

KAPLAN



2021 - 2022

Student Handbook

Policies and Procedures

ADMINISTRATIVE TEAM

<i>Principal</i>	<i>Mr. Shay Herpin</i>
<i>Assistant Principal</i>	<i>Mrs. Meaghan Boudreaux</i>
<i>Counselor</i>	<i>Mrs. Monique Young</i>
<i>Bookkeeper</i>	<i>Mrs. Brooke Abbott</i>
<i>Secretary</i>	<i>Mrs. Gayla Gaspard</i>

DIRECTORY

IF YOU NEED:

Accident Insurance claims
Advice about your schedule
Athletic Information
Technology Permission Slips
Lockers
Checking in/out
Deposit/Withdrawal forms
First Aid
Free Lunch Applications
I.D. Cards
Lost and Found
Lunch Payment
Parking Permits
Report Cards
Scholarship Information
Student Clubs
Verification of Enrollment (Driver's License)
Work Permits
Yearbooks

REFER TO:

Secretary
Counselor
Athletic Director
Librarian
Janitors
Main Office
Bookkeeper
Main Office/Coaches' Office
Cafeteria
Librarian
Main Office
Cafeteria
Main Office
1st Hour Teachers
Counselor
Club Sponsors
Main Office/Administration
Secretary
Sponsor

IMPORTANT PHONE NUMBERS

Main Office	643-6385
Band	643-7920
Cafeteria	643-1567
Counselor	643-7973
Library	643-6338
FAX	643-3543

AFTER SCHOOL DETENTION PROCEDURE

Students will be assigned after school detention directly by teachers for minor behavior infractions in the classroom. Teachers must follow the minor behavior discipline policy prior to referring a student to after school detention: 1) warn the student and document infraction 2) call or email the parent/document 3) submit referral for after school detention. The student must have the parent sign the white copy. Detention will be held the next Tuesday or Thursday. Students are expected to report from 2:36-3:36 in the scheduled room. Reassignments will only be made for extenuating circumstances – phone calls to administration. A student who fails to show up will be reassigned. A student may only reschedule once, after this they will be assigned ISS or OSS. Tardies to school without an excuse or a parent notification will result in automatic after school detention. This infraction will not be displayed in the Student Progress Center. *After School Detention is considered a disciplinary infraction and will exclude a student from eligibility for PBIS nine weeks or end-of-year rewards for no disciplinary infractions.

ACADEMIC HONORS NIGHT

Scholastic honors are given to KHS students who have a 3.0 average or better after the third nine weeks in any curriculum. Students must be present on the night of the academic awards night to receive their award.

ASSEMBLIES

Assemblies are a scheduled part of a curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful. Students should enter and leave the assembly quietly and orderly. Supportive and appropriate behavior is the expectation. If a student displays inappropriate behavior disciplinary measures will be taken.

ATHLETIC ELIGIBILITY

Kaplan High is a member of the Louisiana Athletic Association. All rules and regulations of this association stated in the current handbook will be honored and enforced at all times.

- To be eligible for the first semester of the 2021-2022 school year, a student shall have earned at least six (6) units from the 2020-2021 school year which shall be listed on the student's transcript, including any special education subject(s) and shall have at least a "C" average as determined by the Local Education Authority when considering all "graded" subjects. Students need to make required summer workout sessions necessary to participate in athletic activities.
- To be eligible for the second semester of the 2021-2022 school year, a student shall pass at least six (6) units from the first semester of the 2021-2022 school year, including any special education subjects and have made necessary summer workouts.

ATTENDANCE POLICY SUMMARY

We expect students to be in school to LEARN. Students can miss no more than 12 unexcused absences to be eligible for credit in a course of study. For an absence to be excused the student has to turn in a verified medical excuse, a copy of an obituary or documentation of a special condition within 3 days following the absence. The school makes home visits, sends out absence reports, and makes home calls as prior interventions. Students with more than 3 unexcused absences will be contacted by school administration for a parental meeting and then referred to the court system upon the fifth unexcused.

ATTENDANCE-EXTRA-CURRICULAR

In order to attend any extra-curricular activity, whether it is during school or after school, a student must be present for four (4) consecutive classes of the school day. If there are extenuating circumstances, the administration may make an exception.

*Any student who exceeds the number of unexcused absences will lose privileges to attend extra-curricular and special events!!!

*If a student has an "F" on their report card, the Principal will have the right to deny that student from leaving school and/or attending any extra-curricular event.

BUSES

ALL school rules apply to any student while riding a bus.. RESPECT FOR OTHERS AND PROPERTY IS A HIGH PRIORITY WITH SAFETY BEING THE HIGHEST PRIORITY. We do not intend to ever compromise the SAFETY of others for the privilege of any student.

Misbehavior on the bus will be reported to the principal and the student will be disciplined accordingly. A bus referral form and disciplinary consequences have been developed by the VPSB to be used in handling situations where students have caused problems for the bus driver and school personnel. This protocol will be followed to ensure bus safety. Principals will work with the bus drivers and students when referral forms are forwarded to us. *Students will be disciplined by losing riding privileges or ISS or OSS.

CAFETERIA

The cafeteria is a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners which reflect home training. Some simple rules of courteous behavior which make the lunch period pleasant and relaxed are these:

- observing good dining standards at the table
- leaving the table and surrounding areas clean and orderly
- replacing chairs and placing refuse in proper containers
- remaining in the cafeteria while eating food
- forks, plates, and bowls should be placed in proper place
- trays should be stacked neatly
- no loitering at tables after finished eating

CHEATING POLICY

Copying answers from another student or from any source not sanctioned by the teacher will constitute a cheating offense. Whenever a student is guilty of cheating, the teacher will collect the student's paper, mark a zero for the work, and notify the parents and main office immediately. Any subsequent offenses may result in suspension from school. In addition to regular classes, any student(s) caught cheating in an Edgenuity Virtual class will ALSO be subject to disciplinary actions, not limited to ISS or OSS.

CHECKING OUT DURING SCHOOL

If it becomes necessary for a student to leave school before regular dismissal time, he or she must report to the front office to contact a parent. The front office will contact the parent or guardian for the student to be allowed to leave school. At that time, the student will return to class where they will remain until called to the office to sign out.

Students should not be allowed to use phones in a teacher's classroom or their own cellular device in order to leave school.

CLASSIFICATION FOR SECONDARY STUDENTS WILL BE MADE AS FOLLOWS:

Freshman: 4 units or less

Sophomore: 5 units but less than 11

Junior: 11 units but less than 17

Senior: 17 units or more are eligible for graduation

CLASSROOM PARTICIPATION

Kaplan High School is an educational institution where a rigorous curriculum is presented each day in every classroom. Students are expected to be present and fulfill all assignments given by their teachers on a daily basis. It is the student's responsibility to ask questions of the teacher if an assignment is not understood or if they simply need clarification. Not completing assignments or refusing to participate in class is not acceptable, and may result in a lower than necessary grade or disciplinary infractions.

DANCE POLICY (Homecoming, Sadie Hawkins, Prom)

All students must adhere to the following policies and procedures, while attending any Kaplan High dance. Students must follow all guidelines in order to be part of the activities. This includes being in compliance with attendance policy (students must not have more than 5 unexcused before Homecoming, 8 unexcused before Sadie Hawkins and 10 unexcused before Prom. If attendance is an issue KHS will work with the student in completing attendance recovery as per administration.

- Every student entering the dance must present proper identification.
- All dances will have an established starting and ending time. All students must be admitted prior to the starting time and remain at the dance until it ends. A student will only be allowed to leave with their own parent if needing to leave prior to the end time. (This will be allowed only in extenuating circumstances)
- Students who bring guests who do not attend Kaplan High must complete a form the week before the dance and return this form upon entrance to the dance.
- Everyone attending a high school dance must be in 9th grade or older. Seventh and eighth grade students may NOT attend high school dances.
- All Kaplan High School and Vermilion Parish School Board rules must be followed.
- As the students arrive at the dance, girls' purses and boys' coats may be searched for contraband items. Students will also be asked to submit to a Breathalyzer test. (See VPSB policy on pg. 21)
- Student dress must be in accordance with appropriate dress for the dance attending and must be appropriate for a school function. The decision of appropriate dress will be left to the faculty and administration in attendance. (See Student Dress Codes for Special Events in VPSB policy p. 8)
- The administration of Kaplan High will handle any other circumstances that may arise, according to established Vermilion Parish School Board policies.

DELINQUENT ACCOUNTS

Students who participate in special fundraising activities must return the product or the money to the sponsoring organization by the deadline date.

Students will not be permitted into extracurricular activities, school dances, or graduation ceremonies until all debts are cleared.

Students will not receive textbooks or and/or diplomas until all debts are cleared.

DEMOGRAPHIC CARDS (Student Information)

All students are responsible for keeping their demographic cards up to date in the front office. Should a parent or guardian's phone number change, the office needs to be informed as soon as possible. Failure to do this may prohibit the administration from being able to reach a parent or guardian in cases of illness, emergency or importance.

DISCIPLINE POLICY

According to state law, "Every teacher is authorized to hold every pupil to a strict accountability for disorderly conduct in school or on the campus of the school, at a school sponsored-event - on the street, road, or school bus going to or returning from school or during intermission or recess. School principals may suspend any student for good cause." (La. R.S., 11:416 Act L95 and 206). Consistent implementation of this policy helps to create an atmosphere which encourages learning. To ensure consistency in administering school discipline, this school has implemented a step-by-step discipline program. Students are expected to know the policies and consequences for violating these policies. Pre-school orientation and student handbooks have been made available to students and parents to achieve this objective. The discipline process is a method of assigning various levels of consequences based upon (among other factors) the severity and the frequency of the delinquent act. The school promotes the concept of self-discipline, student accountability, positive role models and the development of student leaders.

DISCIPLINE TYPES and CONSEQUENCES

KHS aims to include parents in every step of the process through consistent communication. Parents will be notified in writing and/or by telephone when disciplinary action has been taken.

I. LUNCH/CAFETERIA DETENTION

Students are assigned the second half of the lunch period. Lunch/cafeteria detention is used for dress code and ID infractions.

II. AFTER- SCHOOL DETENTION

Students are assigned to the library on Tuesdays and Thursdays from 2:36-3:36 pm for violations of school, state, and/or local board policies including, but not limited to, minor behavior infractions.

III. IN SCHOOL SUSPENSION (ISS)

ISS may be used for detaining students for behavioral infractions and as an in-school suspension. These infractions include, but are not limited to: Category II or III offenses as defined in the VPSB Handbook (see pp. 13-14). The student is counted present for the day. They may take test(s) and are expected to complete all work assigned in AC.

IV. OUT OF SCHOOL SUSPENSION (OSS)

Students suspended from school must remain off campus during the term of the suspension. Infractions that may result in suspension include, but are not limited to: Category I or II as defined in the VPSB Handbook (see pp. 13-14). Tests or class work due on days of suspension may be made up.

DISCIPLINE: STUDENT

1. Students who commit minor infractions in the classroom will provide appropriate interventions prior to issuing an infraction. Disciplinary actions will follow the plan based on the steps in the process. The teacher will contact parents every step of the way.

2. Infractions outside the classroom will result in lunch detention, after school detention or an office referral.

3. Lunch/Cafeteria Detention will be issued for ID /Dress Code violations provided that the student does not purchase a temporary ID. Students may accumulate 10 lunch/cafeteria detentions. On the 11 infraction the student will be upgraded to After School Detention.

4. After School Detention will be assigned by the teacher using an after school detention as the need arises. The ASD slip is in triplicate. The student receives the white sheet, the ASD teachers receive the yellow sheet, and administration receives the pink sheet. Students are to present the white sheet to their parents or guardian and return it to the ASD teachers with a signature on the day they serve ASD. A student will be allowed 5 after school detentions. On the 6th, the student will be upgraded to In School Suspension.

6. In School Suspension will be assigned by the administration for a Category II or III offense. The number of days in ISS will be determined by the severity of the offense. Students will be assigned ISS only 4 times. The fifth and all other occurrences will result in an Out of School Suspension. Time will be spent, during regular school hours, in an assigned area with supervision. Work missed or its equivalent may be made up for full credit. The student's teachers will be notified of the suspension and the student will receive assignments of completion. The completed make-up work is due at the end of the day's suspension period.

STUDENTS MUST FOLLOW ALL SCHOOL RULES AND COMPLETE ALL ASSIGNED WORK DURING THE ASSIGNED ISS. FAILURE TO DO SO WILL RESULT IN ADDITIONAL DAYS BEING ASSIGNED.

7. Out of School Suspension will be assigned by the administration or a Category I or II offense. Five OSS' will result in a recommendation for expulsion to the VPSB. On the student's 3rd OSS, the parent/ guardian will be called for a conference before the student can return to class. On the 4th OSS, notification will be sent to the parent/guardian that a recommendation for expulsion will occur on the 5th OSS. Students who are suspended OUT OF SCHOOL are responsible to pick up work missed. Students who miss a test due to OSS must make up the test during after school detention (student must make arrangements with the teacher). Students serving an OSS will not be allowed to attend any extra-curricular activities during the period of the suspension.

DISTRIBUTION OF PRINTED MATERIALS

Prior permission of the Principal is required of anyone distributing pamphlets or printed materials in or about Kaplan High School. Outside fund-raising forms should also be approved by the administration.

DRESS CODE *ZERO TOLERANCE*****

Any student who enters school not in accordance with the VPSB Dress Policy or is caught during the day with an infraction will receive After-School Detention. Continued willful disobedience AND FAILURE to COMPLY with dress code violations will result in a Parent Conference usually followed by an ISS or OSS.

DRESS CODE-UNIFORM SHIRTS

Students must wear a uniform shirt under long sleeve spirit shirts or light-weight jackets at all times! Acceptable uniform shirts must be the present school year PBIS shirt or a white, navy, red, or black POLO style shirt as approved by the VPSB. On Fridays, the students may wear any shirt with a KHS school logo or emblem –to include athletics and clubs. SENIORS: you may wear your SENIOR graduate shirt on Fridays and any time during the 4th 9 weeks .

DRESS CODE-JACKET POLICY

The jacket policy at Kaplan High will be as follows: The jacket can be a full zip, half zip or pullover style jacket. The jacket must be solid black, navy, white, grey, red. Long sleeve Kaplan High School shirts may be worn over short sleeve uniform shirts and must be tucked in. ALL OTHER COVER UPS (especially on very cold days) can be worn to school but must be removed upon entering the building. Students are to store the jackets in their backpacks or lockers for the school day. If they are found wearing the non-uniform jacket during the school day they will be assigned after school detention and the jacket may be confiscated. *ANY SHIRT OR JACKET VIOLATIONS WILL RESULT IN ISS UNLESS AN APPROPRIATE ONE CAN BE BROUGHT TO SCHOOL.

DRESS CODE/PANTS

Uniform pants or shorts must be khaki or navy and shorts must be of appropriate length. These pants are to be worn every day with the exception of Fridays, when students are allowed to pay \$1.00 to wear jeans.

DRESS CODE/JEAN POLICY

Jeans worn for spirit days (\$1.00 unless otherwise designated) should follow guidelines. No holes and therefore no tape allowed covering the holes. Jeans should be plain – free from pictures and designs. Jeans should fit over boots. Anyone in violation will be asked to call home to change into uniform pants. Failure to contact home will result in the student remaining in ISS for the day.

DRESS CODE/SWEATPANTS

Sweatpants may be worn when designated by the administration. They must be of a solid color in black or grey. No holes and no alterations of any kind. The sweats may have a KHS logo or emblem- to include athletics and clubs. Anyone in violation will be asked to call home to change into uniform pants. Failure to contact home will result in the student remaining in ISS for the day.

DRESS CODE OTHER

Headbands must be solid color (no print, designs or writing). Headbands must be elastic and no more than two inches in width. If boots are worn, uniform pants and jeans must fit over the boots. Pants cannot be tucked into boots. Welding shirts are to be worn in the Ag Shop. Welding shirts are not to be worn outside the Ag. Shop. No caps/hats are to be worn in the building.

ELECTRONIC DEVICES

***Cellular phones, Smart Watches, and other telecommunication devices are not allowed on campus during regular school hours or on school busses transporting students to and from school. (See Parish Policy) The only exception will be by permission from administration. After school hours (including on a school bus) must also be authorized by a school official. Devices will be confiscated if they are visible, make noise of any kind, or are being used.

- First (1st) offense violation will result in the administration keeping the device for five (5) school days and students will receive one (1) day of ISS. After the 5 days, a parent or guardian may pick up the device.
- If a student is caught with a device a 2nd time, the device will remain with the administration until the end of the school year. In addition, the student will serve one (1) day of OSS.

- If the student does not surrender the device when directed to do so, the student will be suspended out of school for three (3) days. If a student refuses a second time during the school year, they may be recommended for expulsion.

INTERVENTION - ENRICHMENT (I-E)

If intervention or enrichment is provided, Kaplan High will provide a 20 minute block daily to provide support to students in the fall and spring semesters.

EXCUSES AFTER ABSENCE

When students miss school it is their responsibility to issue a legitimate excuse within three days of the absence in order for the absence to be coded as excused in the student information system. A parent excuse can be turned in to notify the school of the absence, yet this may not appear as an excused absence in the student information system. (See VPSB policy regarding attendance on pp. 5-6.)

FIRE DRILLS

Fire drills are required by law and are held periodically so orderly evacuation of buildings may be accomplished without panic. Instructions are posted in each room; acquaint you with these instructions. After the alarm sounds, walk quickly out of the building in an orderly manner. Students should remain together in class groups so the teacher can account for all students and to repeat announcements made.

FOOD ON CAMPUS

At no time should students, during regular school hours, enter the building or be in halls with open containers of food or drink. At no time should students solicit sales for personal food items. No food from commercial vendors may be delivered to students or brought by students on campus during the school day. This includes fast-food establishments like McDonald's and Subway. There is to be no eating in classrooms without prior approval from administration (for example as a reward).

GRADING SCALE:

DE courses		Regular Classes	
A	90-100	A	93-100
B	80-89	B	85-92
C	70-79	C	75-84
D	60-69	D	67-74
F	59 and below	F	66 and below

GRADUATION ATTENDANCE CONTRACT

All seniors/graduating juniors and their parents or guardian will receive and sign a contract stating that they will attend school on a regular basis. Excessive absences may result in not being able to walk for graduation. Attendance recovery is enforced and monitored by administration after students have missed 10 unexcused absences.

GRADUATION CEREMONY

Full participation in the graduation ceremonies at Kaplan High School is a privilege and not a right, for the individual student and his/her parents. Therefore the privilege of graduating with one's class on graduation is governed by the following principles:

1. Successful completion of the courses required by the state.
2. Enrollment in at least one class during the school year of graduation.
2. Successful completion of the courses required by the Vermilion Parish School Board.
3. Certification by Kaplan High Administration that the student has followed school rules and regulations to such a degree that he/she has earned the privilege of being an active participant in the graduation ceremony.

4. ALL DOCUMENTATION PROVING REQUIREMENTS HAVE BEEN MET FOR GRADUATION MUST BE ON FILE IN THE COUNSELOR'S OFFICE BY THE FRIDAY PRIOR TO GRADUATION.

GUIDANCE DEPARTMENT

The Kaplan High School Guidance Counselor strives to aid students in realizing their abilities to the fullest, in making sound choices, and in developing self-understanding.

College Information - The guidance office will provide information and application forms for college, technical and vocational training programs, military, financial aid, scholarship programs and referral services to various community programs.

Guidance Service Available - Individual and group counseling is available. Appointments are not necessary. Students may visit the guidance office by obtaining a hall pass from the teacher in charge. Schedule Changes - Schedule changes will be conducted by the guidance office when deemed justifiable. Convenience changes will not be made.

Testing Service - The guidance office will arrange for information and application forms for the ASVAB (Armed Services Vocational Aptitude Battery), and ACT (College Entrance).

HALL PASSES

Class time is essential. Any student out of an assigned class MUST have the proper hall pass. The hall pass should be signed in ink by their teacher. Hall passes will only be issued in times of bathroom emergency or academic urgency. Otherwise, class time is to be held sacred and students should attend to personal needs between classes or at lunch. Hall passes are printed in the planner the student will receive on the first day of school if all paperwork is turned in. Hall passes must be completed and signed by the teacher allowing a pass from their classroom and students must have their planner with them at all times. You may purchase additional planners for \$5 if the initial is misplaced.

You will receive your Hall Pass through your first hour teacher once all paperwork issued at orientation has been completed and turned in. Teachers will "activate" the planner by signing to acknowledge receipt of needed paperwork. Students must turn in signed Report Cards for the 1st, 2nd and 3rd nine weeks to activate their planners for the next grading period.

HARASSMENT OR BULLYING

Kaplan High School has an anti-bullying and harassment policy. In order to be proactive the administration must be made aware of any and all incidents of harassment in school, out of school, or through social media. The administration will then conduct an investigation and follow the findings with consequences as they see necessary to keep the harassment from continuing.

I.D. Policy

1. All students are required to show proof of their school I.D. upon entering the school building before school begins.
2. Students must wear the I.D. visible to anyone else as they approach. It has to be visible and clear of graffiti or stickers and placed in the I.D. holder where they can easily be seen.
3. Proof of I.D. must be shown in order to eat in the cafeteria, check out books in the library, and upon demand from any school personnel.
4. Students will be issued a Kaplan High School lanyard that is to be worn with the I.D.
5. Students without a school I.D. entering the school building will be issued a temporary School I.D. and will be assigned noon detention automatically for that school day.
6. Failure to show up for lunch detention within 2 days will result in being placed in after school detention.
7. Failure to show proof of the I.D. upon demand by any school personnel will result in immediate office referral.
8. It is the responsibility of the student to get a temporary I.D. from the front office if he/she is late for school.

***If a student loses his/her ID, the cost of a replacement will be \$7.00. This is done in the library before school.

INSURANCE

It is recommended that students take the school accident insurance protection offered at the beginning of the year if parents do not have adequate coverage. Students participating in interscholastic athletics should purchase school insurance.

JUNIOR RING CEREMONY

Throughout the year, Junior level students and parents will be given opportunities to purchase a class ring from Jostens (the school official ring company). Students may also opt to purchase their ring from an outside company. In May, a ceremony will be conducted where the students will receive their rings. Students will be provided with written guidelines of procedures concerning practice, dress code, and ceremonial guidelines. All students are encouraged to participate.

LIBRARY

All students in the school are encouraged to use the library and its facilities. It is a quiet place to read, study, and learn, so we expect the students to be as quiet as possible. Books and other materials should not be taken from the library without first being checked out. Each student is responsible for all materials checked out in his name.

The following guidelines are to be observed in using the library.

1. The library is open to students with a pass before school begins, during the lunch hours, and after school, if necessary.
2. Only students with passes will be admitted at any other time during the school day. Passes will be accepted only when initiated by teachers.
3. The librarian is available to teach specific library tools and research skills for specific subject areas. Teachers should schedule classes with the librarian.
4. When a book, magazine, or other library material is lost, students must pay the replacement value.
5. Books are checked out for at least two weeks. A book may be renewed only if it is not in demand.
6. Please try to complete all library research and return all library materials by May 15th because all library materials need to be inventoried and reports made by the end of the school year.
7. Fire exit information is posted near the inside library doors. The north door exits the north hall and south doors exit the south hall.
8. Computer use is governed by VPSB Acceptable Use Policy. Scheduled classes have priority over students who are doing independent work during a given period.
9. Students may bring the chromebook provided by the VPSB in the library.

LOCKERS

Every high school student will be issued a locker and combination at student orientation upon receipt of locker payment. Students who are not present at orientation will be issued a locker and combination the first day of school during the make-up orientation. The students should always keep all articles not on their person within their locker. If due care is taken in this area, the problems of theft and lost articles will be very minimal. Your locker should be kept clean and orderly. Lockers are the property of the school and may be inspected at any time. Use only the locker assigned to you and do not give your combination to another person. NOTE: You may not go to your lockers before the 7:20 am bell. Any time after that, you are responsible for getting to class on time.

LOST AND FOUND

Articles found in and around school should be turned in to the main office where the owners may claim their property by identifying it.

MAKE-UP WORK AND/OR EXAMS

The student is responsible for speaking with each teacher immediately upon returning to school regarding make-up work/test. If a student is absent only on the day of a test, he/she will take the

test the first day he/she returns. According to pupil progression, students have 3 days to submit an excuse. However, make-ups are based on the amount of instructional days missed. For example, if a student was absent 2 days, that student has 2 days to make up all work

MEDICATION

If it becomes necessary for a student to take any form of medication at school, parents must obtain forms from the SCHOOL NURSE at the Vermilion Parish School board, completed by the student's physician and the school nurse and then return the form with medication to the front office. All medication will be kept in and dispensed through the main office. Students who need medication for overnight trips must have a medical form completed and turned in to sponsor.

PARENT CONFERENCES

Parents may make appointments with teachers by telephoning the counselor's office at 643-7973. Parents may make appointments with the assistant principal or principal by calling the front office at 643-6385

PARKING AND PERMITS

A car on campus will remain parked until the student driver is leaving campus for the day, leaving after practice, or leaving any school activity. Students are not to return to their vehicles during the school day without permission. Upon dismissal at the end of the day, students are to leave immediately at the first bell and not loiter around campus. Students who drive recklessly are subject to have driving privileges revoked from campus. All cars must have an identification card and parking permit for one vehicle. The tags are interchangeable on other family vehicles; however, those vehicles must be registered on the card. Any student driving to school without a permit and/or violating parking procedures may lose their privilege. Irresponsible use of the vehicle and improper driving techniques will not be tolerated under any condition.

***Fee for parking tag: \$15.00.

You must present your Driver's License and your Insurance card to be copied before receiving your TAG.

PERSONAL PROPERTY

Students are cautioned NOT to bring large amounts of money, radios, cameras, etc. to school and should not leave them in an unlocked PE locker or book locker. If a student wears glasses or watches, they are to keep track of them at all times. The school is not responsible for theft of valuables brought onto campus.

PHYSICAL EDUCATION DISABILITY/EXCUSE FROM PARTICIPATION

To be excused from physical education, a student must present a doctor's excuse to the teacher. The excuse must include the doctor's signature as well as indicate the reason and length of the disability.

POSITIVE BEHAVIOR INTERVENTION SUPPORT DISCIPLINE PROGRAM

Component 1: Statement of Purpose

PBIS is a program which utilizes a collaborative, assessment-based approach to developing effective interventions for problem behaviors. The program emphasizes the use of proactive, educative, and reinforcement-based strategies to achieve meaningful and durable behavior and lifestyle outcomes. PBIS also aims to build effective environments in which positive behavior is more effective than problem behavior. Kaplan High School's PBIS behavioral expectations are defined through the PIRATE'S SHIP.

Component 2:- Clearly Defined Positively Stated Behavioral Expectations

S – Success: Attendance – must be present at school. Learning- Staying alert in class. Involvement – be part of some school activity or TEAM.

H- Honesty: Be accountable for your own actions and class assignments.
I – Integrity: Students will follow Kaplan High School’s Code of Ethics.
P –Pride: Students will follow dress code, support school activities, and show enthusiasm at school functions.

Component 3: Procedures for Encouraging Behavioral Expectations

1. Verbal Praise
2. Pirate Reward Cards – distributed by teachers as positive reinforcement.
Students may redeem reward cards for:
 - A. free jean day
 - B. free sweatpants day
 - C. candy in the concession stand
 - D. other
3. 9 weeks awards:
Rewards will vary during the year-Ice Cream Party, Pizza Party, etc.
4. Other Awards:
Jean/Sweatpant days, Positive Behavioral Referrals, Student of the Month
5. End of the Year Fun Day
At the end of the year students are rewarded with a day of fun, games, awards, presentations, and free dress. In years where the budget has warranted, students have received fun day t-shirts for a designated achievement as per the PBIS committee in that particular year.

The PBIS committee is made up of administration, teachers, a district representative and a parent representative. The committee meets monthly to discuss incentives and ways to address school-wide issues.

School Wide Behavioral Non-Classroom Expectations

Cafeteria

Statement: The cafeteria will be a relaxed social area where everyone uses good manners and takes responsibility for keeping their space clean.

1. Walk to the cafeteria and get in your designated line.
2. Stand in a single file behind one another. Do not bunch up.
3. Use appropriate voices at all times.
4. Carefully dispose of food, plate, and utensils in the proper area. Do not leave food or plates on the table.

Lunch Break

Statement: The lunch break will be safe and orderly for everyone.

1. Use appropriate voices.
2. Stay in designated areas: In the gym until concessions bell if not a cafeteria eater.
3. Keep hands and feet to yourself.
4. Use respectful words at all times
5. Refrain from bringing food in the gym.
6. Keep campus free from litter.
7. Dump all concessions when the bell rings and proceed to class.

Restroom

Statement: The restroom area will be clean, safe, and quiet.

1. Use the appropriate voice.
2. Privacy is expected for everyone.
3. Keep the restroom clean and graffiti free.

Locker Area/ Hallway

Statement: The locker area and hallway will be safe, quiet, and an orderly area.

1. Use appropriate voices
2. Walk in the hallways.
3. Avoid leaning on painted mural wall near library
4. Avoid congregating at lockers
5. Avoid interrupting any other class while in the hall.

Assemblies in Gym:

Statement: Assemblies will be conducted in a safe and orderly manner.

1. Sit with the assigned class or teachers.
2. Applaud at an appropriate time.
3. Respect all participants
4. Leave according to instructions.

PROGRESS REPORTS

Progress reports will be sent home the Friday after the fourth week of the nine week period.

REGISTRATION FEES

The cost is \$25.00 if you attend orientation on the assigned days.

- Your fees will get you your ID card, your locker, your planner and a technology fee.
- The ID card will need to be issued textbooks, library books, parking permits, lockers, lunch, and admission to school activities.
- Class fees are \$10.00 and will also be collected at orientation.
- Parking permits are \$15.00.

REPORT CARDS

Report cards will be distributed the Friday following the end of each nine-weeks marking period. The last report card will be mailed to students. All students should make sure that a grade is recorded for each course taken. Students should report any problem to both the counselor and classroom teacher. The students receive two copies of the report card each grading period. One copy is to be signed by the parent and the other is for the student to keep. All report cards are given out on the FRIDAY following the end of the nine weeks period and the signed copy returned to the school on the MONDAY of the following week. Hall passes will only be issued when signed report cards are returned.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, the school may be closed. School closing, delayed starting time and early dismissal will be announced over the radio and television stations. The school's automated school calling system will also verify closures. Please do not call the school personnel. Telephone lines must be kept open for emergencies.

SCHOOL SPONSORED EVENTS

Students attending school sponsored events occurring outside the normal school day (i.e. dances, band and athletic events, field trips, club activities) are subject to established behavior expectations and discipline policies.

SCHOLARSHIPS AND AWARDS

The guidance counselor makes scholarship applications available to seniors. Seniors are responsible for completing scholarship applications and collecting the necessary documentation to be eligible for all scholarships. Scholarships are announced throughout the year and recognized during academic awards night.

SEARCH AND SEIZURE

Kaplan High School reserves the right to inspect and search lockers and storage areas at any time for health and safety reasons. All teachers and administrators who have probable cause that a student possesses any contraband, weapon, or illegal drug shall be authorized to search the person and/or personal property of said student. Persons entering the building may be randomly searched with metal detectors.

SEARCH DOGS

For purposes of deterring the use of alcohol, drugs and contraband in the school system, the Vermilion Parish School Board may use the services of a drug-detecting dog and metal detectors, whose use shall be in accordance with the policy outlined below:

- A. The dogs will be used to make random searches of the following areas:
 - Classroom facilities

- School lockers
- Automobiles
- School buses
- School equipment
- Bathroom facilities

B. When reasonable belief exists, the dog may be used to search a student's clothing and personal objects when they are separated from the student. At no time shall a student be asked to strip nude for purposes of a random search.

C. Metal detectors may be used for the purpose of discovering contraband in random situations or times of probable cause.

SKIP DAYS

Skip Days are NOT sanctioned by Kaplan high School or the Vermilion Parish School Board. Skip Days are NEVER authorized under any circumstance. Any student absent on an unauthorized "Skip Day" must have a signed doctor's excuse or be signed in by a parent to receive an excuse for make-ups.

TARDY POLICY * Zero Tolerance*****

If you are late to class without a signed pass, you will be sent to AFTER SCHOOL DETENTION. If you are late for school without a signed medical excuse, legitimate parent excuse, you will make up MISSED TIME in AFTER SCHOOL DETENTION. The legitimacy of the excuse will be determined by administration or designee.

TEXT BOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students who are issued textbooks will be identified by the book number and the student's name. It is the responsibility of the student to return the book in good condition. The student will be responsible for paying established fees for excessive book damage or loss.

TORNADO POLICY

The National Weather Service issues a WATCH when the possibilities of tornadoes exist and a WARNING when a tornado has been spotted or indicated on radar. There may or may not be time for a tornado WARNING before a twister strikes.

1. An alarm will designate a tornado has been sighted. All persons should stay inside and go to the safest place in the building.

A. When an alert has been received, faculty members will be quietly notified by a personal visit from administrative personnel to the room or a note given as unobtrusively as possible to prevent possible alarm on the part of the students. The principal should post lookouts.

B. When a warning is received, it will be transmitted as quickly as possible to the entire building

1. The public address system will be used.

2. This may be an announcement that a tornado warning has been issued for the area and that the plan for going to tornado shelter is to be put into effect immediately.

3. An alternative plan for warning will be provided in case the public address system does not operate.

4. Tornado shelter plans.

A. Little or no lead time on tornado impact - this plan will simply consist of children taking immediate shelter under their desks, tables, workbench or even chairs, away from windows and exterior walls, within the room they occupy.

B. Preferred - a more comprehensive but practical plan shall be implemented within a one to five minute time frame. This plan will consist of sheltering children within the interior south and north hallways, head protected by simply holding a book over one's head in a crouch position. Persons in the gymnasium will go to the showers or bathroom areas. Persons in the agriculture and industrial arts areas will report to the industrial arts classroom.

VISITORS

All VISITORS- Parents and other persons on general school business must report to the main office to obtain permission from the front office to conduct business with students, teachers, and/or others.

WITHDRAWAL PROCEDURES

Students who leave Kaplan High School during the school year should pick up a withdrawal form from the counselor's office at the beginning of his/her last day. Upon withdrawal, all books and materials must be returned. All obligations must be cleared before the student records can be forwarded to another school.