KAPLAN HIGH SCHOOL

Student Handbook
Policies and Procedures
2026-2027

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ADMINISTRATIVE TEAM

Principal	***Mr. Shay Herpin***
Assistant Principal	***Mr. Clayton Chauvin***
Counselor	***Ms. Mia Boullion***
ASA	***Mrs. Jaime Hebert***
Bookkeeper	***Mrs. Shauna Richard***
Secretary	***Mrs. Gayla Gaspard***

DIRECTORY

IF YOU NEED:	REFER TO:
Accident Insurance claims	Secretary
Advice about your schedule	Counselor
Athletic Information	Athletic Director
Technology Permission Slips	Librarian
Lockers	Janitors
Checking in/out	Main Office
Deposit/Withdrawal forms	Bookkeeper
First Aid	Main Office/Coaches' Office
Free Lunch Applications	Cafeteria
I.D. Cards	Librarian
Lost and Found	Main Office
Lunch Payment	Cafeteria
Parking Permits	Main Office
Report Cards	1st Hour Teachers
Scholarship Information	Counselor
Student Clubs	Club Sponsors
Verification of Enrollment (Driver's License)	Main Office/Administration
Work Permits	Secretary
Yearbooks	Sponsor

IMPORTANT PHONE NUMBERS

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

AFTER SCHOOL DETENTION PROCEDURE

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

ACADEMIC HONORS NIGHT

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

ASSEMBLIES

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

ATHLETIC ELIGIBILITY

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

- To be eligible for the first semester of the 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, including any special education subject(s) and shall have at least a "C " average as determined by the Local Education Authority when considering all "graded" subjects.

- To be eligible for the second semester of the school year, a student shall pass at least six (6) units from the first semester of the same (fall) school year, including any special education subjects.

ATTENDANCE POLICY SUMMARY

Students have five (5) SCHOOL DAYS to submit an excuse for their absence. A student should not miss school unless they are able to provide one of the following types of documents to verify the reason for the absence. Excuses returned after five (5) school days will not be accepted and will be considered unexcused. Excessive unexcused absences or non-exempted excused absences may prevent the student from being promoted.

A doctor's, dentist's or nurse practitioner's written statement of the student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents.

1. **Exempted and Excused: The student is allowed to make up the missed work, and tests, receive credit for work completed, and receive credit for a course and/or school year completed. The absence is <u>not</u> counted against the attendance requirement. Examples are extended illnesses documented by a doctor or to celebrate religious holidays. There is no limit to these absences.**

2. **Non-Exempted and Excused: The student is allowed to make up the missed work, and tests, receive credit for work completed, and receive credit for a course and/or school year completed. The absence is counted against the compulsory attendance requirement. An example is personal or family illness documented by a parent's note. The number of non-exempted excused absences and unexcused absences a student is allowed is a combined total of twelve (12) absences per school year.**

3. **Unexcused: The student is allowed to make up the missed work, and tests, receive credit for work completed, and receive credit for a course and/or school year completed. The absence is counted against the attendance requirement. Unexcused absences are any absences not meeting the requirements set forth in the Exempted and Non-Exempted Excused Absences above or the Extenuating Circumstance below. The number of non-exempted excused absences and unexcused absences a student is allowed is a combined total of twelve (12) absences per school year.**

FAILURE TO COMPLY (JBA)

Upon the 3rd Unexcused Absence:

The principal of a school, or his designee, shall notify the parent or legal guardian in writing upon the student's 3rd unexcused absence or unexcused occurrence being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

After the 5th Unexcused Absence:

As defined by state law, a student is considered habitually absent after the 5th Unexcused Absence or 5th tardy in a semester.

After the 5th Unexcused Absence, the student will be referred to FINS (grades 6-12) in accordance with LSA R.S. 17:221.

FINS (Families In Need of Services) goals are to reduce formal juvenile court involvement while generating appropriate community services to benefit the child and improve family relations. Once a complaint is filed with FINS, recommendations to correct the identified problems, usually in the form of a service plan, are made to the family; the family must follow the directives given. The FINS Officer is responsible for monitoring compliance. If recommendations are not followed, the family may be referred to court, a FINS conference, and/or a hearing before a judge.

After the 10th Unexcused Absences:

. The school will refer to the CWA truancy officer after the 10th unexcused day/tardy.

Loss of Driving Privileges (JBH)

Any student between the ages of fifteen and eighteen who does not meet the required minimum school attendance provisions may be denied driving privileges by the State of Louisiana. (Act 688 of 2008).

(JBE) Parents of truant students shall enforce the attendance of the student at school to which the student is assigned. The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned. The parent or legal guardian of a truant student shall ensure that the student makes up missed school work by attending after-school tutoring sessions, weekend make-up classes, or other remediation opportunities,as determined by the School Board, until the student has caught up with his or her school work.

MAKE-UP-WORK

After each absence from school, it is the responsibility of the student to make arrangements to make-up work missed during any type of absence with his/her teacher, following his/her return. Assignments may be given prior to absences.

Student misses day of test/quiz and/or day of assignment due:

The student will take the test and/or turn in the assignment due on the day he returns. The grade will be officially recorded within three (3) days of the student's return to school.

The student misses more than one (1) day of school:

The student will have a corresponding number of days to make-up tests/quizzes. Example: student is absent for two (2) days, student will have two (2) days to make-up tests/quizzes from the day he returns to school. Assignments assigned prior to the absence are due the day the student returns to school. Prior assignments do not include tests/quizzes. Grades will be officially recorded within three (3) days of the student's completion of the test/quiz.

Penalty for an assignment not submitted by due date - For any assignment which is not turned in on the day that the assignment is due, a 10% maximum penalty per day may be imposed with a maximum of 5 school days allowed to submit the late assignment. Any assignment not submitted within the 5 school days will receive a grade of "0". Assignments include research papers, essays, presentations, projects, etc. but exclude homework.

Students and parents have the right to appeal the schedule in extreme circumstances, and those would be handled by the School Building Level Committee. (There may be exceptions for students with IAP's and IEP's).

A schedule for completing make-up work will be established within five (5) school days, not to exceed ten (10), beginning the day the student returns to school. Students and parents have the right to appeal the schedule in extreme circumstances, and those would be handled by the School Building Level Committee. (There may be exceptions for students with IAP's and IEPs.)

Gifted students attending enrichment classes should not be marked absent, and their regular education teachers shall assist the students with make-up work as needed.

Gifted or talented students should in no way be penalized for incomplete assignments on the day following special education enrichment classes, unless the assignment was directly given to the student by the teacher. These students should be encouraged to participate in enrichment sessions as specified on their IEP. An extension of time to complete missed work may be warranted and is appropriate, if needed. Some or all

of the makeup work can be excused if the student has apparently already mastered the skills addressed the day they attend their special education enrichment session.

In the event that circumstances prevent the above procedures from being implemented, the use of a student peer as a source of assignments is acceptable with the condition that the gifted student not be penalized for inaccuracies in the reporting of assignments by another student.

For a student to make up a missed midterm or final exam, a doctor or parent note must be submitted by the parent/legal guardian that verifies and documents the necessity for the absence/s.

Any work missed because of suspension or recommended expulsion can be made up for the same credit originally available. The student must make up all work within five (5) days of returning to school. (There may be exceptions for students with IAP's and IEPs.)

A student attending school sponsored or endorsed activities including VPSB pullout programs, sporting events, field trips, and college or military visitation has the responsibility of obtaining all assignments and completing the work as scheduled for the classes missed. For extended absences, teachers may grant exceptions, prior to the absence, for work due in his/her class.

Extended time to make-up tests and/or assignments will be at the discretion of the principal in collaboration with the teacher and guidance counselor.

In the case of performance based classes for co-curricular courses, students who have an unexcused absence for performances may earn up to 80% of the original grade through a make-up assignment developed by the teacher.

4. **Suspensions: Refers to both in-school and out-of-school suspensions. The student is allowed to make up the missed work, and tests, receive the same credit originally available for work completed, and receive credit for a course and/or school year completed, provided it is completed satisfactorily and in a timely manner. Students absent from school as a result of any out-of-school suspension shall be marked absent, but the absence is not counted against the attendance requirement.**

A student under out-of-school suspension or expulsion is not allowed on any school campus without permission of the principal nor can he/she attend or participate in any school-sponsored activity/function, including graduation, or extracurricular activity on or off the school campus.

ATTENDANCE-EXTRA-CURRICULAR

In order to attend any extra-curricular activity, whether it is during school or after school, a student must be present for four (4) consecutive classes of the school day. If there are extenuating circumstances, the administration may make an exception.
***Any student who exceeds the number of unexcused absences will lose privileges to attend extra-curricular and special events!**
***If a student has an "F" in a class, the Principal will have the right to deny that student from leaving school and/or attending any extra-curricular event.**

BUSES

ALL school rules apply to any student while riding a bus.. RESPECT FOR OTHERS AND PROPERTY IS A HIGH PRIORITY WITH SAFETY BEING THE HIGHEST PRIORITY. We do not intend to ever compromise the SAFETY of others for the privilege of any student. Misbehavior on the bus will be reported to the principal and the student will be disciplined accordingly. A bus referral form and disciplinary consequences have been developed by the VPSB to be used in handling situations where students have caused problems for the bus driver and school personnel. This protocol will be followed to ensure bus safety. Principals will work with the bus drivers and students when referral forms are forwarded to us. *Students will be disciplined by losing riding privileges or ISS or OSS.

CAFETERIA

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

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

CHEATING POLICY

*****As per Vermilion Parish School Board Discipline Matrix - Academic Dishonesty is considered a Level 2 Infraction and discipline measures will be taken with each act of academic dishonesty.*****
Cheating which occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or depletion. *Students guilty of cheating WILL NOT receive a zero on the assignment or test. They will be re-assessed and/or complete a similar assignment to determine mastery of the content. The assignment or test may be a different version of the original.

CHECKING OUT DURING SCHOOL

If it becomes necessary for a student to leave school before regular dismissal time, he or she must report to the front office to contact a parent. The front office will contact the parent or guardian for the student to be allowed to leave school. At that time, the student will return to class where they will remain until called to the office to sign out. Students should not be allowed to use phones in a teacher's classroom or their own cellular device in order to leave school.

CHROMEBOOKS

All Chromebooks are loaned to students for their use during the school year. Chromebooks are to be kept clean and handled carefully. It is the responsibility of the student to return the Chromebook in good condition (as per the VPSB Device Agreement). The student will be responsible for paying established fees for excessive Chromebook book damage or loss.

CLASSROOM PARTICIPATION

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

DANCE POLICY (Homecoming, Sadie Hawkins, Prom)

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

- **Every student entering the dance must present proper identification.**
- **All dances will have an established starting and ending time. All students must be admitted prior to the starting time and remain at the dance until it ends. A student will only be allowed to leave with their own parent if needing to leave prior to the end time.**
- **Students who bring guests who do not attend Kaplan High must complete a form the week before the dance and return this form upon entrance to the dance.**
- **Everyone attending a high school dance must be in 9th grade or older. Seventh and eighth-grade students may NOT attend high school dances.**
- **All Kaplan High School and Vermilion Parish School Board rules must be followed.**

- As the students arrive at the dance, girls' purses and boys' coats may be searched for contraband items. Students will also be asked to submit to a Breathalyzer test. (See VPSB policy on pg. 21)
- Student dress must be in accordance with an appropriate dress for the dance attending and must be appropriate for a school function. The decision of appropriate dress will be left to the faculty and administration in attendance. (See Student Dress Codes for Special Events in VPSB policy p. 8)
- The administration of Kaplan High will handle any other circumstances that may arise, according to established Vermilion Parish School Board policies.

DEMOGRAPHIC CARDS (Student Information)

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

DISCIPLINE POLICY

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

DISCIPLINE TYPES and CONSEQUENCES

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

I. LUNCH DETENTION

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

II. AFTER- SCHOOL DETENTION

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

III. IN-SCHOOL SUSPENSION (ISS)

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

IV. OUT OF SCHOOL SUSPENSION (OSS)

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

DISCIPLINE: STUDENT

Kaplan High School will follow the Vermilion Parish Discipline Matrix, as approved by the Vermilion Parish School Board.

*****Please see the VPSB District-Wide Discipline Action/Consequences*****

STUDENT REMOVAL FROM CLASSROOM *(RS 17.416)*

1. **A student shall be immediately removed from a classroom by the teacher and placed in custody of the principal or his/her designee if the student's behavior prevents the orderly instruction of other students, poses an immediate threat to the safety of students or the teacher, or when a student violates the school's code of conduct. If removed, the student shall receive the same credit originally available for schoolwork missed when it is completed by the student based on its accuracy. Students who are not preventing instruction may be referred to the office but do not warrant immediate removal.**
2. **Any student removed from class in kindergarten through grade 5, shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher. A student removed from class in grades 6 through 12 shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action. A parent conference must be conducted after the third removal from the classroom (Act 400)**
3. **A student in kindergarten through grade 5 removed from a class pursuant to this Subparagraph shall not be permitted to return to the class for at least thirty minutes unless agreed to by the teacher initiating the disciplinary action. A student in grades six through twelve removed from a class pursuant to this Subparagraph shall not be permitted to return to the class during the same class period unless agreed to by the teacher initiating the disciplinary action.**
4. **Upon the student being removed from class and sent to the principal's office, the principal or his/her designee shall advise the student of the particular**

misconduct of which he is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal or his/her designee then shall conduct a counseling session with the student as may be appropriate to establish a course of action, consistent with School Board policy to identify and correct the behavior for which the student is being disciplined. Once removed, the student shall not be readmitted to the classroom until the principal has implemented and documented at least one of the following disciplinary measures:

a. Conference with principal or his designee
b. Referral to counseling
c. Peer Mediation
d. Referral to School Building Level Committee
e. Restorative Justice Practices
f. Schedule revision
g. Loss of Privileges
h. Detention
i. In-school Suspension
j. Out-of-School Suspension
k. Denial of driving privileges on school property
l. Initiation of expulsion hearings
m. Referral for assignment to an alternative placement
n. Requiring the completion of all assigned school and homework which would have been assigned and completed by the student during the period of suspension
o. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or School Building Level Committee (School-wide Discipline Plan)

5. The principal or his/her designee shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.
6. When a student has been removed from a classroom, the teacher/principal/principal's designee may require the parent or legal guardian of the student to have a conference with the teacher or the principal or his/her designee. Such conferences may be in person or by telephone or other virtual means. Upon the student's third removal from the same classroom, the teacher and principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measure before the principal implements a disciplinary measure. In addition, a conference between the teacher or other appropriate school employee and the student's parent or legal guardian may be required prior to the student being readmitted to that same classroom. Such conferences may be in person or by telephone or other virtual means. If such a conference is required by the school, the school shall give written notice to the parent. For students who experience multiple behavioral incidents or disciplinary referrals, a principal or his/her designee shall consider a referral of the matter to an appropriate school building level committee. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.
7. Whenever a teacher is struck by a student, the student, in addition to any other discipline given, may be returned to the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the school building level committee, finds the striking incident to be entirely inadvertent. The administration of school level discipline does not supersede the right of

the employee to pursue civil or criminal charges. Any student found guilty by a court of competent jurisdiction or in a school system suspension hearing (with a District Hearing Officer) of battery on any school employee shall not be allowed to attend the school where the employee battered is assigned. The school system is not responsible for transportation of any reassigned students.

8. Generally, a student with disabilities (IEPs and IAPs) may not be removed from his or her current placement for more than ten (10) school days, consecutively or cumulatively, or violations of the Student Code of Conduct without a determination of whether the conduct in question was caused by, or had a direct and substantial relationship to the student's disability (a Manifestation Determination Review). Other circumstances may exist where the removal is for fewer than ten (10) days, but the student has been subjected to a series of removals that constitutes a pattern which exceeds ten (10) days in a school year. In such a case, a Manifestation Determination Review shall be conducted.
9. Students who are Out-of-School Suspended and/or expelled from school may not be on any school campus, school bus, or school event during the term of the suspension and/or expulsion.
10. Discipline assignments take precedence over all school activities (athletic events, band practice, field trips, etc.) Students suspended and/or expelled may not attend, participate or represent the school in any school activity during the terms of that exclusion or removal. Students returned to campus after a recommended expulsion may continue to be prohibited from extracurricular activities.
11. When a student transfers from one school to another within the Vermilion Parish School System, the student's discipline/attendance records for that school year will also be transferred. The student will continue at the appropriate step in the discipline process at the new school. Additionally, if a student exits to another school or district or enters from another school or district discipline reports will be requested and reviewed.

DISTRIBUTION OF PRINTED MATERIALS

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

DRESS CODE ***ZERO TOLERANCE***

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

DRESS CODE-UNIFORM SHIRTS

Please see the VPSB Handbook to be in compliance with the dress code

Students must wear a uniform shirt under long-sleeve spirit shirts or light-weight jackets at all times! Acceptable uniform shirts must be the present school year PBIS shirt or a white, navy, red, or black POLO-style shirt as approved by the VPSB. On

Fridays, the students may wear any shirt with a KHS school logo or emblem –including athletics and clubs. SENIORS: you may wear your SENIOR graduate shirt on Fridays and any time during the 4th 9 weeks.

DRESS CODE-JACKET POLICY

Please see the VPSB Handbook to be in compliance with the dress code
The jacket policy at Kaplan High will be as follows: The jacket can be a full zip, half zip, or pullover style jacket. If the student wears a full zip jacket the jacket can be of any color or design. If the jacket is a pullover or half zip it must be solid black, navy, white, grey, or red. Long-sleeve Kaplan High School shirts may be worn over short-sleeve uniform shirts and must be tucked in. Hoodies WILL NOT BE ALLOWED (starting in the 2023-2024 school year). ALL OTHER COVER UPS (especially on very cold days) can be worn to school but must be removed upon entering the building. Students are to store the jackets in their backpacks or lockers for the school day. If they are found wearing the non-uniform jacket during the school day they will be assigned after-school detention and the jacket may be confiscated. *ANY SHIRT OR JACKET VIOLATIONS WILL RESULT IN ISS UNLESS AN APPROPRIATE ONE CAN BE BROUGHT TO SCHOOL.

DRESS CODE/PANTS

Please see the VPSB Handbook to be in compliance with the dress code
Uniform pants or shorts must be khaki or navy and shorts must be of appropriate length. These pants are to be worn every day with the exception of Fridays, when students are allowed to pay $1.00 to wear jeans.

DRESS CODE/JEAN POLICY

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

DRESS CODE/SWEATPANTS

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

DRESS CODE OTHER

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

ELECTRONIC DEVICES

***Cellular phones, Smart Watches, and other telecommunication devices are allowed on campus during regular school hours or on school buses transporting students to and from school. However, devices must be OFF and placed in a secure location in a student's backpack. (See Parish Policy)

The administration will follow the VPSB Discipline Matrix for violations.

INTERVENTION - ENRICHMENT

Kaplan High will provide a 20-minute block daily to provide support to students in the fall and spring semesters.

EXCUSES AFTER ABSENCE

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

FIRE DRILLS

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

FOOD ON CAMPUS

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

GRADING SCALE:

DE and Honors Courses		Regular Classes	
A	90-100	A	90-100
B	80-89	B	80-89
C	70-79	C	70-79
D	60-69	D	60-69
F	59 and below	F	59 and below

Awards Night, Ring Ceremony, Senior Night, Athletic Banquet, Band Night:

While the Vermilion Parish School Board will be reasonable in its interpretation, students should know they will not be allowed into the event if they are not dressed properly. If students are uncertain whether or not their attire is acceptable, they should turn in a picture of themselves in the outfit or bring the clothing in to an administrator at least seven days prior to the event for approval. Students can request an appeal to CWA no later than five days before the event.

A. Girls:
   1. Ladies are expected to wear slacks and a blouse, a dress, or a skirt and a blouse.
   2. The hemline must not exceed seven inches above the floor when in a kneeling position.
   3. Tops may not be cut below the bust-line in the front. No excessive cleavage will be permitted.
   4. Appropriate undergarments must be worn with your dress or top (built-in or separate).
   5. The back of the top should scoop no lower than the bra line.
   6. Straps must be at least one and a half inches on the shoulder. One shoulder strap tops are allowed. Spaghetti straps are not permitted.
   7. Shawls, boleros, cardigans or wraps are acceptable.
   8. Outfits should not be see-through or made of illusion material.
   9. Dresses must be lined or worn with a slip.
   10. Dress shoes are recommended. Sandals, cowboy boots, dress boots and athletic shoes are allowed. Flip flops are not permitted.
   11. For ATHLETIC BANQUET ONLY – Jeans are allowed.

B. Boys:
   1. Young men are expected to wear a dress shirt and dress pants or slacks.
   2. Shirts must be a dress shirt with a collar.
   3. Suits, sport coats and ties/bow-ties are optional.
   4. Appropriate dress shoes must be worn. Cowboy boots, dress boots and athletic shoes are allowed. Flip flops are not permitted.
   5. For ATHLETIC BANQUET ONLY – Jeans are allowed.

C. Unacceptable Items:
   1. Bandannas or sweat bands

2. Baseball caps
3. Transparent attire (see-through clothing)
4. T-shirts, jeans, cargo pants, or shorts
5. Attire that in any way portrays alcohol, tobacco, gang insignia, violence, guns/weapons, drug/drug use.
6. Any other item declared unacceptable by administration
7. GUIDELINES FOR COLD WEATHER DAYS -Free dress for cold weather may be worn, at the discretion of the Superintendent, when extenuating weather circumstances arise. The Superintendent will make the determination of such extenuating weather circumstances where free dress for cold weather is allowable.

GRADUATION ATTENDANCE CONTRACT

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

GRADUATION CEREMONY

Full participation in the graduation ceremonies at Kaplan High School is a privilege and not a right, for the individual student and his/her parents. Therefore the privilege of graduating with one's class on graduation is governed by the following principles:
1. Successful completion of the courses required by the state.
2. Enrollment in at least one class during the school year of graduation.
2. Successful completion of the courses required by the Vermilion Parish School Board.
3. Certification by Kaplan High Administration that the student has followed school rules and regulations to such a degree that he/she has earned the privilege of being an active participant in the graduation ceremony.
4. ALL DOCUMENTATION PROVING REQUIREMENTS HAVE BEEN MET FOR GRADUATION MUST BE ON FILE IN THE COUNSELOR'S OFFICE BY THE FRIDAY PRIOR TO GRADUATION.

GUIDANCE DEPARTMENT

The Kaplan High School Guidance Counselor strives to aid students in realizing their abilities to the fullest, in making sound choices, and in developing self-understanding. College Information - The guidance office will provide information and application forms for college, technical and vocational training programs, military, financial aid, scholarship programs, and referral services to various community programs. Guidance Service Available - Individual and group counseling is available. Appointments are not necessary. Students may visit the guidance office by obtaining a hall pass from the teacher in charge. Schedule Changes - Schedule changes will be conducted by the guidance office when deemed justifiable. Convenience changes will not be made.

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

HALL PASSES

Class time is essential, class time is to be held sacred and students should attend to personal needs between classes or at lunch. KHS will utilize a digital restroom pass, which will be accessible through KHS Google Classrooms. The administration will monitor restroom usage through submitted

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HARASSMENT OR BULLYING

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

Reporting Procedure

Any student who believes he or she has been a victim of threats, harassment, bullying, cyberbullying, or intimidation by another student is encouraged to immediately report the incident to the principal or his/her designee. During the course of the investigation, the student shall provide a written statement to the principal or designee.

I.D. Policy

1. All students are required to show proof of their school I.D. upon entering the school building before school begins.
2. Students must wear the I.D. visible to anyone else as they approach. It has to be visible and clear of graffiti or stickers and placed in the I.D. holder where they can easily be seen.
3. Proof of I.D. must be shown in order to eat in the cafeteria, check out books in the library, and upon demand from any school personnel.
4. Students will be issued a Kaplan High School lanyard that is to be worn with the I.D.
5. Students without a school I.D. entering the school building will be issued a temporary School I.D. and will be assigned noon detention automatically for that school day.
6. Failure to show up for lunch detention within 2 days will result in being placed in after-school detention.
7. Failure to show proof of the I.D. upon demand by any school personnel will result in an immediate office referral.
8. It is the responsibility of the student to get a temporary I.D. from the front office if he/she is late for school.
*****If a student loses his/her ID, the cost of a replacement will be $7.00. This is done in the library before school.**

INSURANCE

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

JUNIOR RING CEREMONY

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

LIBRARY

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

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

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

LOCKERS

Every high school student will be issued a locker and combination at student orientation upon receipt of locker payment. Students who are not present at orientation will be issued a locker and combination on the first day of school during the

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

LOST AND FOUND

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

MAKE-UP WORK AND/OR EXAMS

The student is responsible for speaking with each teacher immediately upon returning to school regarding make-up work/tests. If a student is absent only on the day of a test, he/she will take the test the first day he/she returns. According to pupil progression, students have 3 days to submit an excuse. However, make-ups are based on the amount of instructional days missed. For example, if a student was absent 2 days, that student has 2 days to make up all work

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MEDICATION

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

PARENT CONFERENCES

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

PARKING AND PERMITS

A car on campus will remain parked until the student driver is leaving campus for the day, leaving after practice, or leaving any school activity. Students are not to return to their vehicles during the school day without permission. Upon dismissal at the end of

the day, students are to leave immediately at the first bell and not loiter around campus. Students who drive recklessly are subject to having driving privileges revoked from campus. All cars must have an identification card and parking permit for one vehicle. The tags are interchangeable on other family vehicles; however, those vehicles must be registered on the card. Any student driving to school without a permit and/or violating parking procedures may lose their privilege. Irresponsible use of the vehicle and improper driving techniques will not be tolerated under any condition.
***Fee for parking tag: $15.00.
You must present your Driver's License and your Insurance card to be copied before receiving your TAG.

PERSONAL PROPERTY

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

PHYSICAL EDUCATION DISABILITY/EXCUSE FROM PARTICIPATION

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

POSITIVE BEHAVIOR INTERVENTION SUPPORT DISCIPLINE PROGRAM

Component 1: Statement of Purpose

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

Component 2-: Clearly Defined Positively Stated Behavioral Expectations

S – Success: Attendance – must be present at school. Learning- Staying alert in class. Involvement – be part of some school activity or TEAM.
H- Honesty: Be accountable for your own actions and class assignments.
I – Integrity: Students will follow Kaplan High School's Code of Ethics.
P –Pride: Students will follow the dress code, support school activities, and show enthusiasm at school functions.

Component 3: Procedures for Encouraging Behavioral Expectations

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

School-Wide Behavioral Non-Classroom Expectations

Cafeteria
Statement: The cafeteria will be a relaxed social area where everyone uses good manners and takes responsibility for keeping their space clean.
1. Walk to the cafeteria and get in your designated line.
2. Stand in a single file behind one another. Do not bunch up.
3. Use appropriate voices at all times.
4. Carefully dispose of food, plates, and utensils in the proper area. Do not leave food or plates on the table.
Lunch Break
Statement: The lunch break will be safe and orderly for everyone.
1. Use appropriate voices.
2. Stay in designated areas: In the gym until the concessions bell if not a cafeteria eater.

3. Keep your hands and feet to yourself.
4. Use respectful words at all times
5. Refrain from bringing food to the gym.
6. Keep campus free from litter.
7. Dump all concessions when the bell rings and proceed to class.

Restroom

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

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

Locker Area/ Hallway

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

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

Assemblies in the Gym:

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

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

PROGRESS REPORTS

Progress reports will be digitally sent out now via email on the Wednesday after the fourth week of the nine week period.

REGISTRATION FEES

The cost is $23.00 if you attend orientation on the assigned days.

-Your fees will get you your ID card, your locker ($3), and a technology (fee $5).

-The ID card will need to be issued for textbooks, library books, parking permits, lockers, lunch, and admission to school activities.

MISCELLANEOUS	
$15.00	ID Package (Includes ID Card, Lanyard, Pouch)
$7.00	ID Card
$4.00	ID Lanyard
$4.00	ID Pouch

Class Fees

$10.00 for ALL Classes

REPORT CARDS

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

SCHOOL CLOSING

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

SCHOOL SPONSORED EVENTS

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

SCHOLARSHIPS AND AWARDS

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

SEARCH AND SEIZURE

Kaplan High School reserves the right to inspect and search lockers and storage areas at any time for health and safety reasons. All teachers and administrators who have

probable cause that a student possesses any contraband, weapon, or illegal drug shall be authorized to search the person and/or personal property of said student. Persons entering the building may be randomly searched with metal detectors.

SEARCH DOGS

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

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

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

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

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

SKIP DAYS

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

TARDY POLICY *** Zero Tolerance***

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

TEXTBOOKS

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

VISITORS

All VISITORS- Parents and other persons on general school business must report to the main office to obtain permission from the front office to conduct business with students, teachers, and/or others. Visitors must buzz the office first and wait patiently for instructions from office staff.

WITHDRAWAL PROCEDURES

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