

SIMSBORO SCHOOL STUDENT HANDBOOK

2023 – 2024



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SCHOOL COLORS: PURPLE AND GOLD

Table of Contents

Introduction	4
Equal Opportunity Statement	4
Mission Statement	4
Parents' Right to Know	4
Statement of Philosophy	4
Acceptable Use Policy for School Computer Systems and the Internet – Student Use	5
Administration/Office Staff	9
After School Activities	9
Alcohol, Tobacco, Drug, and Substance Abuse Education Program	9
Alma Mater	9
Announcements	10
Assemblies	10
Assignments	10
Athletics	10
Attendance, Absences, and Make-Up Work	11
Bathroom Procedures	12
Bell Schedule	12
Bicycles on Campus	12
Book Bags	12
Bullying Prevention Procedures	12
Bus Standards of Conduct	13
Cafeteria	13
Calendar	14
Change of Address	14
Cheating Consequences	14
Check Out Procedure	15
College Visit Days	15
Communicable Diseases	15
Concessions	15
Contraband	15
Counselor's Office	16
Credit Recovery/Seat Time Recovery	16
Crisis Plan and Disaster Drills	16
Dances	17
Deliveries at School	17
Discipline/Corporal Punishment	17
Dress Code/Uniform Policy	19
Drug-Free Zones	22
Dual Enrollment/Clep	22
Electronic Communications Between Employees and Students	23
Electronic Telecommunication Devices	25
Emergency Closing of Schools	25
Extracurricular Activities and Clubs	26
Fees	26
Fighting Consequences	26
Field Trips	26
Fundraising Sales	26
Gang Activity	27
General Rules of Conduct	27
Grading Periods	28
Grading Scale	28
Graduation Requirements	28
Hall Passes	29
Homecoming	29

Honor Classes	29
Honors Graduates	30
Honor Roll	30
Immunizations	30
In-School Detention, Morning Detention, Saturday Detention, Suspensions, and Expulsions	32
Instructional Time	32
Insurance	32
Interscholastic Athletics	34
Library	34
Lockers	35
Locker Searches	35
Lost and Found	35
Medical & Health Guidelines	36
Mr. and Miss SHS	36
Open Door Guidelines	36
Parent Conferences	36
Parent And Family Engagement	37
Parties	37
Physical Education	37
Pictures	37
Playground Rules	37
Progress Reports	37
Promotion Guidelines	37
Report Cards	38
Safety	38
Schedule Changes	38
School Spirit	38
Sexual Harassment	38
Social Media	39
Student Concerns/Parental Contact Sequence	39
Student Organizations	40
Students' Due Process Law	41
Student of the Year	41
Supplies	41
Tardy Policy	41
Telephone Usage	42
Testing - General	42
Testing Dates - Accountability	42
Textbooks	42
Tops Curriculum Requirements	42
Transportation	43
Visitors To School	44
Vandalism And Property Damage	44
Volunteers	44
Withdrawals And Transfers	44

INTRODUCTION

The policies and procedures contained in this book are the results of concerted effort on the part of the faculty, students, and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to Simsboro School and become an integral part of it. You will also be provided a copy of the district handbook.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within your school which will prepare you to live a better life and finally take your place in the complex society. Policies and guidelines stated in this handbook apply to all school sponsored events and activities. Remember that your success in this school will be directly proportional to your efforts.

Our school welcomes you to its ranks, and we hope that you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do the things which will make it outstanding.

EQUAL OPPORTUNITY STATEMENT

In compliance with **Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973**, this educational Agency upholds the following policy:

THIS IS AN EQUAL OPPORTUNITY SCHOOL AND IS DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT OR TRAINING. QUALIFIED STUDENTS, APPLICANTS, OR EMPLOYEES WILL NOT BE EXCLUDED FROM ANY COURSE OR ACTIVITY BECAUSE OF AGE, RACE, CREED, COLOR, SEX, RELIGION, NATIONAL ORIGIN, OR QUALIFIED HANDICAP. ALL STUDENTS HAVE EQUAL RIGHTS TO COUNSELING AND TRAINING.

MISSION STATEMENT

School Mission: "Building a Better Tomorrow...One Student at a Time"

District Mission: "A Quality Education for a Quality Life"

PARENTS' RIGHT TO KNOW

As a parent of a student in the Lincoln Parish School system, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's teachers and requires us to give you this information in a timely manner if you ask for it.

STATEMENT OF PHILOSOPHY

In compliance with the philosophy of the Lincoln Parish School Board, the focus of Simsboro High School is on the student, the parents, and the community. We believe that **all students can learn**. The teacher is a key figure in carrying out the learning process; however, the students' parents are very important agents in a child's educational achievements. We believe that with all proper guidance and assistance from parents, teachers, and community each student will have the opportunity to develop to the maximum extent academically, morally, socially, physically, emotionally, and culturally.

We at Simsboro School strongly believe that if students are given these opportunities they can harvest the fruits of academic success. We further believe that academic achievement is a major prerequisite for succeeding in life, and we should never settle for mediocrity.

The PURPOSES of education as set forth by this school and the Lincoln Parish system are:

1. To help students achieve curricular success by using the complete curriculum as the teacher's guide for teaching and learning.
2. To help students develop good physical and mental health.

3. To help students learn to receive and express ideas effectively.
4. To help students understand our constitutional form of government and accept the responsibility and obligations of good citizenship.
5. To help students understand and learn the use of the scientific approach to problem solving in real life situations to develop their thinking ability in order for them to make worthwhile contributions to society.
6. To help students acquire responsible skills in order that they may take their place in the economic world.
7. To help students understand and learn to recognize and appreciate ethical, esthetic, and moral values and to be responsible for their behavior.
8. To provide a smooth transition from elementary to high school in a departmentalized educational setting.

ACCEPTABLE USE POLICY FOR SCHOOL COMPUTER SYSTEMS AND THE INTERNET—STUDENT USE

In an effort to provide students with the vast resources accessible through a computerized information resource system such as the Internet, the Lincoln Parish Board believes it is necessary for all persons to become aware of acceptable uses of computers. The academic benefit of having access to resources from all over the world must be weighed against objectionable materials found on the Internet.

INTERNET SAFETY

The Lincoln Parish School Board shall incorporate the use of Internet protection measures, either hardware or software, that are designed to restrict or filter access to specific areas or sites on the Internet. Such measures provide protection against access by minors or adults to Internet resources that are or contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing, or material harmful to minors (with respect to Internet access by minors), or are otherwise inappropriate in an educational environment.

It is the policy of Lincoln Parish School Board that all Internet access from within Board facilities be filtered with no exceptions. In the case of Internet access by minors, the filtering mechanism may not be disabled for any reason. However, the School Board does not prohibit employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1000, for legitimate scientific or educational purposes approved by the Board. For access by adults, the filtering mechanism may be, but is not required to be disabled, to enable bona fide research.

The Board recognizes that filtering or blocking technology is not 100% effective. School administrators may request the blocking of additional sites that are deemed inappropriate for their students. This request shall be in writing to the district technology coordinator. The possibility exists that all inappropriate content may not be blocked or that a determined person may find a method to partially or completely circumvent the filtering or blocking method.

If a person feels an Internet site has been blocked in error, a written request from the school or central office department head must be submitted to the District Technology Coordinator, who will review the site in question. If it is deemed that the site is wrongly blocked, the site will be opened. If there is any question about the appropriateness of the site, the Coordinator shall make a recommendation to the Superintendent for a final decision.

In addition to filtering requirements, the Board shall maintain regulations which:

- Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
- Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as *Instant Messaging*;
- Prohibit unauthorized access, including what is now known as *hacking*, and other unlawful online activities by minors online;
- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Institute measures designed to restrict minors' access to materials harmful to minors.

Guidelines are provided so that Internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of network resources. The student and parent of guardians shall sign an *Acceptable Use of Computers and Internet Agreement*, which shall be required before any student shall be allowed to use school system computers. The student and/or parent/guardian signatures shall be legally binding on all parties and shall indicate they have read the terms and conditions carefully and understand their significance.

ACCOUNTABILITY

Student use of school computers or the School Computer System (SCS) shall be reserved for academic purposes only. All students using a school computer or a computer network located on school property, or computers accessing the Internet shall be accountable for its use. This shall include, but not be limited to (a) unauthorized use resulting in expenses to the school; (b) equipment damage; (c) use of unauthorized software; (d) privacy and copyrights; (e) tampering; (f) accessing obscene and objectionable materials; (g) sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language; and (h) any action that is deemed inappropriate by the supervisory personnel.

Student or class files on the network are analogous to school lockers, that is, these accounts will be treated as district property subject to control and inspection, rather than private property which cannot be searched without just cause. Access codes or passwords shall be assigned by the teacher if and/or when it is needed. The teacher shall keep a record of these accounts in case an inspection is warranted. Use of the Internet and/or the SCS is considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet and the SCS. No students will be allowed to use the Internet and/or the SCS unless a signed consent form is on file.

UNAUTHORIZED AND ILLEGAL USE

Students must be under the supervision of a teacher, monitor, principal, librarian, or supervisor while using the School Computer System (SCS) or any school computer. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the SCS that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, the computer system shall not be used for commercial, political or religious purposes.

Use of the network for any illegal activities shall also be prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction or equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

PRIVACY AND COPYRIGHTS

All students must adhere to the Copyright Law of the United States (P.L. 94-553), and to the Congressional Guidelines that delineate it regarding software, authorship, and copying information. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. Reposting personal communications without the original author's prior consent shall be prohibited. To do this is a violation of the author's privacy. All persons who willfully violate copyright laws do so without the sanction of the Board and at their own risk and assume all liability and responsibility. However, all messages posted in a public forum such as news groups or list serves (a means of broadcasting and E-mail message for the purpose of maintaining a discussion list) may be copied in subsequent communications, so long as proper attribution is given.

The School Board directs that:

1. Unlawful copies of copyrighted materials shall not be produced on Board-owned equipment or within Board-owned facilities.
2. Unlawful copies of copyrighted materials shall not be used on Board-owned equipment, within Board-owned facilities, or at Board sponsored functions.
3. Information about copyright law and guidelines shall be made available to all employees.

INSTALLING PRANK SOFTWARE

Students should avoid the knowing or inadvertent spread of computer viruses and/or worms. Computer viruses and/or worms are programs that have been developed as pranks, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus and/or worm, students shall not import files or programs from home or from unknown or disreputable sources. If a student obtains software or files from remote sources, proper procedures should be followed to check for viruses and/or worms before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or any spreading of computer viruses and/or worms shall be considered criminal activity under state and federal law. No software shall be loaded without the permission of the administration.

OBJECTIONABLE MATERIALS

Profanity or obscenity shall not be tolerated on the network. All users should use language appropriate for school situations as indicated by school codes of conduct. Offensive or inflammatory speech should be avoided. The rights of others must be respected both in the local network and the Internet at large. Personal attacks are an unacceptable use of the network. If a user is the victim of a flame, a harsh critical or abusive statement, the user should bring the incident to the attention of a teacher or system administrator. It is usually better not to respond. Furthermore, retrieving and/or viewing pornographic or obscene materials shall not be allowed.

The SCS shall be used for academic purposes only. Conduct that is in conflict with the responsibilities outlined in this document will be subject to loss of network privileges.

Special restrictions by the school or district may be implemented in order to meet special needs provided that School Board policy is not violated.

USE OF THE INTERNET

The Internet is a vast global computer network that provides access to major universities, governmental agencies, other school systems, municipalities, commercial providers of data banks, and marketing services. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the Lincoln Parish School Board. Any persons using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner and must have a consent form on file. The Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

1. Appropriate language and manners which demonstrate honesty, ethics and respect for others shall be required.
2. Only appropriate class messages shall be allowed.
3. No personal addresses, personal phone numbers, or last names shall be permitted on the Internet. Only first names and last initials shall be used to identify students and/or faculty in photographs posted on the Internet. Schools must obtain parental permission prior to posting student photographs on the Internet. Pseudonyms, impersonations, and anonymity are not permitted.
4. Illegal activities, including copyright or contract violations shall not be permitted.
5. Students shall not be allowed access to online instant messenger programs, chat rooms and/or other forms of online communication.
6. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
7. Threatening, profane, harassing, or abusive language shall be forbidden.
8. Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.
9. No user is permitted to knowingly or inadvertently load or create a computer virus and/or worm or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software shall be installed without the consent of the assigned administrator.
10. Resources offered by the Internet and paid for by the Board may not be willfully wasted.

11. A student may not attempt to access any Internet resource without the prior consent of the teacher.
12. Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
13. Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.
14. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
15. Any subscription to list serves, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.

Use of the Internet is a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet. Disciplinary action may include but is not limited to loss of computer use, monetary reimbursement, suspension, detention, or suspension room assignment. This shall apply to all students. The Internet Usage Contract **must** be signed by both students and parents and returned to the homeroom teacher at the beginning of school.

ADMINISTRATION/OFFICE STAFF

Principal – Lacey Holcomb
Elementary Director – Jordan Blachier
Assistant Principal – Jerald Kennedy
Athletic Director – Matthew Herring
School Counselor – Latisha Vernon
Curriculum Specialist – Greta Cole
Coordinating Teacher – Leigh Ann Williams
Instructional Coach – Jonathan Hood
Secretary – Shonnette Roach
Bookkeeper – Emmy Durrett

AFTER SCHOOL ACTIVITIES

After school activities are a part of the school operation. Various activities such as athletic events, banquets, athletic practices, dances, etc. are treated as a school activity. All school rules apply for these events as well as behavior while traveling to/from these events. If a student is suspended out-of-school, he/she is prohibited from attending any after school activities during suspension days. (**See OUT-OF-SCHOOL SUSPENSIONS, p. 29**)

ALCOHOL, TOBACCO, DRUG, AND SUBSTANCE ABUSE EDUCATION PROGRAM

The School Board shall require a comprehensive alcohol, tobacco, drug, and substance abuse prevention education program be incorporated into every school of the parish that shall include grade appropriate programs on the education, prevention, and counseling of alcohol, tobacco, drug, and substance abuse. Such programs shall be included in the school program so that every student in grades kindergarten through nine (9) is involved for a minimum of **sixteen (16)** contact hours every school year, and every student in grades ten (10) through twelve (12) is involved for a minimum of **eight (8)** contact hours each school year. The required minimum contact hours shall be incorporated into a comprehensive school health program.

As part of the alcohol, tobacco, drug, and substance abuse program, substance abuse counselors shall be appointed who shall visit every school regularly for the purpose of counseling students who have been identified as having an alcohol, drug, and/or substance abuse problem.

Any student enrolled in school who is identified as having a substance abuse problem, including manufacturing or distribution, shall be required to participate in the school drug counseling program, or an equivalent approved by the board.

Each school shall have a substance abuse prevention team, whose membership shall be in accordance with statutory provisions that shall investigate, research, and report on all instances or reports of possession of controlled dangerous substances or alcoholic beverages. The team shall adequately report their findings in writing appropriate recommendations for treatment, counseling, or order appropriate action to the principal or the school.

ALMA MATER

In our Simsboro School we're working striving for the best;
For we know success depends on things of high school days.

Simsboro, Simsboro we adore thee; you're our noble school.
Not a boy or girl would ever act against a rule.

When our school days are all over and in life we go,
Choice of work will show our aims in things of high school days.

Simsboro, Simsboro we adore thee; you're our noble school.
Not a boy or girl would ever act against a rule.

ANNOUNCEMENTS

1. Students **WILL** be seated, quiet, and listen to **ALL** daily announcements.
2. Teachers will remain in the classrooms with students during announcements.
3. Students **MUST** hear and heed **ALL** announcements.

ASSEMBLIES

At all times the students' behavior should be refined and courteous. An indication of the respect level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled clapping or laughing, boisterousness, and talking or yelling during a program. Seating in the gym and auditorium is pre-assigned by the administration per grade.

ASSIGNMENTS

HOMEWORK

A student's success with homework is dependent upon his/her own efforts. To help develop responsibility and self-discipline in completing assignments, students should:

IN CLASS

1. Keep an assignment book or planner to write complete instructions for work.
2. Ask your teacher for complete instructions before leaving class.
3. Take all instructions, books, and materials needed to complete work home with you.

AT HOME

1. Have a special time each day to do homework.
2. Have a special place to work, free from noise and disturbances.
3. Have a plan for completing work.
4. Check your work carefully when finished.
5. Review what you have done in class.
6. Put all completed assignments together in one place when finished, so you will be less likely to forget them the next morning.

ATHLETICS

The purpose of athletics is to promote physical, mental, moral, social, and emotional well-being of the individual players. Varsity and Jr. Varsity athletics at Simsboro High School include girls' and boys' basketball, baseball, softball, track, cross country, golf, and cheerleading. Elementary students can be involved in cross country. Fourth and fifth grade students may also be involved in elementary basketball and cheerleading. All athletic events are played under the guidelines of the LHSAA and its regulations.

Interested players should contact the head coach at the beginning of the school year. Basketball begins in August and extends to March. Starting dates will be announced for baseball, softball, track, dance, and cheerleading all year long.

ELIGIBILITY REQUIREMENTS:

1. Be in good standing with the school.
2. Be a regular student carrying eight (8) subjects or five (5) for seniors, when applicable.
3. Maintain a minimum grade of a "C" or the GPA required by the coach.
4. Can NOT be nineteen (19) years of age before August 1st of the current academic year.
5. Junior high athletes can NOT be fifteen (15) years or age before August 1st of the current academic year.
6. Present a birth certificate.
7. Complete eligibility within eight (8) consecutive semesters after entering 9th grade.
8. Must have passed six (6) out of eight (8) LHSAA approved subjects per year.
9. Seniors must be enrolled in five (5) classes and must pass all five (5) to be eligible.

10. Meet all transfer rules.
11. Have proper insurance and parent permission forms signed and on file.
12. Must have passed a physical exam by a certified physician.
13. Must have signed the appropriate Substance Abuse/Misuse Policy as designated by the LHSAA.
14. Must comply with the rules that are established for each sport by the coach and/or administration.
15. A student can be disqualified from athletic participation on an out-of-school suspension.
16. If a student is suspended, he/she is **NOT** allowed to attend any athletic/after school event while the suspension is in effect.

If you move during the school year, you must notify your coach and the school office BEFORE competing in any more athletic events.

These events are sponsored and monitored by authorized administrators, faculty, and parents. All rules of conduct apply and any infraction will require immediate escort off campus with prescribed disciplinary action to be taken on the first school day after the activity.

Elementary students must be accompanied by a parent/guardian when they attend athletic events such as basketball games, track meets, etc. **Elementary students are not to be dropped off at games or athletic events.**

ATTENDANCE, ABSENCES, AND MAKE-UP WORK

Students are expected to be in school, except in cases of emergency or for reasons as explained in the code below. Recent changes in Louisiana law (Bulletin 741) mandate that students be present 94% of the required time in order to earn credit for the year. This means that Lincoln Parish students may now miss **no more than 10 days per school year** (for high school students, 5 absences per ½ credit course). These days include parent excused, out-of-school suspensions and unexcused absences. ON the 11th absence, students may lose credit for course(s). Credit Recovery/Seat Time Recovery will be available. **(See Mrs. Vernon for details.)** For all absences in excess of ten (10) days, either a doctor's excuse or principal's approval for extenuating circumstances is required. **ALL** excuses must be submitted to the office within 5 days of returning to school.

1. Students will be allowed to make up any missed work if a written excuse is submitted. (Example: doctor's note, parent note, court letter, etc.)
2. Parent notes only allow a student to make up missing work. A parent note does not excuse the absence and the absence will count towards the total number of missed days.
3. Unexcused absences are any absences where no documentation has been provided to the school within 5 school days. Students may be given failing grades for those days missed and may not be given an opportunity to make up work.
4. Suspensions are unexcused absences for which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether or not a student may or may not be promoted. Students absent from school as a result of any suspension shall be counted as absent and the absence will count towards the total number of missed days.

Steps to follow when absent:

1. Submit documentation for absence (funeral program, parents note, Dr.'s note, etc.). Students in grades K–12 must present their excuses to the office for consideration.
2. Ask all teachers for make-up assignments. Assignments that are not made up will be reflected in your grade. **Each student is responsible for seeing that make up work is completed.** Students have an equal number of days to complete work as those days missed.

Driver's license/permit suspension:

In accordance with state law, students are obligated to attend school regularly and be in attendance a minimum number of days/minutes during the school year. A student who has dropped out of school or who has been determined to be habitually absent (ten unexcused absences per school year) may have his driver's license or learning permit suspended upon notice by the school to the Office of Motor Vehicles.

In addition, a student's driver's license or permit may also be suspended when written notification is provided the Office of Motor Vehicles from the principal that the student has been expelled or suspended from school due to violations of state law or board policy relative to the sale or possession of drugs, alcohol or any other illegal substance, the possession of a firearm on campus or an infraction involving assault and battery of a member of the school faculty or staff.

Additional information regarding the specifics of this policy may be obtained at the school board's website, www.lincolnschools.org.

BATHROOM PROCEDURES

Students must use the restroom at designated times only unless there is an emergency. Students must have a restroom pass signed from their teacher in order to use the restroom during class time.

BELL SCHEDULE

6 th – 8 th Grade Students		9 th – 12 th Grade Students	
7:25-7:50.....	Breakfast	7:25-7:50.....	Breakfast
7:55-8:45.....	1st Period	7:55-8:45.....	1st Period
8:48-9:38.....	2nd Period	8:48-9:38.....	2nd Period
9:41-10:31.....	3rd Period	9:41-10:31.....	3rd Period
10:34-11:24.....	4th Period	10:34-11:24.....	4th Period
11:24-11:49.....	Lunch	11:27-12:17.....	5th Period
11:52-12:42.....	5th Period	12:17-12:42.....	Lunch
12:45-1:35.....	6th Period	12:45-1:35.....	6th Period
1:38-2:28.....	7th Period	1:38-2:28.....	7th Period
2:31-3:21.....	8th Period	2:31-3:21.....	8th Period

BICYCLES ON CAMPUS

If a student chooses to ride a bicycle to school, they are responsible for securing the bicycle. Neither Simsboro High School nor Lincoln Parish School Board will be held responsible for any student's bicycle.

BOOK BAGS

For students in grades 9-12, backpacks **MUST** be placed in the locker before going to class. For students in grades 6-8, backpacks must be clear or mesh and must be placed in a designated area of the classroom as determined by the teacher. Book bags with rollers are not permitted. Gear bags/athletic totes may **NOT** be used as book bags and may **NOT** be carried around while at school. Ample time will be given for students to go to their lockers. Purses no larger than 10" by 10" can be brought to school. In grades K-2, purses are not allowed in the classroom. Girls in grades 3-12 may carry a purse when necessary. Fannie packs are not allowed.

BULLYING PREVENTION PROCEDURES

Simsboro High School and Lincoln Parish School Board are committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels threatened while in school or participating in school-related activities. All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy. Report any and all incidences of bullying to a teacher or administration immediately and proper discipline will be administered. **(See District Handbook)**

BUS STANDARDS OF CONDUCT

Riding to and from school, or on a field trip, is a privilege. With that privilege goes the responsibility of obeying bus regulations. Each student is given a form at the beginning of each year that states all bus regulations. The parent and student are required to sign and return the form to the school where it is kept on file.

1. Board the bus in an orderly manner and take a seat.
2. Remain seated and quiet while on the bus.
3. Keep arms, head, and all objects inside the bus at all times.
4. Follow the instructions of the school bus driver. He/she is in charge at all times.
5. The same behavior rules are expected on the bus as are expected at school.
6. If a student misbehaves, then he/she may not be allowed to ride the bus. This decision is at the discretion of the administration.
7. Fighting on the bus will result in an automatic suspension from the bus and school. The number of days suspended will be assigned by the administration. Additionally, the appropriate police authorities will be notified.

READ THE PARISH POLICY ABOUT BUS PROCEDURES. BE SURE TO SIGN SAYING THAT YOU AND YOUR CHILD HAVE READ THE POLICIES AND RETURN TO SCHOOL.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. All students may pay by the month or pay daily. Applications are available for those students who qualify for free or reduced lunch. You may bring your lunch from home and eat it in the cafeteria. No restaurant packaging (i.e. bags, containers, cups, etc.) allowed in the cafeteria. **NO FORKS, KNIVES, OR GLASS BOTTLES** are allowed to be brought to school. All drinks that are brought from home must be consumed **only** during the set breakfast and lunch times.

Students may not leave campus for lunch and may not send out for lunch. Parents and other approved visitors are allowed to eat with their child/student **ONLY** on designated days. Example: Lower elementary for Thanksgiving or Christmas.

The lunchroom management and the school administrators expect you to know:

1. Go to the lunch line in an orderly fashion and wait your turn to be served. Never cut in line.
2. Deposit all lunch litter in the wastebasket. Leave the table and floor around your place clean.
3. No food is to be taken from the cafeteria area. This includes juice, fruit, milk, etc.
4. No food or drink purchased from the concession stand is allowed in the classroom or hallways. Concessions should **ONLY** be consumed during lunch.
5. Loud talking, noise, or rowdy behavior is **NOT** acceptable.
6. Breakfast – students will sit in designated locations and will fill in chairs upon arrival to tables.
7. Students are not to enter the school building with food, drinks, etc.
8. **ALL** food brought to school must be in a lunch box or bag and must be eaten inside the cafeteria.
9. Each grade level/class will sit in designated areas.
10. After lunch, junior high and high school students should report to designated areas for the remainder of the lunch period.
11. When the weather is inclement, students will report to designated locations.

MEAL PRICES

Category	Breakfast	Lunch
<i>LPSB Employees</i>	\$1.50	\$4.00
<i>Visitors</i>	\$2.75	\$6.00

CALENDAR

EVENT	DATES
First Day for Students --Full Day	Friday, August 18, 2023
Labor Day -- Closed	Monday, September 4, 2023
Staff Development – NO STUDENTS	Friday, October 6, 2023
Fall Break -- Closed	Monday, October 9 - Friday, October 13, 2023
End of 1st Nine Weeks	Friday, October 27, 2023
Thanksgiving Break -- Closed	Monday, November 20 - Friday, November 24, 2023
Christmas and New Year's Break	Friday, December 22, 2023 – Thursday, January 4, 2024
Staff Development – NO STUDENTS	Friday, January 5, 2024
End of 2nd Nine Weeks/1st Semester	Friday, January 19, 2024
Martin Luther King Jr. Day -- Closed	Monday, January 15, 2024
Presidents' Day -- Closed	Monday, February 19, 2024
Staff Development -- NO STUDENTS	Tuesday, February 20, 2024
End of 3rd Nine Weeks	Friday, March 22, 2024
Spring and Easter Break -- Closed	Monday, March 25 - Monday, April 1, 2024
*Last Day for Students -- Full Day	Thursday, May 23, 2024
End of 4th Nine Weeks and 2nd Semester	
*Last Day for Teachers -- Full Day	Friday, May 24, 2024

CHANGE OF ADDRESS

If at any time during the school year a student moves to a different address, the change must be reported to the school counselor. **If a student moves out of the SHS school district, they are required to move to a school in that district rather than continuing to stay at SHS.** If a phone number is changed, disconnected, etc., during the school year, these changes must be reported to the front office as soon as possible.

CHEATING CONSEQUENCES

Cheating includes, but is not limited to copying someone else's work, using sources during a test that have not been authorized by the teacher, or otherwise attempting to receive credit for work that is not original to that student. Students who knowingly or willfully allow others to use their work will be considered to be cheating. The following consequences for cheating will be implemented:

Grades PK-5:

- **1st Offense** – Notification of parent by the teacher, loss of credit for the assignment, and a pre-referral step.
- **2nd Offense** – Written referral; administrator assigns consequences for the student.
- **3rd Offense** – Written referral and student subject to out-of-school suspension.

Grades 6-12:

- **1st Offense** – Notification of parent by the teacher and loss of credit for the assignment
- **2nd Offense** – Loss of credit plus written referral
- **3rd Offense** – Loss of credit plus one day suspension and parent conference
- **4th Offense** – Loss of credit plus two days suspension and ineligibility or expulsion from all extracurricular and service organizations

CHECK OUT PROCEDURE

Students are not permitted to leave the school grounds at any time during the school day without permission from the office. Failure to follow the proper procedure will be considered skipping/truancy and students will be subject to disciplinary action. Students will be counted absent for classes missed.

Procedure to check out:

1. **A student may only be checked out by those who are designated on the student's demographic information and must come to the school office to do so.**
2. A student must have permission from a parent or guardian in writing. The office will call for verification, when necessary.
3. Parents **must** come to the office and fill in appropriate information on available check-out documents.
4. Office staff will call for the student to come and check out. Students will not be called to the office unless a parent/guardian is on campus.
5. If a student returns to school after being checked out, he/she must sign back in through the main office. Elementary students must be signed back in by a parent or guardian through the main office.
6. **PHONE CHECK OUTS WILL NOT BE ALLOWED.**

A student who is going home by any method (including bus change) that is not stated on his emergency card must have a signed, dated note from the parent. Students in grades PK-5 are not allowed to walk or ride a bike home without adult supervision. Any junior high or high school student under 18 years old wishing to walk home or ride a bike must have written permission from parents. Students will not be allowed to change their means of transportation just by telling us that the parents told them to do something different. We follow this procedure for the safety of your child.

Students **MAY NOT** be checked out after 2:40 PM. A student **MAY NOT** be checked out during a midterm/final exam or standardized test. The student must remain in the class until the bell rings.

COLLEGE VISIT DAYS

Seniors are allowed two (2) days for visiting colleges. Any senior wishing to be excused from class to visit a college must go through the counselor's office. Juniors may have a college visit with permission of counselor.

COMMUNICABLE DISEASES

The Lincoln Parish School Board follows the policies and guidelines set by the Louisiana DHH (Department of Health and Hospitals), Office of Public Health. The Lincoln Parish School Board also follows the Universal Precautions and Blood-borne Pathogen Standards set by OSHA (Occupational Safety & Health Administration). (**See District Handbook**)

CONCESSIONS

The concession stand will be open after students in grades 6–12 have eaten lunch. Concession items must be eaten only in designated areas near the gym. **Students may NOT carry concession items into other parts of the building. Be sure to place trash and containers in trash bins.**

CONTRABAND

Students shall **NOT** bring the following items to school (including, but not limited to): **Smartwatches, AirPods (or other bluetooth earbuds/headphones), CD's, MP3 Players, I-pods, Digital Cameras, Camcorders, Walkie Talkies, Blankets, Wallet Chains, Lasers, Fidget Toys (spinners/cubes/etc.), Dangerous Objects, Alcohol, Tobacco (including vaping product and nicotine gum), Drugs, ANY object that may be used as a weapon, Video Games (Nintendo DS, etc.), ANYTHING that may distract from the teaching and/or learning process, magazines that contain pornography, books that contain excessive profanity, and ANY items that SHS administration deems unsafe and/or unnecessary in the school environment.**

NOTE: If previously mentioned contraband items are brought to school, SHS or LPSB **shall not** be responsible for lost or stolen items. Items collected, except for cell phones, will be returned to a parent or guardian upon signature of the proper forms that will have to be filled out at SHS. If items are collected again, they will be returned only at the end of the school year. Otherwise, items will be donated to charity organizations. **(See ELECTRONIC TELECOMMUNICATION DEVICES, p. 24)**

COUNSELOR'S OFFICE

Counseling service is available to **ALL** students. Many problems, concerning both school and personal life, can be helped by talking to a trained person. The school counselor will be available to help you with these problems. Students wanting to see the counselor may do so before school, during lunch, and after school. The counselor will help you by providing information on grades, schedules, and courses. Also, she will counsel with you if you have a personal problem. Students who wish to see the counselor need to have a pass from a teacher or counselor before going to the office. You may not leave your class without a pass from your teacher. If the counselor is busy when you get to her office, sign your name on the roster and return to class. The counselor will call for you when she is available. **If the counselor is not in, do NOT wait. Return to class.**

The purpose of the counseling program is to help each individual student achieve their highest growth mentally, emotionally, and socially. We try to do this in several of the following ways:

1. Helping all students feel at home with new teachers and friends in a different setting.
2. Having conferences whenever a student, teacher, or the counselor deems it necessary.
3. Conducting a testing program designated to help the student learn as much as possible about their capabilities.
4. Encouraging the opportunity to talk things over with any student, parent, or teacher.
5. Encouraging our teachers to be a viable part of our counseling program.
6. Making students aware of different educational opportunities/requirements.

CREDIT RECOVERY/SEAT TIME RECOVERY

Students who fail to meet the attendance requirements or fail a class may use Saturday Detention to make up hours and/or credit beginning in the spring semester. Failure to recover missed time and/or credits may result in failure for that subject and/or not graduating.

CRISIS PLAN AND DISASTER DRILLS

A crisis plan has been written for Simsboro School covering almost every conceivable disaster or emergency. Practice drills will be held periodically throughout the year. During a drill, students should adhere closely to the teachers' instructions. A drill is no time for foolish or uncooperative behavior.

TORNADO DRILLS – A tornado procedure has been set up for the school. Students should make certain that they understand what they should do in case of a tornado, because any delay could be the difference between injury and safety.

When the tornado alarm is sounded, all students and teachers should report to their assigned areas of safety and kneel down with a book, binder, or hands clasped over the back of the head. Students should move quietly and quickly to their assigned areas of safety in order to hear instructions that are given by the principal or teachers. Your safety and health are dependent upon your following the rules of tornado safety. Procedures will be practiced often to help insure student's understanding and safety.

FIRE DRILLS – A fire drill plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students will leave the room. Before leaving the room, all windows are to be closed and lights are to be turned off. No one is to pass another or break the line. Running is NOT permitted.

Students are to remain at least fifty (50) feet away from the building until the signal is given by the principal or their authorized representative to return. Order is critical for the safety of the students.

LOCKDOWN DRILLS – A lockdown drill plan is posted in each room. Students should study the plan and become familiar with it. When the announcement for a lockdown is made, students will move to the most secure location in the room. All windows are to be closed and lights are to be turned off. Students are to remain completely silent and follow teachers’ instructions until the “all clear” signal is given by the principal or their authorized representative to return. Order is critical for the safety of the students.

EVACUATION DRILLS – An evacuation drill plan and map is posted in each room. Students should study the plan and become familiar with it. When the notice for evacuation sounds, students will leave the room. Before leaving the room, all windows are to be closed and lights are to be turned off. No one is to pass another or break the line of march. Running is NOT permitted.

Students are to evacuate in an orderly fashion to the appropriate evacuation site until the signal is given by the principal or their authorized representative to return. Evacuation sites are the ball field to the north or Madden Park to the south. If relocation is needed, then students will be bussed to Ruston Junior High School. Parents will be notified if off-campus relocation is required, and faculty members will follow the crisis plan if this option becomes necessary. Order is critical for the safety of the students.

“SHELTER IN PLACE” DRILLS – A “shelter in place” drill plan is posted in each room. Students should study the plan and become familiar with it. When the announcement for “shelter in place” is made, students will move to the middle of the room. Faculty members will secure air conditioners/heaters, air vents, doors, and windows to make the room secure. Students are to remain completely silent and follow teachers’ instructions until the “all clear” signal is given by the principal or their authorized representative to return. Order is critical for the safety of the students.

DANCES

Simsboro School has 2-3 school dances throughout the year. Dress must be appropriate. Dance beginning and ending times are determined by the sponsor(s). Parents must pick up their children promptly. Only 9-12 grade students may attend HOMECOMING and PROM. Students from other schools must have a Dance Permission Slip completed by their school. **NO ONE** over the age of 20 may attend any dance. **All fees must be paid and students must be in good standing with the school to attend any Simsboro Dance.**

DELIVERIES AT SCHOOL

Deliveries of flowers, balloons, candy, etc. are **NOT** allowed. Deliveries of food are **NOT** to be brought and will be **NOT** accepted by the office unless it is a class sponsored event. Students that ride the bus are **NOT** allowed to bring any glass or balloons on the bus.

DISCIPLINE/CORPORAL PUNISHMENT

Simsboro School administrators, with the backing of the Lincoln Parish School Board, operate on the premise that every child has the right to the best possible educational experiences. In that perspective, we hold the belief that no one has the right to interfere with a teacher’s right to teach or a student’s right to learn. This code of conduct is basic to all rules and regulations at our school. Therefore, we do not allow any student to display behavior that disrupts one’s teaching or learning. Although allowable by law following strict guidelines, corporal punishment will not be used at Simsboro School.

There are **basic schoolwide positive behavior expectations/rules** that must be followed inside and outside the classroom. The student must:

1. Be Prompt.
2. Be Prepared.
3. Be Polite.

Student Responsibilities

1. Keep track of your own work and responsibilities.
2. Be on time for class and begin your work promptly.
3. Ask for help when you need it.
4. Complete assignments and turn work in on time.
5. Accept responsibility for your actions.
6. Be respectful of all school and district employees.

Consequences

If a student breaks a classroom or school rule, he/she will be subject to consequences set by the teacher. A student who fails to display behavior which is acceptable to their teacher will be referred to an administrator. Consequences can include but are not limited to:

1. Counseling when appropriate and approved by an administrator
2. Parent/Principal Conference
3. Verbal Reprimand
4. Loss of Privileges
5. Recess Detention (grades K-2)
6. Lunch Detention (grades 6-12)
7. In-School Detention (grades K-12)
8. Saturday Detention
9. Suspension
10. Recommend Expulsion

Pre-Referral Process for Discipline of Elementary

SHS has a pre-referral discipline program for grades K-5. It is a three-step process that is used for minor offenses to prevent automatic referrals. It requires written work from the student who is being disciplined. It is designed to teach the student about self-control and student responsibility. It is also designed to get the parent/guardian more involved in the discipline process.

Should a student fail to comply with these rules he/she can expect the following:

- **Pre-Referral Step 1:** This lets the student know that it is his/her first step toward an official office referral. They are reminded that they have shown a pattern of negative behavior that has taken away from the time their teacher uses to teach. A paragraph is assigned for them to write/return to their teacher the following school day. The teacher will ask for it to be signed by the parent/guardian. Failure to copy the paragraph and/or to have the pre-referral signed by a parent and returned on the specified day will result in a Step 2 pre-referral being assigned to the student.
- **Pre-Referral Step 2:** This process is the same. Teacher will attempt to contact the parent by phone.
- **Pre-Referral Step 3:** This process is the same.
- At this point the teacher has also made some kind of physical or verbal contact (conference, telephone conversation, etc.) with the parent/guardian. Hopefully, a positive plan of action can be created for the student.
- Once the student has received the three pre-referral steps, then an Office Discipline Referral is written and sent to the office. This can result in lunch detention, in-school detention, out-of-school suspension, expulsion from school, or whatever punishment is deemed necessary by the administrator.
- An Automatic Referral can also be written under the following circumstances:
 1. if the pre-referral step process does not work
 2. for severe misbehavior such as fighting, etc.
 3. for blatant disrespect or blatant disregard for school rules

Pre-Referral Process for Discipline of Junior High and High School

SHS has a pre-referral discipline program for grades 6-12. It is a three-step process that is used for minor offenses to prevent automatic referrals. It requires written work from the student who is being disciplined. It is designed to teach the student about self-control and student responsibility. It is also designed to get the parent/guardian more involved in the discipline process.

Should a student fail to comply with these rules he/she can expect the following:

- **Minor Infraction 1:** At this point, the student has already received a verbal warning, nonverbal cues, and/or redirection in the form of strikes. The teacher will contact the parent/guardian by phone, and the student will complete a written assignment. In addition, the teacher may choose to assign other interventions.
- **Minor Infraction 2:** The teacher will contact the parent/guardian by phone, and the student will complete a written assignment. In addition, the teacher may choose to assign other interventions.
- **Minor Infraction 3:** The teacher will contact the parent/guardian by phone and assign a Discipline Essay. In addition, the teacher may choose to assign other interventions.
- At this point the teacher has also made contact (via conference, telephone conversation, etc.) with the parent/guardian. Hopefully, a positive plan of action can be created for the student.
- When a student has committed their 4th Minor Infraction, an Office Discipline Referral will be written and sent to the office. This can result in morning detention, lunch detention, in-school detention, out-of-school suspension, expulsion from school, and/or any disciplinary action deemed necessary by the administrator.
- An Automatic Referral can also be written under the following circumstances:
 4. If the pre-referral step process does not work
 5. for severe misbehavior such as fighting, etc.
 6. for blatant disrespect or blatant disregard for school rules

Simsboro School expects students to be well behaved while attending school or any school activity and to conduct themselves in an appropriate manner at all times. This comes through the development of self-motivation and self-control on the part of the student, and through the positive intervention and support of the parent. We feel this Step Process will help to achieve both. Thank you for your support in the education of your children here at SHS.

DRESS CODE/UNIFORM POLICY

The purpose of a dress code is to ensure an effective learning environment, to maintain a favorable school image, and promote positive self-images among students. Cleanliness and neatness are key elements to an effective dress code and are vital to a student's preparation to learn.

Consequences of improper dress code will be referrals to administration. Students will be sent to IN-SCHOOL DETENTION if not in compliance. Referrals can be made by any staff member. Dress code will begin the first day of school and be enforced all year. All decisions regarding dress code are at the principal's discretion.

The dress code may be amended by the administration as deemed necessary. The Simsboro dress code includes but is not limited to the following:

General Dress Code Rules:

1. Apparel should be worn as designated, i.e. belts buckled, pants at the waist, shoestrings tied, etc.
2. Clothing should be clean and free of holes, tears, cuts, rips, fraying, and writing.
3. A uniform shirt, uniform t-shirt, or uniform sweatshirt (a uniform shirt/t-shirt must be worn under a uniform sweatshirt) must be worn at all times.
4. The uniform MUST be in the correct size to avoid any sagging. NO oversized or excessively tight clothing is allowed.
5. ALL shirts and blouses must have sleeves. Undershirts, tank tops, halter tops, low-cut blouses, crop-tops, and spaghetti straps are NOT allowed to be worn as your regular top.
6. Clothing that allows the showing of undergarments shall not be worn. See-through apparel is not allowed.

7. Sunshades are NOT permitted.
8. Hoodies and hooded jackets are NOT permitted. This includes pull over and zip up hoodies.
9. JEWELRY – No excessive jewelry allowed. Necklaces with medallions may NOT be worn.
 - All students will be allowed to wear one set of stud earrings. Earrings must be worn in/on the ear lobe.
 - Body piercings such as nose, brow, tongue, lip, etc. ARE NOT allowed.
 - Jewelry, accessories, and piercings must not create a distraction or safety hazard (administrator discretion).
10. Body or face glitter is not allowed.
11. Tattoos must be covered if they contain inappropriate (as determined by the administration) words, symbols, and/or pictures. Tattoos and/or temporary tattoos ARE NOT allowed on elementary students. This includes stick-on tattoos and water-soluble tattoos.
12. NO baseball style caps, hats, sweat bands, bandannas, or excessive head coverings allowed on campus or on the bus. Headbands of 1" width are allowed. All others are not permitted. All will be taken and will not be returned until the end of school. Students may wear toboggan caps to school during cold or inclement weather provided they are not worn inside any school building.
13. No picks or combs are to be worn.
14. Students may wear gloves to school during cold or inclement weather provided they are not worn inside any school building.
15. Hair: Hair designs which cause undue attention and are distracting from the educational environment as determined by the administration are not allowed.
 - In addition to the student's natural hair color, only one additional color (i.e. blue, green, purple, etc.) can be worn. Hair color must not create a distraction or safety hazard (administrator discretion).
 - Students must wear his/her hair in a style that does not impair their eyesight.
 - Hair pieces and feathers are distracting and are not permitted. Also, no beads, shells, etc. are permitted in braids.
 - No Mohawks, fauxhawks, or extreme spikes allowed.
16. False fingernails of any kind are NOT permitted for students in grades PK-5.

Shirts:

- ALL STUDENTS:
 - **A uniform shirt, uniform t-shirt, or uniform sweatshirt must be worn at all times.**
 - **MONDAY THROUGH THURSDAY: Students may wear OFFICIAL Simsboro spirit shirts from the current school year or the previous school year ONLY - OR - white, purple, or navy oxford or polo style shirts.**
 - **No other spirit t-shirts are allowed Monday through Thursday. This includes homemade Simsboro shirts or shirts that are representative of Simsboro athletic programs, clubs, etc. These shirts may only be worn on Fridays or other days designated by administration.**
 - Slogans/pictures on undershirts should not be seen through the uniform top.
 - Polo/oxford shirts with club/organization/athletic logos are not allowed except for on spirit or approved days.
 - Turtle/mock neck shirts may be worn as undershirts only.
 - Undershirts must be solid white, purple, black, gray, or the same color as the uniform shirt being worn.
- GRADES PK-5:
 - Shirt tails must be long enough to stay tucked in at all times.
 - Undershirts must be solid white, purple, black, gray, or the same color as the uniform shirt being worn.

Bottoms:

- ALL STUDENTS:
 - Solid navy or khaki in color; must be hemmed at the bottom, no cuts or rips
 - Correct sizes must be worn; NO sagging, excessively large, or excessively tight pants
 - Hip huggers, parachute pants, hammer pants, khaki/colored jeans, cargo pants or shorts (pockets on the legs), sweatpants, wind suit pants, sweatpants, or carpenter pants are NOT permitted.
 - **Skirts, shorts, or skorts must be worn at the waist and be less than 3" from the center of the kneecap.**
 - **Shorts or solid color leggings (white, navy, gray, brown, or black only) MUST be worn underneath skirts.**
- GRADES PK-5:
 - Cotton or cotton polyester twill (no knit, rayon, or denim)
 - NO logos allowed
 - No cargo pants/shorts (pockets on the legs)
 - All girls must wear matching bloomers or shorts under skirts.

Belts:

- ALL STUDENTS:
 - Standard sized buckle only
 - No designs, glitter, words, pictures, studding, studded holes, etc. allowed
- GRADES PK-5:
 - Brown, tan, black, or navy
 - Must be worn if bottoms have belt loops

Shoes:

- GRADES PK-5:
 - Elementary students **must** wear athletic shoes without skates, lights, or cleats.
 - Boots or Crocs are **not** allowed at any time.
- GRADES 6-12:
 - Must be closed toe and closed heel (Toe shoes are **not** permitted)
 - House shoes/moccasin style shoes, flip flops, Crocs, slides, and swim shoes are **not** permitted
 - Students in grades 6-12 must wear athletic shoes to school or bring athletic shoes with them to school in order to participate in Physical Education (PE) classes.

Socks/Leggings:

- ALL STUDENTS:
 - Leggings must match and be a solid color white, navy, gray, brown, or black only
 - Leggings are not permitted to be worn as pants
 - One pair of matching socks
 - No knee socks are allowed.

Sweaters/Coats/Jackets/Sweatshirts:

- ALL STUDENTS:
 - Hoodies and hooded jackets are **NOT** permitted (zip-up or pullover).
- GRADES PK-5:
 - Must completely open down the front
- GRADES 6-12:
 - **Students ARE NOT allowed to wear jackets to school until October 1st.**
 - **If a student wears any type of jacket that will remain on all day, it must be a SOLID color. No logos or emblems over 1 inch are allowed, except Simsboro logos. No stripes, designs, etc.**
 - **Teachers may ask students to remove jackets while in classrooms.**

- Uniform shirts must be visible with collar showing.
- Jackets of choice, including those with a school-sponsored logo, may be worn. Jackets from other schools ARE NOT allowed.
- NO long coats, dusters, or trench coats shall be permitted.
- The following pullover sweatshirts are allowed:
 - SHS Sweatshirts- Official SHS gear from previous or current school year
 - **Solid** navy, black, white, gray, or purple
- Team gear and travel suits are only allowed on game days per administration approval.
- Letterman jackets – only Simsboro High School letterman jackets allowed

Face Masks/Neck Gaiters/Face Shields

- Whether or not masks/face coverings are required or optional each day at school will be based on the current COVID-19 restrictions and guidelines.
- Face masks should be disposable or a solid color; any logos should be limited to SHS logos.
- Neck gaiters are an acceptable alternative to masks provided that they adequately cover the mouth/nose and do not cover the head. Neck gaiters should be a solid color; any logos should be limited to SHS logos.
- Face shields are not allowed at this time.

Spirit Day Attire

- ALL STUDENTS:
 - Students may wear any Simsboro spirit shirt or sweatshirt (Ex. athletic or club t-shirts) on FRIDAY and other designated days set by the principal.
 - No blue jean/denim shorts are allowed.
 - Students may wear jeans on FRIDAY and other designated days set by the principal. Jeans must be free of holes, rips, tears, wording, etc. Jeans designed and bought with holes, rips, tears, or the appearance of tears will not be allowed. *Jean days are a privilege and can be taken away by administration.

If you have any questions about what is allowed, please check with the office at SHS first. Keep all receipts in case an item of clothing is not acceptable. Anything deemed inappropriate by the SHS faculty and staff will result in parental contact so that the student may be brought a change of clothes. The student will be placed in in-school-detention until a change of clothes arrives. All decisions regarding dress code are at the principal's discretion.

DRUG-FREE ZONES

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 100 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as Drug-Free Zones. The Lincoln Parish School Board, in cooperation with local government agencies, and the State Department of Education, shall designate and mark Drug-Free Zones which surround all schools and school property. **(See District Handbook)**

DUAL ENROLLMENT/CLEP

Simsboro High School has teamed with local community colleges and universities to offer Dual Enrollment courses in which students may earn high school and college level credit. To be eligible, students must be at least 16 years of age, reach junior status, and meet certain academic standards including PLAN/ACT score requirements. There is a fee associated with these classes. Interested students should see Mrs. Vernon.

Simsboro High School is also a certified College Level Examination Program (CLEP) school meaning that students can now demonstrate mastery in college-level material in subjects additional to dual enrollment courses. There is a fee associated with these tests. Interested students should see Mrs. Vernon for more information.

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

The Lincoln Parish School Board shall require that all communications between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

All electronic communication, including electronic mail, by an employee to any student enrolled in a public school in this school district relative to the educational services provided to the student shall use a means provided by or otherwise made available by the school system for this purpose and the School Board shall prohibit the use of all such system means to electronically communicate with a student for a purpose not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by the School Board.

Any electronic communication made by an employee to any student enrolled in a public school in this school district or that is received by an employee from any student enrolled in a public school in this school district using a means other than one provided by or made available by the school system shall be reported by the employee in a manner deemed appropriate by the School Board. Records of any such reported communication shall be maintained by the School Board for a period of at least one (1) year.

The School Board may authorize a school principal, or his/her designee, to permit an employee at the school to contact one or more specifically identified students enrolled at the school and be contacted by such student or students using a means other than one provided by or made available by the school, provided the employee has requested and received permission from the principal, or his/her designee, to do so and has provided documentation in writing to the principal, or his/her designee, stating the purpose or purposes for such contact. Such purposes may include but need not be limited to necessary communications relative to extracurricular activities, student athletic activities, community-based youth activities such as scouting, and faith-based activities such as a youth group sponsored by a religious organization.

DEFINITIONS

1. **Electronic Communication** includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks. It shall also include transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School Board issued devices.
2. **Electronic mail** – the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.
3. **Computers** – pertains to any and all computers.
4. **Social networks** – locations on the Internet where users may interact with other users -- examples are Facebook, MySpace, YouTube, and other social networks sites available on the internet.
5. **Improper or inappropriate communications** – any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.
6. **Proper communications** – any verbal, written, or wireless communication that would be viewed by any reasonable person to be harmless, wholesome, and void of wording that may be considered questionable in content.

NOTIFICATION

The School Board shall ensure that at the beginning of each school year each employee, student, and parent, or other person responsible for a student's attendance, be notified of the provisions of this policy and any related procedures or practices regarding communications between employees and students.

The parent or other person responsible for a student's attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by any school employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the school.

INAPPROPRIATE COMMUNICATIONS

The Lincoln Parish School Board is aware that changes in technology have revolutionized the methods and devices now available to communicate with others. While these changes have expanded the ability to communicate, the Lincoln Parish School Board is concerned about inappropriate use of these communication devices between school employees and students. The School Board is aware that the reputations and careers of students and educators across the nation have been destroyed due to inappropriate communications.

Therefore, it is the intent of the Lincoln Parish School Board to make all employees and students aware of the expectations and procedures of the school system and the School Board in regard to proper use of all telecommunication devices and computers if used to communicate with one another. The policy is not intended to limit the use of technology as an effective teaching tool.

In addition to reporting communication to or from students not made through the means provided by the school system, employees must report to their supervisor at the first opportunity available, *any* student-initiated communication that may be construed as inappropriate.

Employees shall be required to comply with all policies, procedures, and practices established by the School Board regarding direct communications with a student, and any failure to do so may result in disciplinary action, up to and including termination of employment. Extreme circumstances may constitute willful neglect of duty. Should an employee's failure to comply also violate state or federal law, the Superintendent or his/her designee shall report such violation to the proper authorities.

REGULATIONS

1. All electronic or other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.
2. Employees shall be required to have a clear understanding of Board policy concerning the use of personal and/or Board-issued cell phones and computers, as well as any other telecommunication or electronic device.
3. Employees are required to report to their supervisor at the first opportunity available, any student-initiated communication that may be construed as inappropriate in content as outlined in this policy.
4. Any employee who has a legitimate need to communicate with students by any means of electronic and/or telecommunication devices shall be required to request from their supervisor the necessary form for approval. The supervisor shall approve or deny the written request as indicated on the form with his/her signature. If permission is denied, the supervisor shall retain the denied request for documentation.
5. If approved, the employee shall be given the approved form. The employee shall then make a copy for each student he/she is approved to contact and shall proceed with securing the required signatures from students and parents. The signatures indicate that all parties who sign are in agreement with the stipulations listed on the form. The completed forms are to be kept on file by the supervisor for the duration of the school year in which it is signed.
6. If at any time, a parent wishes to rescind approval of this agreement, the **parent** must contact both the approving supervisor and the employee. The request must be in writing, dated, and signed by the parent, and given to the supervisor to void the agreement. The supervisor will file the parent request with the original authorization form for documentation. **At this point in time, the employee/student shall be required to cease all telecommunications with one another.**

ELECTRONIC TELECOMMUNICATION DEVICES

Students shall be allowed to possess a cell phone on school campus during the instructional day. This includes the school buildings, grounds thereof, school buses, and/or while participating in extracurricular activities. However, the use of cell phones shall be strictly prohibited unless authorized by the principal or school designee.

Cell phones are to be turned off at all times and not displayed in any way; they are to be stowed in the student's locker, school bag, purse, or pants pocket. It is not allowed for the phone to be left hanging on the outside of a pocket on a clip or holster. Possession and/or use of other electronic and telecommunication devices such as iPods, iPads, MP3, CD players, by students shall be strictly prohibited unless authorized by the principal or school designee. The school will not be responsible for lost or stolen cell phones or electronic devices.

A violation of these provisions may be grounds for disciplinary action, including but not limited to suspension from school.

Nothing shall prohibit the use and operation by any person, including students of any electronic telecommunication device in the event of an emergency. *Emergency* shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

Lincoln Parish Cell Phone Violation Discipline Procedure

1. **Cell phones MUST be powered OFF and MUST be concealed from view at all times.**
2. If a student's phone is seen or heard, it will be taken and sent to the appropriate administrator. Students will **NOT** receive a referral on the first or second offense unless they refuse to relinquish the phone to the requesting faculty/staff member.
3. On the first offense, the student's parent/guardian will be contacted, and the student may get his/her phone back by paying a \$10 fee.
4. On the second offense, the student's parent/guardian will be contacted, and the student may get his/her phone back by paying a \$15 fee.
5. The phone will be kept by administration until the fee is paid.
6. On each subsequent violation resulting in a phone being taken (after the second offense), the student will receive a referral, and the parent/guardian must come to the school to pick up the phone. No fee will be charged after the second offense.
7. Fees will only be collected at the end of each school day. Students may **NOT** leave classes during the day to pay fees.
8. AirPods, smartwatches, and similar devices will **NOT** be allowed on school campuses or on school buses. If these items are brought to school, they will be treated in the same manner as cell phones.

EMERGENCY CLOSING OF SCHOOLS

The Superintendent shall be authorized to close schools if prevailing or potential hazards threaten the safety and well-being of pupils and employees. Consideration shall be given also to the closing of schools when extreme weather conditions become detrimental to the health and safety of pupils and staff or when the learning process is seriously impaired. The decision to close schools shall be made by the Superintendent or his/her designee.

When feasible, the Superintendent shall consult with members of the School Board, appropriate professional staff, and/or appropriate community agencies. Public announcements to news media (*KPHC 99.3 FM, KXKZ 107.5 FM, and Cable Channel 20*) shall be made by the Superintendent or his/her designee. In case of the delayed opening and/or early dismissal of school due to emergency conditions, teachers are expected to report at least fifteen (15) minutes before pupils arrive and remain at least fifteen (15) minutes after pupils are dismissed. Exceptions may be made in individual cases when circumstances warrant.

EXTRACURRICULAR ACTIVITIES AND CLUBS

The school provides a broad range of club activities of interest to students with diverse backgrounds, interests, and abilities. The individual needs of the students are recognized and provided for by the faculty sponsors. Every effort is made on the part of the school to encourage the development of a positive self – concept in each student. The following clubs are offered at SHS:

Baseball	FBLA	Student Council
Basketball – Boys*	FCCLA	Track*
Basketball – Girls*	FFA	Yearbook
Cheerleading	NHS and NJHS	4-H*
Chess Club	Softball	P7 Bible Club
Cross Country*	Golf	

*Elementary students are able to participate in 4-H, cross country, and track. Students in grades 4 and 5 are eligible to participate in elementary basketball. Some students in fifth grade may also be able to participate in junior varsity basketball, baseball, and softball.

Clubs may have a fee associated with membership. Club meetings will be scheduled at Simsboro School through the principal.

FEES

Simsboro School will charge a non-refundable \$15 service fee for the school year for all grades. This money is used for student related materials or services, including but not limited to: technology, instructional supplies, paper, copiers, lockers, and student folders. Other classroom fees may be assessed at the discretion of the principal. Information will be given by each classroom teacher.

FIGHTING CONSEQUENCES

Simsboro School and Lincoln Parish have a **ZERO TOLERANCE** policy as relates to fighting in school and at school events. There will be a minimum automatic three-day out-of-school suspension for anyone caught fighting. Additionally, the appropriate police authorities will be notified.

FIELD TRIPS

We believe that field trips are a viable part of the educational process. However, sometimes the cost is prohibitive. Because of this, students may be asked to pay a small fee when their class takes a trip to pay for transportation, cost of admission, etc. Advance notice will be given. **ALL** school rules apply while on field trips, and the dress code will be determined by the teacher and administration. Written parental consent must be given for a student to attend a field trip. Only school personnel are allowed to accompany students on field trips. Family members may not attend field trips as part of the school sponsored group.

NOTE: Participation in field trips is a privilege, not a right. Students are considered ineligible to participate in field trips if they have excessive disciplinary referrals or an out of school suspension. A student's overall discipline history will be reviewed, and the principal and/or elementary director has the authority to deny or grant a student the opportunity to participate in field trips. In such cases when a student is denied, a regular academic work day will be provided for that student. If for any disciplinary reason a student is not allowed to attend a field trip, the money paid by that student **will not be refunded** and will be deposited into a general fund for the field trip.

FUNDRAISING SALES

The school does not permit unauthorized selling of any items at school, regardless of whether it is for personal profit or for a nonprofit organization. All fundraising must go through the procedure set for fundraising at SHS. Candy and other items from outside sources are **NOT** to be sold at the school by students or teachers. **There will be NO refunds for fundraisers.**

GANG ACTIVITY

It is the policy of Simsboro School and the Lincoln Parish School Board to prohibit the existence of gangs and gang activities within the school, on school property, and at any school-related function. The term "Gang" means a group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity. **(See District Handbook)**

GENERAL RULES OF CONDUCT

- Students should comply with reasonable requests made by faculty or staff.
- **Medications** are to be administered only by designated, trained employees chosen by the principal and only after proper paperwork has been completed by a doctor and certified by the school nurse. **NO STUDENT MAY USE, POSSESS, OR DISTRIBUTE ANY MEDICATION ON CAMPUS. ALL USE, POSSESSION, OR DISTRIBUTION MUST BE REPORTED TO THE PRINCIPAL IMMEDIATELY.**
- **Cell phones may NOT be ON and should be CONCEALED from view at all times.**
- Gambling is forbidden at Simsboro School.
- Soft drink cans, candy wrappers, and other trash are to be placed in the waste containers.
- NO drinks will be allowed on campus or in the classroom with the exception of clear, unflavored bottled water ONLY. Drinks purchased from concessions should be consumed during lunch and disposed of prior to re-entering the building.
- NO food will be allowed in the classroom. **ALL** food brought to school must be in a lunch box or bag and must be eaten inside the cafeteria.
- With the exception of the gym, all running and playing inside the building is prohibited.
- The auditorium and gym are to be used for organized activities under the direct supervision of a faculty sponsor. Street shoes are not to be worn on the gym floor.
- Grades 6-12 students are to be dropped off in the front of the school. Grades PreK-5 students are to be dropped off in the back. **NO EXCEPTIONS.**
- The **gym and gym lobby are off limits to students unless under the supervision** of a teacher. **NO GUM in the gym** during school hours.
- Students may not loiter (stand around) in the restrooms or unsupervised areas.
- During class periods, students are expected to be in their classrooms. If it is necessary for a student to be at any other place, he must have a signed permit or pass (Administration Slip, Library Pass, or approved Hall Pass).
- **Students are not to bring fast food packaging, soft drinks, or other drinks to school.**
- All lunches should be brought to school in a lunch box or brown paper bag.
- Students are not allowed to bring blankets to school.
- Sunglasses should not be worn in the building unless by doctor's prescription.
- **Students may enter the building beginning at 7:25. Before school and before/after lunch, students should quickly move to the designated area. In the morning, students should not go to their lockers until after the first bell has rung. In inclement weather, students may wait for the bell in designated areas. Students must always wait in supervised areas.**
- Students arriving after the first tardy bell **MUST** check in through the office.
- No inappropriate physical contact will be made between students.
- No weapons and/or metal combs will be allowed at school.
- Any student found guilty of possessing, using, or discharging **fireworks** in any manner on school property may be suspended or expelled from school as well as face other serious consequences.

- School telephones are to be used by students only for emergencies. Permission must be obtained from office personnel to use the telephone. Students are **NOT** to be released from classes to make telephone calls.
- Students should walk on the right side of the hall to prevent confusion.
- Books, book bags, purses, or other personal items should **NOT** be left unattended on campus.
- **Students may be denied participation in field trips or activities if they would miss a class that they are failing, have poor attendance, or have serious misconduct.**
- **Possession of stolen property is a serious violation of school rules with possible severe penalty.**
- Appropriate “dressy” attire must be worn by all students participating in or being honored at any awards program or banquet.
- **No “over shirts”** may be worn over a uniform shirt. Jackets, sweatshirts, sweaters, etc. must be worn so the collar of the uniform shirt is visible.
- **Students are discouraged from bringing large amounts of money or expensive items to school.**
- **Student Cleanliness** – Student cleanliness is of utmost importance. Odors from students or clothing may disrupt the learning process for others and may cause a lack of self-confidence if a student is identified as having an odor. Students should make every effort to be dressed appropriately, have no foul or overly perfumed odors, and exhibit cleanliness of nails, hair, skin, and clothing.

GRADING PERIODS

Mid 9 Weeks	End of 9 Weeks	Report Cards	# of Days
September 19	October 27	November 2	44
December 5	January 19	January 25	42.5
First Semester			86.5 days
February 21	March 22	April 4	43
April 23	May 23	May 23 (or mailed)	38
Second Semester			81 days
Total Days			167.5

GRADING SCALE

K – 12 Students		9-12 Dual Enrollment/Honors Courses	
Percentage Score	Letter Grade	Percentage Score	Letter Grade
93 – 100	A	90 – 100	A
85 – 92	B	80 – 89	B
75 – 84	C	70 – 79	C
67 – 74	D	60 – 69	D
0 – 66	F	0 – 59	F

GRADUATION REQUIREMENTS

In order for a student to be eligible to participate in graduation exercises at Simsboro School, the following conditions **must** be met:

- **ALL** class requirements necessary for graduation must be successfully completed no later than 3:21 P.M. on the last regular school day for seniors as designated by the school calendar. Any exception must be approved by the school principal.
- **All fines, fees, and charges must be satisfactorily cleared by 3:21 P.M. on the last regular school day for seniors as designated by the school calendar. Exceptions must be approved by the principal.**

- Students must wear caps and gowns and appropriate shoes and undergarments in order to participate in practice and the ceremony. **The cap and gown must be ordered from the school selected vendor by October 1, 2024.** Students may order other graduation supplies at their own discretion, but no student will be allowed to participate in the practice or ceremony unless that student has ordered a cap and gown from the school selected vendor. **You may not borrow a cap and gown.**
- In addition to completing a minimum of 24 Carnegie Units of Credits, the student is required to pass the EOC/LEAP tests and/or JumpStart Credentials.
- **Students should be in good standing with the school to participate in graduation. Students who participate in or are present during vandalism of the school may be denied the privilege of participating in graduation by administration. Also, criminal charges may be brought upon the student.**
- Any graduating senior who commits a major or criminal infraction after or near the last regular class period as upheld by the Superintendent or his/her designee shall be excluded from year-end activities, including graduation exercises. Diplomas may be given or mailed to the student after the close of the school year.
- Students **MUST** participate in graduation practice.
- Students **MUST** know the Alma Mater and be able to recite it from memory.
- Students must adhere to the following attire:
 - All black, except white button-down shirt
 - Black shoes, black socks, black pants, black dresses, and/or black skirts.
 - Skirts or dresses must come below the knee.
 - Skirts and dresses must not have slits.

HALL PASSES

All students must have a hall pass when out of class during instructional time. An administrator or teacher may ask to see this hall pass. Restroom passes are to be granted only in cases of extreme emergencies or for medical reasons (doctor’s note required).

HOMECOMING

Homecoming is held at Simsboro School in the winter each year. Requirements for Homecoming Court Elections are as follows:

1. Must have at least 2.5 GPA.
2. Must have attended Simsboro School the previous year.
3. Must owe no fees. These include school fee, class dues, club fees, and any athletic fees.
4. Must be active in at least two (2) sports, clubs or school organizations with membership beginning by October 1.
5. Must be in good standing with the school. No more than two (2) in-school or Saturday detentions and **ZERO** out-of-school suspensions.

*Homecoming court escorts must meet the same requirements as the court.

If the Homecoming Court participants wish to leave campus for lunch, appropriate check out procedures MUST be followed. This privilege is granted ONLY to the Court participants on Homecoming Day.

HONOR CLASSES

To be considered for Honors classes, students must earn 5-6 points as outlined in the table below. Students who earn 4 or fewer points may appeal to the administration for consideration.

GPA (core classes only)	“A” average = 2 points	“B” average = 1 point
Test Scores	Advanced = 2 points	Mastery = 1 point
Teacher Recommendation	Teacher may assign a score ranging from 0-2 points	

HONOR GRADUATES

The criteria for Honor Graduates is detailed below. A student's final rank, which appears only on the final transcript, will be based upon his/her weighted grade point average.

Honor Graduates beginning with Class of 2024

- Minimum of 12 Carnegie units of honors credits
- Highest Honor Graduates must have All A's and a 3.5 GPA and above
- Honor Graduates must have no grade lower than a B and a 3.5 GPA and above

HONOR ROLL

At the end of each grading period and semester, an Honor Roll list will be compiled containing the names of students who average "B" (3.00 GPA) or better for all of their academic classes. Students that have a "C" will not be on the honor roll regardless of GPA. Students who receive all "A's" (4.0 GPA) in all academic subjects will be listed on the Principal's List.

IMMUNIZATIONS

The Louisiana State Legislature passed a law concerning immunizations for school age children (RS 17:170). The Lincoln Parish School Board requires every child to have a current immunization record to comply with this law. These immunization requirements must meet the standards set by the Louisiana DHH (Department of Health and Hospitals), Office of Public Health.

IN-SCHOOL DETENTION, SATURDAY DETENTION, SUSPENSIONS, AND EXPULSIONS

In-School Detention

In-school detention (ISD) is used at Simsboro School as a method of intervention before an out-of-school suspension is given.

- While in ISD, a student is not counted absent from school and the student may continue daily assignments prepared by the regular teacher.
- Students' assignments will be sent to ISD by the teacher.
- Students are assigned to ISD for behavior referrals such as dress code violations, playground infractions, willful disobedience, etc.
- A student may be assigned to ISD for 1-5 days depending on the severity of the referral and the number of previous referrals.
- A student will not be sent to ISD for more than two (2) consecutive times before the student is subject to an out-of-school suspension.
- **If a student chooses not to cooperate while in ISD, an out-of-school suspension is assigned.**

Saturday Detention/Seat Time Recovery/Credit Recovery

Saturday detention may be used at Simsboro School as a method of intervention before an out-of-school suspension is given. Saturday detention may also be used for credit/seat time recovery.

- Every Saturday as needed during the spring semester.
- Hours will be from 8:00 am to 12:00 pm.
- All school rules apply. (Student must be in school uniform)
- Students will not be permitted if they are late.
- Students are not allowed to sleep. They must have classwork to complete.
- **If a student chooses not to attend or cooperate while in Saturday Detention, an out-of-school suspension may be assigned.**

Out-Of-School Suspension

Suspension from school and school activities will be a last resort in the discipline process unless a single act is severe enough to merit such. A suspension may be for a period of 1-9 days. If suspension is merited, an attempt will be made to contact the parent by the phone and a letter will be mailed in each case. The parent will sign the suspension notice and return it to the school.

Students who are under suspension will NOT be allowed to attend or participate in field trips or after school activities; including athletic events. Out-of-school suspensions begin at 3:21 PM on the day before the listed start date and end at 7:25 AM on the listed return date.

Students may be subject to out-of-school suspensions for the following reasons, include but not limited to:

1. Excessive referrals (normally on the third referral, but the number depends on the severity of each referral)
2. Intimidation of teachers or students
3. Disrespect to any school official or student
4. Willful Disobedience
5. Defacing school property
6. Profanity and/or obscenity
7. Stealing
8. Fighting
9. Immoral or vicious practices
10. Truancy
11. Repeated tardies
12. Failure to attend in-school or Saturday detention
13. Habitually in violation of any rule
14. Traffic or safety violations
15. Leaving school or classroom without permission
16. Any behavior that is considered dangerous or disruptive
17. Being uncooperative while in ISD and/or Saturday detention
18. Possession of a weapon not federally prohibited (ex. Lasers)
19. Any offense which is inappropriate for school and is deemed necessary by the administration to suspend
20. Possession of any prohibited substance, including OTC medications.
21. Social media threats if the threat disturbs the school causing fear, anxiety, or uncertainty; OR if a threat directed at an individual student causes a safety concern on the part of the student or his/her parents.

Expulsions

According to Louisiana law, the principal shall immediately suspend a student who is found carrying or possessing a firearm, knife, or any dangerous substance, device, material, or chemical governed by the Uniform Controlled Dangerous Substance Law, in any form. This includes bomb devices and materials / chemicals to make a bomb, gun powder, shells, cartridges, and any object fashioned, shaped, purchased, or stolen for the purpose of inflicting harm to persons or property.

The principal shall immediately recommend the student for expulsion in accordance with the law. (ex: the Lincoln Parish Disciplinary Handbook.) A student may also be recommended for expulsion upon a fourth out-of-school suspension. Before a student may return to school after the **second** and **third** out-of-school suspension, the parent(s) and student may be called to have a conference with the administrator at the school. These conferences will be to communicate with the parents in an attempt to prevent an expulsion from school.

Expulsion Process:

1. Parent is notified by the school (phone or letter).
2. School makes a request for a hearing at the LPSB.
3. LPSB notifies the parent and school of the hearing date.
4. Hearing is held and a decision is made by the LPSB. (Student may be sent to home school, placed in an alternative setting, or expelled from Lincoln Parish schools for a designated amount of time.)

Please see District Handbook for additional information concerning Drug use, Firearms, or Knives.

INSTRUCTIONAL TIME

The administration and faculty at Simsboro High School are committed to maximizing the time a student spends at school each day. Every effort is made to NOT interrupt the teaching/learning environment. We strive to keep students on task with quality lessons outlined by the Louisiana State Standards.

INSURANCE

Lincoln Parish **does not** offer liability insurance. Any athlete must show proof of insurance before being allowed to play or practice.

INTERSCHOLASTIC ATHLETICS

The Lincoln Parish School Board believes that the competitive athletic program is a part of the overall educational program of the school system. It also believes that the athletic program should be closely coordinated with the general instructional program of the school, and that the aims achieved through athletics should justify its inclusion in the overall educational program.

The amount of release time that a student may spend out of the classroom for extracurricular activities shall be a maximum of three (3) school days. School principals shall have the authority to determine what may be scheduled for the extracurricular release time. A report on the amount of release time for extracurricular activities shall be submitted monthly.

ATHLETIC PROGRAM

Interscholastic athletics may be made available for students in the schools of the school district. The Superintendent or his/her designee shall develop and maintain an athletic program in the school district that emphasizes participation of all students. The conduction of all athletic programs within the school district shall comply fully with regulations of the *Louisiana High School Athletic Association* (LHSAA) and policies of the School Board. The School Board shall allow students to participate in as many sports activities and academic activities as he/she is capable of participating in without fear of reprisal.

PARTICIPATION REQUIREMENTS

No student shall be permitted to practice or participate in any interscholastic athletic program in any public school of the Lincoln Parish School Board until such student shall have furnished to the principal of the school documentation that he/she has met the following requirements:

1. Evidence of having had a physical examination by a licensed physician who shall have completed documentation as required by the Louisiana High School Athletic Association (LHSAA).
2. Properly complete a *School Entrance and General Health Exam Form/ LHSAA Medical History* and pass a medical examination by a licensed physician prior to the first time he/she participates in a sport in a LHSAA school. Physicians may continue to use the original *LHSAA Sports Physical Form* in performing sports physicals. In addition, parents shall be required to complete the *Authorization for Release of Confidential Information*.
3. Once a student passes the initial medical examination and completes an *LHSAA Medical History Form* prior to the sports season in which he/she participates, he/she shall annually pass any medical screening or medical examination required by a licensed physician and shall update his/her *LHSAA Medical History Form* as required.
4. A copy of all completed and signed medical examination and participation/release of information forms (and any others required by the School Board) must be on file at the school for every student before he/she practices or participates in interscholastic athletics during that school year.
5. An agreement signed by the student's parent(s) or legal guardian(s) to hold the School Board and its members, employees, agents, assigns and insurers harmless from and against any liability for any accidents involving the student while participating in such athletic activities and any injuries suffered by

the student during, or as a result of, such participation. The agreement shall also authorize team physicians to treat the student in the event of an injury requiring emergency treatment.

6. Students shall sign a form consenting to random drug screening and must obtain the written consent of their parent(s) or guardian(s) for said tests in order to be eligible to participate in any athletic activity.

ATHLETIC ELIGIBILITY OF TRANSFER STUDENTS

A student that makes a bona fide move from one Lincoln Parish attendance zone to another Lincoln Parish attendance zone (transfer occurs between two (2) high schools within the Lincoln Parish School System) shall be declared eligible through the provisions of *Louisiana High School Athletic Association (LHSAA) Rule 1.12.2*, provided that:

1. There has been no proven allegation of illegal contact and/or recruiting;
2. The student is not moving for athletic reasons;
3. Any and all other LHSAA rules that may apply are not violated;
4. The previous residence has been vacated under the guidelines of LHSAA Rule 1.13 and the family of said student-athlete has established a permanent residence within their new attendance zone according to LHSAA Rule 1.13;
5. The sending principal, receiving principal, and the Superintendent or his/her designee, shall complete the LHSAA Administrative Transfer if the above qualifications have been met.

The Parish Athletic Director and involved school principals and/or school athletic directors shall jointly conduct any needed investigation(s) into the validity of any questionable bona fide move or change of address that could affect LHSAA athletic eligibility.

RULES VIOLATION

Adherence to the rules of athletic representation and participation shall be strictly enforced by the School Board. Any violations of athletic rules shall be immediately reported to the Superintendent by the principal. In the event that a member school, member school principal, or member school coach is penalized or cited by the LHSAA due to a violation, the athletic director, principal, and coach involved shall provide a full report to the Superintendent. If found warranted, the Superintendent in turn shall make a report to the School Board with pertinent recommendations for disciplinary action.

SCHOLASTIC REQUIREMENTS

The School Board endorses the scholastic eligibility requirements as a condition for participation in high school extracurricular activities as stipulated by the LHSAA. Scholastic requirements shall be as follow:

1. To be eligible for the first semester of the school year, a student shall have earned at least six (6) units from the previous school year, which shall be listed on the student's transcript, and shall have at least a "C" average as determined by the School Board when considering all "graded" subjects.
2. To be eligible for the second semester of the school year, a student shall pass at least six (6) subjects from the first semester. A senior attempting four (4) units in the first semester must pass all four (4) units to be eligible in the second semester. Likewise, a senior attempting five (5) units in the first semester must pass all five (5) units, and a senior taking six (6) or more units in the first semester must pass six (6) units for second semester eligibility.
3. The LHSAA includes specific eligibility rules for special education students which must be met for their participation.

Individual schools or the School Board may set higher, but not lower scholastic requirements for interscholastic athletic participation.

INSURANCE COVERAGE

Athletes shall have either school student insurance or a signed statement from the parent showing that the student is otherwise covered for any accident or injuries that may occur during any athletic participation. No student shall be allowed to practice or participate in interscholastic athletics until this requirement has been met.

Revised: October 5, 2010

Revised: October 19, 2011

Revised: October 16, 2013

Revised: October 6, 2015

Ref: La. Rev. Stat. Ann. §§17:169, 17:176,
Louisiana Handbook for School Administrators, Bulletin 741, LA Dept. of Educ.
Official Handbook, Louisiana High School Athletic Association
Board minutes, 8-7-84, 9-4-84, 10-5-10, 10-19-11, 10-16-13, 10-6-15
Lincoln Parish School Board

LIBRARY

The library will be open from 8:00 AM–3:00 PM each school day. In order for the library to better serve the whole school, the following courtesies should be maintained.

1. Students are expected to be quiet in the library.
2. Grades K-5 will attend Library class weekly, at their scheduled time. JH and HS students will attend with their ELA class during scheduled visits or with permission during lunch, as long as elementary classes are not being held.
3. All materials taken from the library must be presented for check-out at the librarian's desk.
4. Books may be borrowed for a period of two (2) weeks unless they are needed for an assignment in the library.
5. Students are responsible for all borrowed books. If a student does not return his/her book after six weeks, the student will be responsible for the cost of the book.
6. Library books may be returned to the library between classes or during that student's weekly scheduled Library class

Those students who cannot adhere to the rules will be disciplined.

LOCKERS

Lockers are issued to students at the beginning of the year for 9–12 grade students upon payment of the \$15 activity fee. All lockers are equipped with built in combination locks. Your locker should be kept locked at all times. Students are cautioned against telling their combinations to each other and CANNOT share lockers, or they cannot expect their property to be safe. **Students are responsible for all personal property.**

Lockers cannot be shared. Each student is responsible for keeping their assigned locker clean, both inside and outside. Damages caused by misuse of tape, etc. will be charged to the student responsible for the locker. Any locker malfunction should be reported to the assistant principal. Students are cautioned not to keep money or other valuables in their lockers (ex. shoes, cell phones, etc.)

Students may **NOT** go to their lockers before school, but they may go after the first bell rings, before/after lunch, and between each class. **DO NOT** set your combination so that it will not lock.

Lockers will be cleaned out after the last official school day for students. All items will be removed and any personal items left in lockers (clothes, shoes, supplies, etc.) will be discarded or donated to a non-profit organization (i.e. Goodwill Industries, The Salvation Army).

LOCKER SEARCHES

The student lockers are a part of the school building, and as such, are under the supervision and jurisdiction of school officials. The students' lockers may be searched by the school at any time. A record of the contents of the locker will be made. If the student is not available or refuses to open the locker, a school official and another party of legal age may conduct a search and record the content of the locker.

LOST AND FOUND

Students who find lost articles are asked to take them to the school office during the school day. Lost articles which are not claimed within a reasonable time will be given to the Goodwill Industries. Students are cautioned not to bring large amounts of money or valuables to school. Items such as CD players, electronic games, valuable jewelry, lasers, etc. must not be brought to school. **Students are responsible for all personal property.**

MEDICAL & HEALTH GUIDELINES

Please refer to the District Handbook, p. 50-60, for the Lincoln Parish Health and Medical Policy.

Medication

The Louisiana State Legislature passed a law concerning medication administration in public schools. (R.S. 17:436, Act 87) The Lincoln Parish School Board adopted its Medication Policy to comply with this law.

Medications at school:

- Will be restricted to those which cannot be administered before or after school.
- Must be transported to and from school by a parent or guardian. (*DO NOT SEND MEDICATION WITH YOUR CHILD*)
- Must be in a pharmacy-approved container **with a prescription label**. This label should include a prescription number, child's name, name of medication, dosage and frequency, physician's name, date, and pharmacist's name.
- Will be restricted to a 30 day supply.
- Must be in correct dosage form. If a child is to receive a ½ pill, the pills must already be cut in half.
- Must have the first dose given at home.

Certain OTC (Over-The-Counter) medications may be administered to students at school if prior consent forms have been signed. The OTC medications include Tylenol, Ibuprofen, Benadryl, Neosporin, cough drops, etc. Students may not have OTC medications in their possession while on school property.

PARENTS: If your child is taking medication during school hours, *YOU MUST HAVE A MEDICATION FORM ON FILE AT SCHOOL.*

The Lincoln Parish School Board Medication Form includes:

- a **MEDICATION ORDER** from a LA licensed physician or dentist
- a **PARENTAL CONSENT**

These Medication Forms are available at schools and at local physician's offices. If you bring medication to give to your child at school, you must check in with the school office. **See the District Handbook for more information regarding Health and Medical Guidelines.**

MR. AND MISS SHS

Will be voted on by the SHS faculty.

Requirements for Mr. and Miss SHS are as follows:

1. Must be a senior.
2. Must have at least 3.0 GPA.
3. Must have attended Simsboro School the previous year.
4. Must owe no fees. These include school fee, class dues, club fees, and any athletic fees.
5. Must be active in at least two (2) sports, clubs or school organizations with membership beginning by October 1.
6. Must be in good standing with the school. No more than two (2) in-school or Saturday detentions and **ZERO** out-of-school suspensions.

OPEN DOOR GUIDELINES

Your principal/assistant principal welcomes a visit from you. If you need to discuss something with the principal/assistant principal, ask your teacher. Report directly to the principal/assistant principal and request a visit. You will be called to the office as quickly as possible. All requests will be honored as time permits. Although Simsboro School administration operates under an open door policy, there may be times when a student will not be able to see the administration or counselor immediately upon request. As soon as time becomes available, the student will be called to the office to express their concerns. The administration makes it a policy to be available to students between classes, during lunch, or before and after school.

According to Lincoln Parish School Board Policy, all visitors to SHS must report to the school office and obtain a visitor's pass and approval from the administration. Prior arrangements must be made with school administrators for parents to visit a classroom.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers or the counselor by telephone or email. These conferences must be scheduled during the teacher's planning period or after school. Parents will **not** be allowed to meet with a teacher without an appointment. Check in with the office upon arrival.

PARENT AND FAMILY ENGAGEMENT

A major goal of our school's Parent and Family Engagement program is to encourage greater involvement of parents in the education of their children by developing strong partnerships with teacher, principals, other staff, and the community to improve academic achievement. Our school policy for Parent and Family Engagement will put into operation programs, activities and procedures for the involvement of parents and family members in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with engagement of parents and families of participating children. The school district will be governed by the following statutory definition of parental involvement, and expects that our school site will carry out programs, activities and procedures in accordance with this definition: *Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

Parental involvement is a vital part of a student's education. Open lines of communication are encouraged. Parents are encouraged to attend parent meetings, join the PTA and collaborate on shared responsibilities in whatever way possible in order that all students excel. Partnerships between the school, district, parents, and the community help contribute to the success of Lincoln Parish Schools.

PARTIES

Simsboro is committed to providing students with maximized instructional time during the school day. Therefore, classroom parties will be kept to a minimum. However, we do recognize that it is important to take some time to celebrate successes. In such instances, parties must be approved by the principal at least five (5) days in advance and parents should be notified at least four (4) days in advance. Students in grades K-2 will have small in-class parties on some holidays. Birthdays will not be celebrated while at school; cupcakes, cookies, etc. should not be brought to school for students.

PHYSICAL EDUCATION

Students must wear athletic shoes at all times. Students in grades 6-12 must wear athletic shoes to school or bring athletic shoes with them to school in order to participate in Physical Education (PE) classes. If such a condition exists, it is the parents' responsibility to contact the teacher or administration and to supply documentation. Dress code for Athletic PE shall be determined by the head coach of each sport.

PICTURES

A local firm is contracted each year to take individual pictures. These pictures play an important part in making our yearbook a success. Students may purchase packets of their pictures at a nominal fee.

PLAYGROUND RULES

These rules apply daily for students in grades PK-5 and during their recess and PE times. Students in grades 6-12 are not allowed on playground equipment.

1. Listen to and respect the adults on duty. Follow their directions the first time they are given.
2. Use the playground equipment properly and safely. Share so everybody has a turn.
3. Display positive sportsmanship.
4. Play in designated games areas only.
5. Kickball or tag type games permitted only in restricted areas with permission by adults on duty.
6. Physical contact or verbal abuse in any form is not permitted.
7. Treat everyone in a safe and helpful way.

Get permission from the adults on duty to enter the building. Students entering the building must be accompanied by another individual (same age student, teacher/paraprofessional)

PROGRESS REPORTS

Elementary students (grades K-5) receive a WEEKLY behavior/progress report including grades from their teachers via a purple folder. These folders should come home with students every Tuesday. Parents should review work, sign where appropriate, and return to school every Wednesday. Printed progress reports are sent home during the fifth week of each nine weeks.

For grades 6-12, progress reports will be sent home during the 5th week of each nine weeks. Progress reports should be reviewed by parents, signed and returned.

PROMOTION GUIDELINES

- Students in grades K-7 must meet attendance requirements and successfully pass (earn 67/D or higher) in three of four core subjects in which two must be ELA and Math. The core subjects are ELA, Math, Science and Social Studies.
- In Grades 5, 6, and 7, students can also score Basic or above in both ELA and Math on the LEAP 2025 Assessment in order to be promoted.
- Students in grade 8 shall score at least at the "Basic" achievement level in either English language arts or mathematics and "Approaching Basic" in the other subject in order to be promoted to the ninth grade.
- **(See District Pupil Progression Plan)**

- High school students must meet attendance requirements, earn 24 Carnegie units (see school counselor), and pass the EOC/LEAP tests and/or JumpStart Credentials to be eligible for graduation. Students must adhere to attendance policies to receive Carnegie units.
- SHS will only promote twice each year in May and August. Extenuating circumstances will be addressed by the administration. The School Building Level Committee composed of the principal, counselor, and teachers make final decisions on promotion. See the school counselor concerning any questions on the promotion policy. **(See District Pupil Progression Plan)**

REPORT CARDS

The students receive a report card each grading period. Students are to carry the report card home and give it to their parents/guardians for examination. Teachers in grades K-5 will keep a signed record indicating that the parents have seen the report card. Final report cards will be mailed to the home.

SAFETY

Students have the right to expect that school will be a safe place to obtain an education. In order to ensure the safety of others, students must follow established rules and regulations and conduct themselves in accordance with the rules.

The parent/guardian is responsible to provide the student's school current working telephone numbers and any change in status concerning family information. Students have the responsibility to alert the teachers and school administrators about any hostile attempts made to a student, as well as any information about possible violations of the Code of Conduct especially matters involving sexual harassment, bullying, drugs and weapons. **(See District Handbook)**

SCHEDULE CHANGES

All schedule changes must be made and approved in the counseling office. Priority will be given to upperclassmen when making changes. **Schedule changes will only be made during the first week of each semester unless approved by administration.**

SCHOOL SPIRIT

School spirit may be divided into three (3) categories:

1. Courtesy – Toward teachers and staff, fellow students, and any person who visits the school.
2. Pride – In everything our school endeavors to accomplish and has accomplished. This includes helping to keep our campus clean and free of vandalism.
3. Sportsmanship – The ability to win and lose gracefully and to show respect to all opponents.

School Spirit means loyalty to all functions of the school. A loyal student supports their school and does their utmost to keep their scholastic standards at the highest level possible. **ALL CHEERS - NO JEERS!**
Remember, ALL students at Simsboro High School count.

SEXUAL HARASSMENT

The Lincoln Parish School Board and Simsboro High School recognizes that harassment on the basis of sex is a violation of state and federal law.

- Any student who feels he/she has been sexually harassed by another student or SHS staff should report the incident immediately to the counselor, teacher or any other school employee who should immediately report it to the principal.
- The principal is responsible for investigating the complaint. No retaliation will be allowed for reporting complaints.
- The right to confidentiality, both of the complaining student and of the accused student, will be respected.

- The principal may request assistance of the appropriate Central Office staff in investigating student on student harassment.
- If the act or acts involve possible criminal conduct, the appropriate police authorities should be notified.
- All employees will be alert to this problem and follow procedures throughout the school day to prevent harassment of any kind.
- A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion, consistent with the school and district Code of Conduct. Student complaints about an employee shall be handled as provided in the LPSB Policy (**See District Handbook**)

SOCIAL MEDIA

Any social media comment that makes threats to the school or individuals at the school can result in some form of discipline. Even if the social media threat is posted after school hours, if the threat disturbs the school by causing fear, anxiety, or uncertainty OR if a threat directed at an individual student creates safety concerns on the part of the student or his/her parents, then action may be taken against the source of the threat. This includes but not limited to out-of-school suspension or even an expulsion hearing.

STUDENT CONCERNS/PARENTAL CONTACT SEQUENCE

Students and/or parents/guardians who have a concern may come to the school and voice their concern at any time.

- Appointments usually expedite the process; therefore, please call in advance.
- For classroom concerns, contact the child’s teacher first and try to resolve it at that level.
- If a resolution cannot be reached, contact the principal or assistant principal for a conference.
- If the issue is not resolved at the school level, the parent or guardian may contact a supervisor at the central office for an appointment.
- The central office staff will gather information from the school administration as well as parents to try to resolve the concern.
- If the concern is not resolved at this point, the parent or guardian may present their grievances to the superintendent or their designee.
- For concerns that involve expulsions or major grievances, a board hearing will be an option. The central office telephone number is 255–1430.
- For concerns at the school level that do not involve the child’s teacher, parents should contact the administration for the first step and proceed in the manner as above.
- Parents, to obtain or discuss concerns related to your child’s education at Simsboro High School, please contact the individuals outlined in the steps below. Also, see the Parent Command Center of school website.

Step 1

Your Child’s Teacher

Call the school secretary at 247-6265 or email your child’s teacher to find out when he/she has a planning period or to set up a conference after school. Teacher email addresses are available upon request at the school office and on the SHS website.

Step 2

Please contact the appropriate administrator based on the circumstances of the concern/situation.

<p><u>Grades 6-12</u> Jerald Kennedy, Assistant Principal 1 Tiger Drive Simsboro, LA 71275 gerald.kennedy@lincolnschools.org oos.org 318-247-6265</p>	<p><u>Grades PK-5</u> Jordan Blachier, Elementary Director 1 Tiger Drive Simsboro, LA 71275 jordan.blachier@lincolnschools.org oos.org 318-247-6265</p>	<p><u>Scheduling/Graduation</u> Latisha Vernon, Counselor 1 Tiger Drive Simsboro, LA 71275 larobinson@lincolnschools.org oos.org 318-247-6265</p>	<p><u>Athletics</u> Matthew Herring, Athletic Director 1 Tiger Drive Simsboro, LA 71275 josh.brown@lincolnschools.org oos.org 318-247-6265</p>
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Step 3

Lacey Holcomb, Principal
1 Tiger Drive
Simsboro, LA 71275
lacey.holcomb@lincolnschools.org
318-247-6265

Step 4

Grades PK-K

Amy Brister

Lincoln Parish SBO
410 S. Farmerville St.
Ruston, LA 71270

amybrister@lincolnschools.org

318-255-1430

Grades 1-5

Dana Talley

Lincoln Parish SBO
410 S. Farmerville St.
Ruston, LA 71270

dtalley@lincolnschools.org

318-255-1430

Grades 6-8

Tim Nutt

Lincoln Parish SBO
410 S. Farmerville St.
Ruston, LA 71270

tnutt@lincolnschools.org

318-255-1430

Grades 9-12

Daryl Savage

Lincoln Parish SBO
410 S. Farmerville St.
Ruston, LA 71270

daryl.savage@lincolnschools.org

318-255-1430

Bus

John Young

Lincoln Parish SBO
410 S. Farmerville St.
Ruston, LA 71270

john.young@lincolnschools.org

318-255-1430

STUDENT ORGANIZATIONS

The Lincoln Parish School Board, recognizing the importance of worthwhile organizations in the school, encourages all students to participate in student organizations and club activities. Students shall have the right to form organizations within the school for cultural, social, athletic, and other authorized purposes which will enrich and extend their education. Such groups shall follow administrative regulations and procedures developed and maintained by the Superintendent and staff governing the creation and operation of student organizations and clubs in accordance with School Board policy.

Student organizations or clubs shall not deny membership to any student because of race, color, creed, sex, national origin, or disability.

Principals shall be responsible for approving or authorizing any student activity and/or organization and shall also be responsible for the operation and oversight of all student activities or organizations to assure compliance with administrative regulations. Requests for new club or charters must be submitted to the school principal on the School Board's *Student Organization Charter Application* at least one (1) year in advance. The principal's decision regarding the request for the new club or charter shall be **final**.

EQUAL ACCESS

As provided by the Federal *Equal Access Act*, any school which allows non-curriculum related groups access to school facilities during non-instructional time must adhere to the following criteria:

1. Equal access will not be denied on the basis of religious, political, philosophical or other content of such meetings or organizations;
2. The meetings are voluntary and student-initiated;
3. There is no sponsorship of the meetings by the school, the government, or its agents or employees;
4. Employees or agents of the school or government are present at religious meetings only in a non-participatory capacity;

5. The meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school;
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups; and
7. If access is given to school media such as bulletin boards, newspapers, or public address systems, it must be given to all non-curriculum related clubs on an equal basis.

Revised: October 6, 2015

Ref: 20 USC 4071-4074 (*Denial of equal access prohibited*)
20 USC 7905 (*Equal access to public school facilities*)
 La. Rev. Stat. Ann. §§17:81, 17:2091
 Board minutes, 5-6-03, 10-6-15
 Lincoln Parish School Board

STUDENTS' DUE PROCESS LAW

The administration will use the Student Due Process Code when it is necessary to suspend, expel, or exclude a student from school. Due process in its simplest form is a notification plus a hearing. For a more complete discussion of this law, **see District Handbook**.

STUDENT OF THE YEAR

Requirements:

1. 3.5 GPA for the current school year AND the three previous school years.
2. Students will submit an essay to be judged by our teachers.
3. Teacher recommendations.

SUPPLIES

A supply list for grades PK–5 is published each summer preceding the upcoming school year. These supplies should be purchased and available within one (1) week of school beginning. If a student moves during the school year, an attempt will be made to return some school supplies.

Students in grades 6-12 will receive a supply list, and it will be made available on the school's website.

TARDY POLICY

Tardy Policy:

Students are expected to come to school on time and to be on time for each class. Tardies are recorded for students who are not in the classroom sitting in their assigned seats when the tardy bell rings. Junior high and high school students will have three (3) minutes between each period in which to get to their next class and are not to gather in the halls or in the bathrooms between classes.

1. Any student late to school/class during first period must check-in through the front desk **before** reporting to class.
2. Elementary students (grades PK-5) must be signed in at the main office by a parent or guardian.
3. **If a junior high or high school student is 20 or more minutes late for a class, the student will be considered absent for that class. The absence will count toward the total number of absences for that class in determining failure for excessive absences.**
4. If the tardy or resulting absence is unexcused, the student will not be allowed to make up any work missed.
5. Students who have a legitimate excuse for the morning tardiness may schedule a conference with the assistant principal through the front desk prior to the next detention period held. Tardies are excused only for the same reasons as absences. Legitimate reasons include car trouble and car accidents, but they must be verified. Oversleeping, missing the bus, and parental blame are not legitimate.

Grades 6-12 Tardy Penalties:

1. First tardy: Verbal warning; record tardy in WebPams and gradebook by teacher.
2. Second tardy: Verbal warning and parent contact; record tardy in WebPams and gradebook by teacher.

2. Third tardy: Verbal warning and parent contact; record tardy in WebPams and gradebook by teacher.
3. Fourth tardy: Referral to the office, detention, and parent contact by administration; record tardy in WebPams and gradebook by teacher.
4. Fifth tardy: Referral to the office, detention, and parent contact by administration; record tardy in WebPams and gradebook by teacher.
5. Sixth tardy: Referral to the office, detention, and parent contact by administration; record tardy in WebPams and gradebook by teacher.
6. Seventh tardy: Referral to the office, 1 day of ISD, parent contact by administration; record tardy in WebPams and gradebook by teacher.
7. Eighth tardy: Referral to the office, 2 days of ISD, parent contact by administration; record tardy in WebPams and gradebook by teacher.
8. Nine or more tardies: Referral to the office, student will receive 1 day of OSS for each additional tardy

A student is not tardy if he is in the classroom when the tardy bell rings.

*State law now requires schools to report excessive tardies to truancy as well as excessive absences.

**Consequences for being tardy to detention will include an additional day in detention.

***If the student is absent on the day he or she is assigned detention or ISS, a parent should notify an administrator. The student will be required to make up the detention upon their return to school.

District policy requires schools to report excessive tardies to truancy as well as excessive absences. Upon the third tardy to school, a parent will receive a letter from the attendance officer that will serve notice to the parent that, upon the fifth tardy to school, the parent may be subject to a citation from an SRO officer.

TELEPHONE USAGE

Students will **NOT** be called to the phone. Only messages of an urgent nature will be delivered to students. School phones are for business, not pleasure. Students will not be allowed to make unnecessary calls. **Calling home for forgotten items or confiscated cell phones will not be allowed.** All student calls made to contact parents are to be made on the office phone.

Students who contact parents via cell phones (call, text, etc.) during school hours will be assigned one (1) day in-school-detention and their cell phone will be confiscated.

TESTING - GENERAL

Mid-term and final tests will be given at the appropriate time. Students are not allowed to be exempted for midterms but may be exempt from finals if they have met requirements based on Spring Testing results.

TESTING DATES - ACCOUNTABILITY

Standardized tests given at Simsboro include: ACT, CLEP, EOC/LEAP 2025/Innovative Assessment, and WorkKeys. High school students will retest as needed in English I/II, Algebra I, Geometry, Biology, or U.S. History in December of each year. Statewide testing will be given in the spring. As specific dates become available, parents need to make note of testing schedules and **NOT** allow their children to be absent during this time. (Ex, doctor's appointments or out-of-town visits). These dates are set by the state and cannot be changed. Spring testing does impact promotion and graduation requirements and both Lincoln Parish and Simsboro School will comply with all state guidelines with no exceptions.

TEXTBOOKS

State owned textbooks are issued to students free of charge. It is the student's responsibility to care for them. Lost and damaged books **MUST BE PAID FOR**. They should never be placed on the ground or on top of lockers. Students are encouraged to cover textbooks at all times. No marks of any kind can be made in a textbook.

TOPS CURRICULUM REQUIREMENTS

Louisiana's Taylor Opportunity Program for Students (TOPS) is a merit-based scholarship that awards tuition to Louisiana residents attending either one of the Louisiana Public Colleges and Universities, schools that are

part of the Louisiana Technical and Community College System; Louisiana approved Proprietary and Cosmetology Schools, or institutions that are part of the Louisiana Association of Independent Colleges and Universities. Eligibility is determined by the Louisiana Office of Student Financial Assistance. To see complete guidelines and course listings, visit www.osfa.state.la.us or call 1-800-259-5626, ext 1012.

TRANSPORTATION

CAR TRANSPORTATION:

Parents: Please follow these rules for the safety of your child and for better movement of the traffic.

General Guidelines:

1. Loud music or profanity coming from vehicles is prohibited while on SHS campus.
2. Reckless driving is prohibited.
3. Smoking is prohibited both in and out of the vehicle on SHS campus. This begins when you enter the Hwy. 80 parking lot.

Morning Drop-Off for Elementary (Grades PK-5):

1. Students shall not be dropped off in the mornings before 7:25 AM. No one will be on duty prior to 7:25 AM.
2. Students in Grades PK – 5 will be dropped off in the Highway 80 parking lot.
3. The first bell rings at 7:50. When this bell rings, the back gate will be closed. If students arrive between the first bell at 7:50 and the tardy bell at 7:55, their parents must drive to the front of the school and drop their children at the front door.
4. Class begins promptly at 7:55 AM. Students will receive a tardy if they are not in class at that time. **If students arrive after the tardy bell rings at 7:55, then their parents must escort them to the front office and sign them in to school. Elementary students cannot sign themselves in after the tardy bell rings.**

Morning Drop-Off for Junior High and High School (Grades 6-12):

1. Students shall not be dropped off ANYWHERE ON SCHOOL PROPERTY in the mornings before 7:25 AM.
2. Grades 6-12 students will be dropped off at the front entrance of the school.
3. Class begins promptly at 7:55 AM. Students will receive a tardy if they are not in class at that time.

Afternoon Pick-Up/Dismissal for Elementary (Grades PK-5):

1. Elementary students (grades PK-5) begin loading the school buses at 3:10 PM. Buses leave the parking lot at 3:26 PM.
2. Elementary car riders are picked up in the Hwy. 80 parking lot between 3:05 and 3:20. Students will be dismissed for afternoon car line pick-up at 3:05. **Parents must remain in their cars and in the car line during afternoon pick-up. Parents may not park in the parking lot and/or walk up to the school to retrieve their children.**
3. A faculty member is on duty at the elementary pick-up point until 3:20 PM. Students who have not been picked up by 3:20 PM are escorted to the main office at which time the administration attempts to contact the parent/guardian.
4. Any student in grades PK-5 who has not been picked up by 3:20 and whose parent or emergency contact person has not been available for contact may be taken home by the school resource officer (SRO). Habitual violation of this policy will be reported to truancy.

Afternoon Pick-Up/Dismissal for Junior High and High School (Grades 6-12):

1. Students in grades 6-12 load the school buses at 3:21 PM. Buses leave the parking lot at approximately 3:26 PM.
2. Car riders in grades 6–12 are picked up by the front entrance of the school.
3. Any student in grades 6-12 who has not been picked up by 3:40 and whose parent or emergency contact person has not been available for contact may be taken home by the school resource officer (SRO). Habitual violation of this policy will be reported to truancy.

It is very important that arrangements are made prior to the dismissal of school for students to be picked up promptly. If there is to be any change of transportation for a student, then the student must bring notification in writing when he/she comes to school that morning. Phone calls to the office to change students' means of transportation are not allowed. In the event of an UNAVOIDABLE change, a parent may bring or send a signed note to the office.

PRIVATE VEHICLES/PARKING:

Students of legal driving age AND holding a current drivers license (permits not accepted) may drive their own vehicle to school. These **MUST** obtain a parking decal from the main office.

- These vehicles must be parked in the lot west of the main office, **AT ALL TIMES**.
- These vehicles must be vacated immediately upon arrival.
- Students must arrive no earlier than 7:25 am.
- Students shall not revisit their vehicles after entering the school.
- Students shall not loiter in the parking lot area or in their vehicle.
- No contraband such as weapons, guns, drugs, alcohol, tobacco, etc. are to be contained in the vehicle.
- All vehicles are to be registered with the school through the assistant principal. Parking stickers will cost \$10.00 for the year and must be displayed at all times.
- Loud music or profanity coming from vehicles is prohibited while on Simsboro School campus. Reckless driving is prohibited.
- Vehicles may be subject to search by the administration. Students are **NOT** allowed to move their vehicles from the west parking lot during the school day without approval from the administration.
- Driving to school and parking on campus is a privilege. Any student who is in violation of the rules above, may be subject to driving privileges/parking on campus being revoked. Habitual violators can have that privilege revoked for an extended period including for the entire school year.

VISITORS TO SCHOOL

All visitors must check in through the office and obtain a visitor's pass before entering any other area of the campus. Parents who wish to observe their child in a classroom **MUST** get permission from the principal. Under no circumstances is a student to bring a visitor to school. **(See District Handbook)**

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses and damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you happen to damage something by accident, you should report it to a teacher or the office immediately. Law enforcement may be called and charges may be filed. **Students should be in good standing with the school to participate in graduation. Students who participate in or are present during vandalism of the school may be denied the privilege of participating in graduation by administration. Also, criminal charges may be brought upon the student.**

VOLUNTEERS

The Board recognizes that volunteers can make many valuable contributions to the school. Therefore, the board endorses a Volunteer Program in the district, subject to suitable regulations and safeguards, to be promulgated by the Superintendent or staff, in cooperation with the schools. Every effort shall be made to incorporate the use of school volunteers into the community schools program as well as any or all other programs or activities of the school district.

WITHDRAWALS AND TRANSFERS

1. Obtain appropriate forms from the office and parent supervision.
2. Have forms filled out by teacher(s), librarian, and the cafeteria.
3. Return all books, including library books.
4. Pay all fees and fines.
5. Take completed forms to the office for final clearance.

Records will not be released until the above is completed and an official request has been made by forwarding school.