures must be established. In order to achieve this goal, each school will have a trained team of at least three (3) members to assist the principal and students in the prevention of substance abuse.

Students shall not be permitted to be under the influence, in possession of, distribute, use alcohol or drugs on school property, during school or any school-related activity. All suspected cases of substance abuse shall be confidential and handled in accordance with the following procedures:

- I. Cases of Suspected Drug Abuse
 - A. When a student displays symptoms of substance abuse, the principal shall contact the parent or guardian. After investigations, the student may be removed temporarily from school until such time as substance abuse can be determined.

- B. If abuse is not confirmed, and the student was removed from school, he/she shall be allowed to re-enter school with ample time to make up any work missed and without penalty.
- II. Cases of Confirmed Drug Abuse
- A. If abuse is confirmed, the student shall be suspended and not be able to return to school until a hearing has taken place with the Superintendent or his designee, parent(s), student and principal at the Vernon Parish School Board.
 - B. Until a hearing is held, the student will remain suspended.
 - C. If permitted to return to school following the hearing, the student and the parent will be required to sign a contract in which they acknowledge that:
 - 1. A drug or alcohol problem exists.
 - 2. The student will not use drugs or alcohol, while at school again, and agrees to participate in appropriate counseling and rehabilitation; and
 - 3. They understand that repeated offenders will be expelled for the remainder of the school year.
- III. Cases of Actual Distribution or Sale of Illegal Drugs on School Premises or at School Related Functions
- A. Reported offenses shall be thoroughly investigated and documented by the principal or his designee.
 - B. Parent(s) and police will be notified when a violation has been confirmed.
 - C. The student shall be suspended from school until a hearing at the School Board Office can be held.
 - D. There shall be a formal due process hearing at the Vernon Parish School Board Office within ten (10) school days of the beginning of the suspension. The student and his/her parents will meet with the principal and Superintendent or his designee. Until the hearing is held the student will remain on suspension.
 - E. Minimum guidelines in effect at the hearing will include the following:
 - 1. The student must be notified in writing of the specific charges against him/her which, if proven, will result in his/her expulsion for the remainder of the year.
 - 2. The student should be given the names of the witnesses against him/her and an oral or written re-

- principal/AP.
- 5. Any out buildings, practice fields or area not in use.
- 6. Behind the cafeteria and around baseball/softball fields when not having permission.
- 7. Designated areas of classification such as elementary stays in the elementary, high school stays in the high school .

Weapons

No guns, knives or other similar instruments that can be used as weapons are permitted at school.

Obtaining Permission to be Out of Class

Students must always report to the teachers' class before requesting to go to the counselor's office, main office or restroom. No student may leave a teacher's class without that teacher's permission.

Parking

Parking passes will be issued by the administration and must be used to park at HHS. Students must possess a valid driver's license, proof of insurance and vehicle registration.

Concession

Concession will be available during lunches and at special designated times by the administration. It will open the last 15 minutes of lunch.

Special Recognition

At the end of the school year all seniors that have a 3.5 G.P.A. or higher for the first seven semesters of high school along with their parents are invited to a special banquet sponsored by the Vernon Parish School Board and the Chamber of Commerce. Awards that will be worn at graduation are presented at the banquet. It is very important that eligible seniors attend.

Contraband

No MP3 players, radios, CD players, beepers, cellular phones, cameras, laser pointers or other non-necessary electronic equip-

not allow students to be checked out by boyfriends, neighbors or others unless parents make prior arrangements with the principal.

Students will not be sent to an empty house when ill and will not be allowed to leave without a parent's permission. Students should check out at the end of a class period and not during a class period.

All check outs will be unexcused unless a physician's note is received. If the absence is not excused, it will count against the attendance policy and will be made up during attendance recovery opportunities.

Checking Into School

Any student that checks in after 7:45 a.m. will be marked tardy. Student's unexcused tardiness will be addressed during attendance recovery because these count as absences and violate the attendance policy. The student must sign in through the office and receive a check in slip to be admitted to class. Four (4) or more unexcused tardies is equivalent to one (1) day of absence.

Closed Campus

Hornbeck High School has a closed campus. If you come late you must sign in at the attendance table. If you leave early you must sign out in the office. No visitors will be allowed unless authorized through the main office. No student will be allowed to check in late or sign out early without parental permission. Students are not allowed to leave the campus without the attendance office verifying with a parent and the student signing out in the attendance book. Food from outside food establishments cannot be brought in for student lunches.

Off Limits Areas

The following areas are off limits for Hornbeck High students:

1. All parking lots during school hour unless student has received permission from the principal/AP.
2. Gym when scheduled for class only.
3. Shop or other non scheduled classes.
4. Church across the road unless student has permission from

port of the facts of the case.

3. The student shall be given the opportunity to present his/her own defense against the charges and to produce witnesses on his/her behalf.

Vernon Parish Sexual Harassment Policy

The Vernon Parish School System, in an effort to provide a safe school environment for school employees and students, has established a Sexual Harassment Policy. By definition sexual harassment consists of unwanted or unwelcome sexual advances and other inappropriate verbal or physical conduct of a sexual nature.

Whenever someone feels they are being harassed, they should immediately notify the teacher, principal or central office administrator who will initiate an investigation into the alleged charges.

If the charges are substantial, sanctions will be imposed in accordance with written policy. Sexual harassment will not be tolerated at any level and will be dealt with in an expedient manner.

Textbook Policies

Students will use their student ID number to check out textbooks from the library. If books are lost during the year, students will pay a replacement cost for the book in the library and then they will check out another book in that subject.

At the end of the year, students will return all of their books to the library.

Medication at School

Long Term Medications: Prescribed for more than two weeks. A written statement shall be required (annually):

1. From the physician, who will indicate the name of the medication, the route, the dosage, frequency and time of administration, and the reason the medication needs to be given (diagnosis, possible side effects and termination date). The parent or guardian must obtain an administration of medicine permit to be filled out by the physician

prescribing the medicine. These will be kept on file at school.

2. From the parent, who will request and authorize the school to give the medication in the dosage prescribed by the physician. The parent or guardian will co-sign the form authorizing administration of medications by the school. The parent or guardian must notify the school of any changes in medication type, time or dosage. A new form must be obtained to reflect these changes.

Short Term Medications: Over the counter or prescribed for less than two weeks. A written statement shall be required upon initiation of medication from the physician and parent as outlined under Long Term Medications.

Injectable Medications: There must be written instructions from a physician. There must be written permissions from the parent or legal guardian for the procedure; the injection must be given by appropriately trained personnel and under the supervision of school personnel or the school nurse.

Administration of Medication Procedures: A written physician's order shall be obtained and shall include:

1. Name of child
2. Name of medication
3. Reason for the medication (diagnosis) and that it is required to administer medication during school hours
4. Dosage route and time it is to be given
5. Special directions for administering the medication
6. Possible side-effects
7. Date medication should be stopped (see Physician's Authorization Form)

Dress & Grooming Policy

The policy of the Vernon Parish School Board shall be that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum, creates a safety concern or possibly creates a health concern. The principal of each school will make the final decision as to what is considered proper or improper dress according to the following minimum guidelines:

Students are expected to dress in a neat and appropriate manner at all times. Clothing should be clean and in good taste. Extremes in style, fit

Parent-Teacher Conferences

Parent-Teacher Conferences may be set up through the counseling office. Visitors are not allowed to sit in on the classes. Teachers have conference periods each day to meet with parents and address their concerns.

Search and Seizure

Students are subject to be searched if there is reasonable suspicion by the school administrators or teachers when the health, safety or welfare of students or faculty is in jeopardy.

Refusal to Participate

Any student who is directed to participate by a teacher and who refuses to do so, or fails to participate at a minimum acceptable level, shall be considered as disobeying the teacher and should be disciplined by the teacher. In such instances, the student should not receive the points for participating and his overall grade will be lower because of failure to participate. Also the parent should be notified of the student's disobedience.

The above procedure is directly applicable to the "no dress" (ND) grade for physical education classes. Parents who have been informed by the teacher once during the school year that their child is not participating or dressing out need not be subsequently informed regarding repeated infractions of the same offense.

Checking Out of School

Students may check out for emergencies only. The student must sign out in the office. Parents will be called to verify necessity and permission to sign out. Students must present a parent's request to sign out to the person at the attendance table the day they are signing out. The request should be signed by an attendance officer. No phone calls will be made by students for the purpose of signing out.

Parents should pick up students who are ill if the student does not have his/her own transportation. Other students will not be allowed out of class to take another student home. Also, we will

Class Officers Mr/Miss HHS

Homecoming Court will be comprised of six maids representing the high school classes. Each class will elect one representative each. There will be two at-large maids from either the junior or the senior class which will be selected by the entire, high-school student body. The queen, which will be voted on during homecoming week, can be any of the four maids from the junior or senior class.

Class Favorites for each class will be selected by the members of that class. Each year, the yearbook staff will designate which categories will be voted on for that year.

Class Officers for each class will be selected by the members of that class. Elected positions will be President, Vice President, Secretary/Treasurer. To be eligible for these positions, a student must be in good academic standing and have no suspensions. A list of those eligible will be given to the class sponsor prior to the elections. Since it is an honor to be elected as a class officer, and students are expected to be a positive representation of the student body, if at any time during the year an elected officer is suspended, he/she will lose the position, the class will be reconvened and a new officer elected.

Mr. & Miss HHS will be one boy and one girl from the senior class. It is truly an honor to be selected for this. These two individuals should be positive, active members in and supportive of all areas of high school life at HHS: academics and learning, athletics, clubs, and organizations. Following those guidelines, the high school faculty and administration will nominate students that can be selected as Mr. & Miss HHS. The high school student body will vote to elect these individuals by secret ballot. Since it is an honor to be elected as Mr. & Miss HHS, and these students are expected to be the most positive representation of the student body, if at any time during the year either of them are suspended, he/she will lose the position, the student body will be reconvened and a new Mr. or Miss HHS elected.

and grooming will not be permitted.

1. Hair - - must be neat, clean, and cut off the eyes. Design, colors, and/or styles that distract from the learning environment and/or student's performance are prohibited. No picks or combs (other than those designed for a hair style) are permitted.

2. Facial Hair - - Male students are prohibited from wearing beards or goatees. Sideburns may be worn to the base of the earlobe. Students may wear a neatly trimmed mustache. Students with a skin condition will be dealt with on an individual basis.

3. Articles of Clothing

Frayed or ripped jeans, pants or shorts are not to be worn by students

Shirts/blouses, T-shirts and jerseys will be sized appropriately. Sweaters and sweatshirts should be no longer than hip length. Sleeveless blouses or shirts which reveal undergarments, tank tops, spaghetti straps, muscle shirts, cut off shirts, bare midriffs, halter shirts, crop tops, tube tops, and mesh shirts shall not be worn. Pants and trousers must be appropriately sized and must have a hem or cuff. Pants, trousers and shorts shall be worn at the waist (not in a "sagging" manner). No excessively tight or loose pants/trousers shall be permitted. Shorts may be worn at the discretion of the principal. If permitted, shorts worn must have a 5-inch inseam, cannot be rolled, must have a finished hem and they must be worn on the waist. Skirts, skorts, jumpers and dresses are permitted. Boxers, short-shorts, mini-skirts, sarongs, sundresses, backless, strapless and/or cut-out/see-through dresses are not permitted. All clothing must be hemmed. Length will be no shorter than three (3) inches above the knees. Warm-ups, jogging and/or sweatsuits are permissible only in physical education classes as long as they are sized appropriately and are not sheer and/or seethrough. Clothing that advertises any alcoholic beverages, tobacco, or drugs, or those with obscene or offensive printing on them will not be permitted. No student (male or female) will be permitted to bring ***or wear cap(s), hat(s), skull cap(s), and/or bandanna(s) on school property, including school buses, during the regular school day, unless otherwise notified by the administration.*** This prohibition extends to any school related field trips taken by students during the school year. Appropriate footwear, with backs or straps, must be worn and secured around the heel at all times during the school day. Shoes with laces will be kept tied and neat at all times.

4. JEWELRY – Male students may not wear earrings. Female students are permitted to wear earrings in the ears only. No pierced jewelry is to be worn except in the ears. This includes nose rings and tongue rings. Jewelry in new piercings cannot be hidden or covered by band-aids. Long chains cannot be worn

hanging around the neck or out of pockets.

5. Bandanas are not allowed and may not be worn by girls or boys.

NOTE: As a fundraising activity, administration may allow students to wear jeans on specific days. On these specified occasions students' jeans must be plain denim jeans No Rips, No Tears, No Holes, No Designs and No Jeggings.

Discipline for Dress Code Violation

First Offense - Warning and change clothing

Second Offense - One day ISS/Corporal Punishment

Third Offense - Two days ISS/Corporal Punishment

Fourth Offense - One day suspension for habitual rule violations

School Bus Regulations

The Board directs that the bus driver, together with the principal shall assume full responsibility for discipline of pupils riding buses. It is the duty of the driver, in case of any infraction of rules by any student, to notify the principal of the school the student attends. If possible, this must be done in person. It is the responsibility of the principal to determine necessary punishment to students violating regulations.

If found necessary, the principal may suspend bus privileges. Any parent of a pupil suspended from riding a school bus shall have the right to appeal to the Superintendent, who shall conduct a hearing on the merits of the bus suspension.

A pupil damaging a school bus shall be subject to suspension from school. Any pupil suspended for damages to any school bus shall not be readmitted until payment in full has been made for such damage or until his readmittance is directed by the Superintendent.

At no time shall the bus operator assume authority for suspending bus privileges or taking disciplinary action.

Students shall be notified of all bus regulations pertaining to students riding school buses. Students and their parents shall be required to sign and return to school officials a form signifying familiarity with all bus regulations.

Smoking on school buses by students or operators shall not be permitted.

Special Rules and Regulations

Announcements

Information is given to the faculty and student body during the first class. It is the individual student's responsibility to listen to the announcements and follow directions accordingly. All announcements must be signed by a club sponsor and approved by the principal or assistant principal.

Assemblies

Students will be assigned seating sections in the auditorium during special programs and assemblies. This seating will be done by homeroom and the homeroom teacher will check roll and remain with their class. Behavior in assemblies will be supervised and infractions for misbehavior will be dealt with according to policy. This includes all academic, athletic and extra-curricular programs in the auditorium.

Buses

Students will ride the bus to which they are assigned. Misconduct on a bus will forfeit the student's privilege of riding a school bus. Permission to ride a bus other than the one assigned must be requested in writing and approved by the principal.

Library Books and the Library

Students are expected to take care of the library books. All books except those designated by the librarian and those placed on reserve may be checked out. Any student who is in debt to the library, either for an overdue book or fine, will not be given credit or be allowed to check out of school.

High School Elections

The elections for High School will be handled in the Fall of each school year for the following:

Homecoming Court

Class Favorites