

PITKIN HIGH SCHOOL

STUDENT HANDBOOK

2014-2015

Mission Statement:

*“Linking Learning to Life:
Educating the Leaders of Tomorrow!”*

ATTENDANCE

The Vernon Parish School Board and Pitkin High School believe regular attendance at school accompanied by the responsibility to study and participate in school activities is essential to the learning process. **Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day.**

****New****The Louisiana Board of Elementary and Secondary Education (BESE) does not allow grades or class credit to be given when a student is absent more than the following days:

Elementary—10 days all year

Secondary—5 days PER SEMESTER

****10 Saturday School dates will be scheduled for attendance makeup****

To receive an excuse for school absence(s), students must present their excuse to the attendance clerk in the cafeteria before 7:45 to get an excused or unexcused absence form to be admitted to class. **Doctors' excuses or any other legitimate excuse for a student missing school must be given to the attendance clerk the next day that the student attends school, but no more than 5 school days after the absence OR THEY WILL NOT BE ACCEPTED.**

TYPES OF ABSENCES

The types of absences for elementary and secondary school students are classified as the following: excused absences, temporarily excused absences, unexcused absences, and suspensions.

I. Excused Absences:

- are granted for a doctor's note for the days that the doctor lists *on the note*.
- allow students the **opportunity** to make-up work.
(The student must still speak with the teacher, get the assignment(s), and submit the completed work within the set time limits.)
- do **NOT** count toward the 5 days maximum that students are allowed to miss and still receive credit for the class.

II. Temporarily Excused Absences:

- MUST** have a parent's note verifying the following:
 - A. personal illness
 - B. serious illness in family
 - C. death in the immediate family (not to exceed 1 week)
 - D. recognized religious holidays of the student's own faith
- CAN** make up work
- DO** count toward the 5-day-maximum that students are allowed to miss per semester and still receive credit for the class.

III. Unexcused Absences

Students shall not be excused for any absence other than those listed under temporarily excused and excused absences.

All of the unexcused absences **DO** count toward the 10 days all year that are the limits for receiving credit for the classes for elementary students and the 5 absences per semester limit for receiving credit for high school students.

Students shall not be excused from school to work on any job including agriculture and domestic service, even in their own homes or for their own parents or tutors. Hunting, fishing, shopping, babysitting, and helping around the house are unexcused absences.

IV. Absences Due to Suspensions

Students missing school because of any suspension shall be counted as an unexcused absent, shall be given an opportunity to make up work and receive up to 50% of the grade.

EXTENUATING CIRCUMSTANCES

The only exception to the attendance regulation shall be the delineated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance, which are as follow;

1. Extended personal physical or emotional illness as verified by a physician or dentist.
2. Extended hospital stay as verified by a physician or dentist.
3. Extended recuperation from an accident as verified by a physician or dentist.
4. Prior school system approved travel for education.
5. Death in the immediate family (not to exceed one week).
6. Natural catastrophe and/or disaster.
7. For any other extenuating circumstances, parents must make a formal appeal in accordance with the due process procedures established by the school system.

Students who meet extenuating circumstances can make up their assignments and tests. **It is the responsibility of the student to make up their work.** If assignments are not made up, a failing grade for missed assignments and tests will be given.

ABSENCES DUE TO SCHOOL APPROVED ACTIVITIES

Students participating in school approved activities, which necessitate their being away from school, shall be considered to be present and shall be given the opportunity to make up assignments and tests within the next 3 school days.

Revised: December, 1995

Ref: La. Rev. Stat. Ann. §§[17:221](#) , [17:226](#) , [17:227](#) , [17:232](#)

[Louisiana Handbook for School Administrators](#), Bulletin 741, Louisiana Department of Education

TRUANCY

The Vernon Parish School Board and Pitkin High School recognize truancy as “absence from class or school for any portion of a period or day without permission from home or school.” This is otherwise known as “skipping.” Students shall not be allowed to leave the campus without permission from the principal at any time during the school day, including before school begins or after school while waiting for their buses. Students shall remain on the campus at all times unless granted permission to be off-campus or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school.

Students may not leave campus to go to lunch.

A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and teacher have failed to correct the condition. After the fifth (5th) unexcused absence or fifth (5th) unexcused occurrence of being tardy within any month or if a pattern of five (5) absences a month is established, the supervisor of child welfare and attendance will be notified.

“Any student who is a juvenile and who is habitually absent from school or habitually tardy shall be reported to the supervisor of child welfare and attendance.”

Revised: October, 1994

Ref: La. Rev. Stat. Ann. §§[17:221](#) , [17:221.1](#) , [17:223](#) , [17:228](#) , [17:233](#)

ACADEMICS

ACADEMICALLY ELIGIBLE

To be eligible for any extracurricular or co-curricular activity, students must maintain at least a 1.51 **and** be currently passing 6 subjects. A student may be reinstated the following semester if criteria warrants.

ACCELERATED READING

When a teacher takes a grade on *Accelerated Reading (AR)*, it will be according to the formula set forth by the parish.

$$\frac{\text{Book level average}}{\text{Book level goal}} + \frac{\text{*Average \% Correct}}{0.85} + \text{** \% of Point Goal} = \underline{\hspace{2cm}}$$

_____ divided by 3=AR 6 weeks grade

*If the percent correct is 85% or higher, the student gets 100% for their goal.

**If over 100% then use 100.

CURSIVE

Cursive handwriting is generally regarded as a more accomplished writing style than printing. When letters are formed correctly, cursive can be less tiring than printing. In grades and courses where cursive handwriting has specific Grade

Level Expectations (GLEs), cursive will be mandatory. In all other classes, the teacher may or may not require cursive handwriting. The only exception will be for 504 or special education students with printing for a modification.

FREE PERIODS

No student, including seniors, will have a free period between scheduled classes during the day. If a senior is not scheduled for all periods, s/he will sign out in the office and leave the campus immediately after the last scheduled class period. Seniors not able to leave the campus will enroll for all class periods.

MATERIALS

All students will come to class with required materials (pencils, pens, notebooks, books, homework,...) If a student must return to a locker after the bell has rung, the teacher will give the student a hall pass to return to their locker; then the student will proceed to the office to pick up a tardy. Tardies for returning to lockers will accumulate and count as normal tardies.

ADMISSION OF EXPELLED STUDENTS

No student who has been expelled from school in accordance with state law shall be admitted to any school in the Vernon Parish school system except upon the review and approval of the Child Welfare and Attendance Director.

ANNOUNCEMENTS

Announcements and the pledge will be made each morning at the start of the school day (approximately 7:50). Important information is shared during this time. Each individual student has the responsibility to listen and follow directions accordingly. On a rare occasion, if warranted, announcements may be made at the beginning of 8th period, which is approximately 2:22, or at the end of the day.

APPOINTMENTS

Parental visits are welcomed and encouraged at Pitkin High School. However, it is very necessary to keep disruptions and interruptions to the instructional process at a minimum. Therefore, to avoid considerable wait times for parents, it is necessary that arrangements for conferences with teachers and/or administrators be made by calling the office number (318-358-3121) to schedule appointments.

ARRIVAL & DEPARTURE

The school campus opens at 7:25. Except for children of early-arriving faculty and staff, no students should be on the campus until 7:25. This is when the first duty-teachers arrive for duty. Students are not to be checked out after 2:30 due to traffic problems of buses arriving and Parent Pickup lines beginning.

No student will be picked up at any other location than Parent Pickup after 2:30.

For the safety of all students and the continuity of traffic flow, arrivals and departures of students are as follows:

****These will be strictly enforced.****

STUDENTS ON BUSES:

Arrival-The students will stay seated until otherwise directed by the bus driver. Buses will unload at 7:25 or as designated by principal or his/her designee. Students will depart their buses in an orderly manner and enter the building through the front entrance. Students need to take care of the following activities before 7:45: see admit table in cafeteria, eat breakfast, use restroom, visit the library, and report to their first hour classes. If students need to make up work, this may be a good time to see the teacher about that matter. This is not a time to walk the halls.

PARENTAL DROP-OFF/PICK-UP:

Drop-off-Parents should turn from Hwy 10, then turn left into the parking lot opposite the baseball field, then turn right, join the line leading to the covered porch, and stop with the passenger door adjacent to the covered porch in the parking lot behind the new 5th and 6th grade addition. Students will be greeted by a duty teacher and supervised as they walk to their classrooms. Parents may then follow traffic exiting the parking area.

Pick-up- For your convenience and to avoid having to enter the building, signing in at the office, and obtaining a visitor's pass, each parent is to follow the pick-up procedure. Parents should turn off Hwy 10 and stop with their passenger door adjacent to covered porch in parking lot behind the new 5th and 6th grade addition—as with the drop-off procedure. As each parent arrives in line at the covered porch, your child/children will be waiting inside at the door and quickly called for boarding. Pulling past the line or parking will cause an unnecessarily dangerous situation.

After 2:30, students must be picked up at Parent-Pickup—not at the office. Before 2:30, office checkouts are okay. If your child has an appointment after school and needs to leave early, just be sure to get them before 2:30 if waiting at Parent-Pickup is inconvenient.

***Please be sure to follow procedures for notifying the school when your child's departure plans change from his/her regular schedule. Also, be sure to have the names of people who are allowed to pick up your child on file in the office on the emergency forms.

STUDENT DRIVERS AND PASSENGER SIBLINGS:

Student drivers must have a copy of their driver's license and current proof of insurance on file with the School Resource Officer (SRO) at our school. If not done within 3 days of the start of school, the SRO will take the appropriate actions.

If a student driver has a sibling who needs to ride home with him/her, the parent must give written permission to be kept on file in the office. Siblings riding with student drivers should be a permanent, whole year situation.

Arrival-Student parking is located beside the auditorium and beside the gym. **All Seniors must park in the old gym parking lot. All other legal student drivers must park beside the auditorium.** Once parked, students have 60 seconds to vacate the vehicle and make progress toward the sidewalk to the front doors of the school. **ONCE PARKED, STUDENTS MAY NOT RETURN TO THEIR VEHICLES UNLESS THEY ARE LEAVING THE CAMPUS FOR THE SCHOOL DAY. ONLY THE PRINCIPAL OR ASSISTANT PRINCIPAL CAN GIVE STUDENTS PERMISSION TO RETURN TO THEIR VEHICLE DURING THE SCHOOL DAY. FOR AFTER-SCHOOL PRACTICES, STUDENTS MAY RETURN TO THEIR VEHICLE TO GET CLOTHES OR EQUIPMENT WHILE ACCOMPANIED BY THE COACH; HOWEVER, STUDENTS MAY NOT START, MOVE, OR LINGER AT THEIR VEHICLES BETWEEN SCHOOL AND PRACTICE.**

Senior student parking is assigned near the old gym, and those students may enter the building by walking on the sidewalk and then entering the school at the front doors. Students need to take care of the following activities: see admit desk, breakfast, bathroom, library, and reporting to their first hour class. If students need to make up work, this may be a good time to see the teacher about that matter. This is not a time to walk the halls.

Departure-**Students who drive MUST assemble in the cafeteria at the end of school to wait for dismissal.** Students will be dismissed to go to their vehicles by the duty teacher in the cafeteria. **Student drivers leaving before being dismissed will immediately lose driving privileges.** If student drivers have siblings riding with them, student drivers should meet the sibling(s) in the cafeteria.

STUDENTS ARRIVING LATE:

If a student arrives after 7:47 am, he/she must check in at the main office and must be accompanied by a parent/guardian or have a written excuse from a parent/guardian. The student will be required to sign documentation for checking in late and must receive an admit slip before attending class. After the third late arrival of a student driver during the year, driving privileges **may** be suspended for the school year. Parents of students showing a pattern of late arrivals will be required to conference with the principal and possibly referred to the Director of Child Welfare and Attendance.

CHILDREN OF FACULTY AND STAFF (PK-12th GRADES):

Arrival-Students must stay with their parent until 7:25 and then go to their classrooms. If children are staying with parents, they are not to invite other students to do so.

Departure-When dismissed, students of faculty and staff must go to the cafeteria until the building is clear of all other students.

ASSEMBLIES

Any form of an assembly for the students of Pitkin High School is considered an extension of the regular classroom setting. All classes will go single-file to the auditorium and exit single-file from the auditorium. All teachers are to accompany classes to the auditorium, sit with them during the assembly, and actively monitor the students' behavior. Appropriate student behavior is required. All students should sit in their seats facing the stage. Bouncing on the chairs and sitting on a chair still tilted in the up position is prohibited to prevent damage to the chairs. Unnecessary movement is not permitted as it will distract from the presentation.

Assigned seating is as follows:

Pre-K – 4th grade	Section B (center) (Skip 1st row, #24)	Row 23-7
5th grade – 8th grade	Section A (left)	Row 23-7
9th grade – 12th grade	Section C (right)	Row 23-9

4-H

When the 4-H meeting is in the old gym:

High school students will walk through the high school hall and exit the building past the Home Economics room.

All other grades will exit the building through the front doors and walk on the sidewalk to the old gym. If raining, students will quietly follow the high school route.

When the 4-H meeting is in the auditorium:

High school students will proceed down the elementary hallway in an orderly, quiet manner. No high school students will go outside.

All other grades will proceed to the auditorium accompanied by their teacher in a quiet, single-file line. NO EATING OR DRINKING.

BUS RULES AND CONDUCT

In case of any infraction of rules by any student, the principal may suspend bus privileges. A pupil damaging a school bus shall be subject to suspension from school. **Any pupil suspended for damages to any school bus shall not be readmitted until payment in full has been made** for such damage or until the Superintendent directs his/her re-admittance.

Ref: La. Rev. Stat. Ann. §§[17:223](#) , [17:416](#)

Formal classroom behavior need not, of course, be practiced of pupils in a school bus. An informal atmosphere which encourages pupils to relax and

enjoy the ride is desirable. There are, however, certain limits within which pupil activity must be confined. What are these limits?

1. Students will enter and leave the bus at school loading stations at highway bus stops bus stops in orderly fashion and in accordance with instructions. This requires pupils to proceed at all times:
 - Without haste and without loitering.
 - Without crowding and without pushing.
 - With each pupil showing due regard for his own safety and the safety of others.
2. Students will remain quiet enough not to distract the driver. Pupils must, at all times:
 - Refrain from shouting and other boisterous activity.
 - Refrain from talking to the driver while the bus is in motion.
 - Show due consideration for the driver and his problems.

In general, any activity which worries or distracts the driver is objectionable. The driver needs to keep his mind on the driving and on the traffic situation. If he is worried about the activity in the bus, he cannot be a safe driver.

3. Students will remain seated while the bus is in motion.
 - Each pupil must go directly to his seat upon entering the bus.
 - Each pupil must remain seated until the bus has stopped.
4. Students will cross road in accordance with instructions and the provisions of the state law.
5. Students will neither purposely nor carelessly destroy property. Transportation equipment represents a large capital investment. Pupils are expected to cooperate in its maintenance and preservation.
 - Orderly behavior in the bus, at all times, is essential. Rough-housing is not only hard on seats and interior finish; it also makes it difficult for the driver to drive safely.
 - Pupils should keep feet off seats.
 - Pupils should keep sharp objects off the upholstery.
6. Students will not extend arms or other parts of body out through windows.
 - Waste paper and other refuse may not be scattered along the highway.
 - Books and other property should be properly stowed on laps.
 - The aisle should be clear.
 - Shooting "paper wads" or other material in the bus is not permissible.
7. There will be no smoking or use of tobacco in any form on the school bus.
8. The individual school rules as approved by the principal also apply to students riding the bus.

In addition to these items listed above, the student is encouraged to:

1. Follow the driver's instructions promptly and cheerfully.

2. Be on time at the bus stop location.
3. Be on time at the school loading station.
4. Avoid playing or loitering on the highway when waiting for a bus which is late.
5. Follow correct safety procedures when walking on the highway to and from a bus stop.

BUS NOTES

We are committed to delivering your child home safely. To do so, your cooperation is needed. At the beginning of each school year, fill out the Emergency Form including alternate means to return home. **A telephone request of alternate destination or transportation home must match one of the alternatives listed on Emergency Form. Please keep your children's forms up-to-date with any new phone numbers or with any new people allowed to pick up your child.**

If a parent knows before school that the child will need to ride a different bus or ride home with someone else, the parent must write a note, which includes the **name of his/her regular bus driver, the name of the alternate bus driver or designated driver, and drop-off point. Please include the parent's/guardian's phone number where they can be reached during the day for verification purposes.**

*****All bus notes shall be presented to the attendance clerk located in the cafeteria each morning.**

CAFETERIA

All students will report to the cafeteria at their assigned time. Students who are consuming a meal from the cafeteria are to line up in an orderly fashion upon arrival in the cafeteria. There will be no cutting in line or excessive noise. No food items will be taken outside of the cafeteria. Students may purchase a meal, or they may bring their lunches. All meals must be pre-paid. Students may pay on a daily basis or pay in advance. All students will pay money directly to the cafeteria manager before 7:45 each morning.

When changing classes, students are not to walk between the cafeteria tables or next to the kitchen. Students are to walk around the outside edge of the cafeteria.

TEACHERS: Do **NOT** send your students to lunch before the bell.

CHEATING

Cheating is unacceptable. Cheating involves giving or receiving answers and/or responses to assigned work, *Accelerated Reading* quizzes, or tests. If a student is determined to have cheated, he/she will receive a zero on the assignment or test for which the cheating occurred and will not be allowed to make up the assignment or test. Other consequences may also be deemed appropriate and applied for certain situations.

CHECK-IN/CHECK-OUT

If a student arrives after 7:47 am, he/she must check in at the main office and must be accompanied by a parent/guardian or have a written excuse from a parent/guardian. The student will be required to sign documentation for checking-in late and must receive an admit slip before attending class. If a student is to check out before regular dismissal time, the student will be required to sign documentation for checking out early and must have a note prepared by a parent/guardian stating the date and time of early checkout. This note must then be approved and signed by the school administration. Parents who come to school to check out their children early must sign documentation for early checkout. Students will not be allowed to check out with friends, neighbors, or others unless those people are on the Emergency Form as approved by the parents/guardians AND have a note or phone call from parent for leaving that day. If a student becomes ill during the school day, permission to check-out will not be granted until a parent/guardian or close relative has been notified. **Students may not check out after 2:30 due to traffic from bus arrivals and parents at Parent Pickup except in emergency, and with Principal approval. Students absent from school may not visit the school without Principal permission.**

CLASS ASSIGNMENTS

Elementary class rosters will be made by the principal in an effort to balance the class in regard to ability, size, and gender. Parent requests will be considered, but several other factors will dictate whether or not they can be honored. The placement of a student shall be based on grades, achievement test scores, teacher recommendations, and participation in special programs.

Selection of classes and courses of study in grades 9 through 12 shall be uniformly made by individual students. Teachers, counselors, and administrators shall provide assistance in planning course of study and selection of classes. Each student shall be given a schedule of classes offered and requirements for graduation. Some classes may have prerequisites for enrollment.

Revised: November, 1993

Ref: La. Rev. Stat. Ann. §§[9:951](#) , [9:952](#) , [9:953](#) , [9:954](#) , [17:81](#) , [17:101](#) , [17:104](#) , [17:104.1](#) , Board minutes, 8-6-85

CLUBS

Clubs may meet regularly before or after school or during lunch.

Each student from 4th-12th is encouraged to participate in one or more clubs. The following clubs are available for student participation. Students must be academically eligible to participate in all extracurricular and co-curricular activities. No grades or bonus points will be given for participation in any club or extracurricular activities. Some clubs may have academic requirements beyond the academically-eligible requirement. Some clubs also have special requirements for membership, participation in activities or trips, and the election of officers. Any activity planned by students or sponsors must be approved by the principal and entered on the school calendar.

4-H (Elementary, Junior High, and High School) Monthly meetings scheduled by Louisiana Cooperative Center during school.
Jr. High – 12:37
Elem. – 1:31
High School – 2:25

Junior Beta Club (3.0 GPA in the core classes)

Student Council

FFA

FCCLA

FBLA

NHS (3.0 GPA in the core classes)

LYFE Club

Quiz Bowl Team

Blue Ambassadors

CONDUCT OF STUDENTS

*****Unsupervised areas are off limits*****

Any time that an area becomes unsupervised, students shall regard the area as being off limits.

The Vernon Parish School Board and Pitkin High School expect students to be well-behaved while attending school or any school activity and to conduct themselves in an appropriate manner at all times. **Every teacher and staff member is authorized to hold every pupil to a strict accountability** for any disorderly conduct in school, on the playgrounds of the school, on the street or road while going to or returning from school, or during intermission/recess.

Students have the responsibility to know and respect the rules of the school system. Students shall comply with all Board policies and school regulations, student codes of conduct, and directions of principals, teachers, and other authorized school personnel during any period of time when the student is under the authority of school personnel.

Ref: La. Rev. Stat. Ann. §§[17:223](#) , [17:235.2](#) , [17:416](#) , [17:416.1](#) , [17:416.8](#) , [17:416.12](#)

BULLYING, HARASSMENT, HAZING, AND INTIMIDATION

All statements or actions of a bullying, intimidating, threatening, harassing, hazing, or any other violent nature made on campus, at school-sponsored activities, on school buses, at school bus stops, and en-route from home to the bus stop and from the bus stop home shall not be tolerated. Even if made in a joking manner, these statements or actions threatening other students, school personnel, or school property shall be unacceptable.

Report all oral or written reports of bullying, intimidation, threatening behavior, harassment, or hazing of a student to the principal. The principal or his designee will investigate the alleged threats.

The principal will handle all disciplinary action as outlined in the *Student Code of Conduct*.

Ref: La. Rev. Stat. Ann. §§[17:183](#) , [17:416](#) , [17:416.13](#)
Board minutes, [8-10-04](#)

DISCIPLINE

Each teacher may take disciplinary action to correct a pupil who disrupts normal classroom activities, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another pupil, who violates school rules, or who interferes with an orderly education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the Board.

STUDENT REMOVAL FROM CLASSROOM

A pupil may be immediately removed from a classroom by the teacher and placed in the custody of the principal or designee if the pupil's behavior prevents the orderly instruction of other pupils, poses an immediate threat to the safety of pupils or the teacher, or when a pupil exhibits disrespectful or threatening behavior toward a teacher. **If removed, the student shall not receive credit for schoolwork missed.**

A pupil removed from class in kindergarten through grade 6 shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher. A pupil removed from class in grades 7 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.

CORPORAL PUNISHMENT

The teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school, on the playground of the school, on any school bus going to or returning from school, on school trips, or during intermission/recess.

The teacher or school principal may use corporal punishment in a reasonable manner against any pupil for good cause in order to maintain discipline and order within the public schools of this Parish.

Faculty members (professional employees) of the public schools of Vernon Parish may administer corporal punishment to any student under their jurisdiction, after said student has had an opportunity to make response to the accusation. Such punishment may be administered for misbehavior while on the way to and from school, while at school, during any intermission or recess, or while at any school-sponsored activity at school or away from school.

The punishment shall be just, reasonable, and deserved and shall consist of not more than six (6) blows on the buttocks with a paddle and shall be administered in the presence of a fellow faculty member. Obtaining parental permission prior to administering the paddling is not necessary. However, "A do not paddle note" from the parent will be honored, and the discipline will automatically move to the next disciplinary action. **Vernon Parish School Board policy requires that "Do Not Paddle" notes must be resubmitted every school year.**

Ref: [U.S. Constitution, Amend. XIII](#)

[U.S. Constitution, Amend. XIV, Sec.1](#)

[Ingraham v. Wright](#) , 97 S. Ct. 1401, (1977)

[Jones v. Palmer](#), 421 F. Supp. 738 (S.D. Ala. 1976)

[Baker v. Owen](#) , 96 S. Ct. 210 affirming 395 F. Supp. 294 (M.D.N.C., 1975)

La. Rev. Stat. Ann. §§[17:416](#) , [17:81.6](#)

Board minutes, 10-7-76, 12-1-88

IN-SCHOOL SUSPENSION

In-school suspension (I.S.S.) is another discipline option available only to the principal and vice-principal. Students placed in I.S.S. will remain there for the duration of the day and will eat at different times from their peers. Students in I.S.S. are under constant, small-group supervision.

SUSPENSION

The administration of Pitkin High School has the authority to suspend a pupil for a specified period of time in accordance with statutory provisions. The term of suspension may carry over into the next school year, when necessary, unless otherwise provided for in state statutes.

In each case of suspension, the principal/designee will contact the parent, tutor, or legal guardian of the pupil to notify them of the suspension and to establish a date and time for a conference with the principal or designee as a requirement for readmitting the pupil.

No suspended pupil will be allowed to leave the school premises during the school day until the parent, guardian, or other proper authorities assume responsibility for him/her, or unless immediate removal from school due to danger or threat of disruption to academic process is warranted.

If the parent, tutor, or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective. On not more than one occasion each school year when the parent, tutor, or legal guardian refuses to respond to the notice, the principal may determine whether readmitting the pupil is in the best interest of the pupil. On any subsequent occasions in the same school year, the pupil will not be readmitted unless the parent, tutor, or legal guardian, court or other appointed representative responds.

When a pupil is suspended for a second time within one school year, the principal may require a counseling session be held with the parent and pupil by the school counselor. Any student, after being suspended on three (3) occasions during the same school year, **will**, on committing the fourth offense, be recommended for expulsion from Pitkin High School and all Vernon Parish Schools until the beginning of the next regular school year. Except for in-school suspensions, any pupil suspended shall receive no credit for school work missed while suspended.

DISCIPLINARY ACTIONS

Any violation not specifically covered in the following disciplinary actions will be left to the discretion of the school administration. Schools may substitute another appropriate form of discipline if the school does not have one of those listed.

No suspended or expelled student is allowed on campus or may attend any school-sponsored event (games) for the duration of such suspension/expulsion, which would end at the beginning of the next school day, following said suspension/expulsion.

Office Referrals

- 1 Warning
- 2 Corporal Punishment / ISS
- 3 Corporal Punishment / ISS
- 4 Suspension
- 5 Suspension
- 6 Suspension, possible expulsion
- 7 Expulsion

Grades PK-2**Grades 3-6****Grades 7-12****Willful Disobedience:**

1 st Offense	Office time out	1 wk recess Det.	1 day Suspension
2 nd Offense	2 days recess Detention	1 day /Corp. Pun.	2 days Suspension
3 rd Offense	Corp. Pun./1 day Suspension	1-3 days Suspension	3 days Suspension

Disrespect for Authority:

1 st Offense	2 days recess Detention	1 wk recess Det.	3 days Suspension
2 nd Offense	1 wk. Detention/Corp. Pun.	1 day Det./Corp. Pun.	5 days Suspension
3 rd Offense	2 days Suspension	1-3 days Suspension	7 days Suspension

Profanity Verbal/Written:

1 st Offense	Time Out	1 wk recess Det.	1 day Suspension
2 nd Offense	2 days recess Detention	2 days Det./Cor. Pun.	2 days Suspension
3 rd Offense	1 day Suspension/Corp. Pun.	1-3 days Suspension	3 days Suspension

Immoral or Vicious Practices:

1 st Offense	Corp. Pun./1 day Suspension	1 day Suspension	3 days Suspension
2 nd Offense	2 days Suspension	2 days Suspension	5 days Suspension
3 rd Offense	3 days Suspension	3 days Suspension	7 days Suspension

Tobacco Possession/Use/Products:

1 st Offense	2 days recess Detention	1 day Suspension	1 day Suspension
2 nd Offense	1 day Suspension	2 days Suspension	3 days Suspension
3 rd Offense	2 days Suspension	3 days Suspension	5 days Suspension

Use or Possession of Alcohol:

1 st Offense	2 days recess Detention	2 days Suspension	3 days Suspension
2 nd Offense	1 day Suspension	3 days Suspension	5 days Suspension
3 rd Offense	2 days Suspension	5 days Suspension	7 days Suspension

Use or Possession of Controlled Dangerous Substances:

1 st Offense	3 days Suspension/Recommend Hearing	3 days Suspension/ Recommend Hearing	5 days Suspension/ Recommend Hearing
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Fighting:

1 st Offense	2 days recess Det./Corp Pun	1 day Suspension	3 days Suspension
2 nd Offense	1 wk recess Det./1 day Susp.	2 days Suspension	5 days Suspension
3 rd Offense	1 days Suspension	3 days Suspension	7 days suspension

Firearms/Weapons on School Campus:

1 st Offense	3 days Suspension/Recommend Hearing	3 days Suspension/ Recommend Hearing	9 days Suspension/ Recommend Expulsion
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Vandalism to School Property:

1 st Offense	Work detail/Restitution	1 day Susp./Rest.	3 days Susp./Rest.
2 nd Offense	1 day Suspension/Restitution	3 days Susp./Rest.	5 days Susp./Rest.
3 rd Offense	3 days Suspension/Rest.	5 days Susp./Rest.	7 days Susp./Rest.

***Please remember that most school property is very expensive.
Many items cost hundreds or thousands of dollars to replace.***

Grades PK-2**Grades 3-6****Grades 7-12****Unfound Charges Against School Personnel:**

1 st Offense	Office time out	1 day Detention	3 days Suspension
2 nd Offense	2 days recess Detention	1 day Detention	5 days Suspension
3 rd Offense	1 day Suspension	1 day Suspension	7 days Suspension

Tardies per semester

1 st Offense	Conference with Administrator	Essay	Essay
2 nd Offense	1 day recess Detention	1 day recess Det.	1 day Detention/Essay
3 rd Offense	2 days recess Detention	1 day Detention	2 days Detention/Essay
5th Offense	Refer to Vernon Parish Truancy Officials & Child Welfare Office		

Leaving Class Without Permission:

1 st Offense	Office time out	1 day Detention	1 day Suspension
2 nd Offense	2 days recess Detention	1 day Detention	2 days Suspension
3 rd Offense	1 day Suspension	1 day Suspension	3 days Suspension

Leaving School Grounds Without Permission:

1 st Offense	1 day Suspension	1 day Suspension	2 days Suspension
2 nd Offense	2 days Suspension	3 days Suspension	3 days Suspension
3 rd Offense	3 days Suspension	5 days Suspension	5 days Suspension

Class Disruption/School Disruption:

1 st Offense	Office time out	1 day Detention	1 day Suspension
2 nd Offense	2 days recess Det./Corp. Pun	1 day Suspension	2 days Suspension
3 rd Offense	1 day Suspension	2 days Suspension	3 days Suspension

Stealing/Theft/Possession of Stolen Property:

1 st Offense	Work detail	1 day Suspension	3 days Suspension
2 nd Offense	1 day Suspension/Corp. Pun.	2 days Suspension	5 days Suspension
3 rd Offense	2 days Suspension	3-5 days Suspension	7 days Suspension

Harassment/Bullying:

1 st Offense	2 days recess Det./Corp. Pun	1 day Suspension	3 days Suspension
2 nd Offense	1 day Suspension	2 days Suspension	5 days Suspension
3 rd Offense	2 days Suspension	3-5 days Suspension	7 days Suspension

Bus Disruption:

1 st Offense	2 days recess Detention	1 day off bus	3 days off bus
2 nd Offense	1 day off bus/Corp. Pun.	3 days off bus	5 days off bus
3 rd Offense	3 days off bus	5 days off bus	7 days off bus

Cell Phones:**Grades PK-12**

1 st Offense	Device taken, parent allowed to pick up.
2 nd Offense	Device taken, parent allowed to pick up, AND detention or similar punishment.
3 rd Offense	Device taken, parent allowed to pick up, AND 1 day suspension.

Dress Code Violation:

1 st Offense	Warning and change
2 nd Offense	1 day Detention and change
3 rd Offense	1 day Suspension for habitual rule violations and change

DRESS CODE FOR STUDENTS (revised 5/11)

The policy of the Vernon Parish School Board shall be that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum or creates a safety concern or possibly creates a health concern. Clothing should be clean and students are expected to dress in a neat and appropriate manner at all times. Extremes in style, fit, and grooming will not be permitted. The principal or his designee shall make the final decision as to what is considered proper or improper dress according to guidelines as outlined in the *Student Code of Conduct*.

Any special occasions for different attire approved by the principal shall be allowed.

1. Shorts are acceptable in grades PK-4th, weather permitting. Excessively short shorts and bicycle shorts are not allowed.
2. Shorts **ARE** allowed for grades 5-12 **IF** the shorts reach the crease at the back of the knee in length. **No shorts with elastic waistbands are allowed—even if the shorts have drawstrings.**
3. Jogging suits, wind suits, sweat suits, and warm-ups are not permitted except **for P.E. in the gym/outside** during cold weather. **PK-4th** grade students may wear sweat suits to school in cold weather as long as they are sized appropriately.
4. Hair should be neat, clean, and well-groomed. Boys' hair should not come below the ear lobes, eyebrows, and bottom of collar. Pony-tails, pig-tails, and beards are **not** permitted on boys. Girls should not come to school with hair in rollers or with hair groomed in a distracting manner. Hair color outside the range of naturally occurring hair color is prohibited.
5. Pants or jeans are permissible with shirts covering the waist and undergarments at all times--no crop tops, halter tops, half shirts, or short shirts. Girls' shirts must cover the back waistband of their pants when sitting or standing. Female students will wear shirts/blouses long enough to cover the entire midriff area when their arms are fully extended above their heads. Low-cut blouses should not be worn unless layered with higher-cut undershirts. Shirts should be tucked in as appropriate. Girls' shirts of a revealing nature are prohibited. Thin knit shirts (see-through) are not allowed.
6. All skirts must come to the knee area.
7. Capris must be mid-calf or below.
8. Clothing must be hemmed or cuffed--no ragged edges.
9. Clothing cannot have torn or cut holes. Sewn-in patches are acceptable. **Taped holes are not acceptable.**
10. Neither male nor female students are permitted to wear hats, caps, and sweatbands in the building. They are allowed for welding classes (in shop only) and baseball/softball practice/games.
11. Clothing that advertises alcoholic beverages, tobacco products, drugs, or those with offensive symbols/affiliations, obscene, suggestive, or offensive pictures or words are not allowed.

12. Thin, single-knit T-shirts, undershirts, or muscle shirts may not be worn as an outer shirt. Sleeveless shirts with large armholes are not permitted.
13. When wearing overalls, pants, or skirts with straps or suspenders, straps must be up at all times.
14. All clothing must be worn as it is intended--right side out. Pants must not sag nor hang below waistline to the point that undergarments are visible.
15. Shoes must be worn at all times. Belts must be worn if belt loops are present.
16. Any dress or jewelry that is not generally accepted by the community cannot be worn without the principal's approval.
17. Earrings and pins are not permitted for boys.
18. Visible nose pins, tongue piercings, or other body piercings beyond earrings for girls are not allowed. Band-aid, etc. coverings are NOT acceptable alternatives.
19. Flip flops will not be allowed for ANY student.
20. All students will wear shoes with a back.
21. The administration reserves the right to make the judgment on what is appropriate or inappropriate dress.

*****GOOD "Rule of Thumb"*****

If you are wondering if something is questionable, then don't wear it!!!!

DISCIPLINE FOR DRESS CODE VIOLATION:

1st offense -- Warning and change.

2nd offense – 1 day detention

3rd offense -- 1 day suspension for habitual rule violations.

Revised: September, 2002

Ref: [Scott v. Board of Education](#), 304 N.Y.S. 2d 601 (1969)

[Darr v. Schmidt](#), 460 F.2d 609 (1972)

La. Rev. Stat. Ann. §[17:416.7](#)

Board minutes, [7-1-99](#) , [6-6-00](#) , [2-6-01](#) , [5-7-02](#)

DRILLS

FIRE DRILLS

Upon activation of fire alarm, students will follow the teacher's directions. Specifically, all classes will evacuate to their designated emergency area in a quiet, orderly manner. Teachers are to bring roll book and hall pass record,

turn off lights, and close classroom doors. Once in designated emergency area, the teacher will call roll and report any missing students to principal or emergency officials. Any student who is not in his/her classroom at the time of the fire alarm will immediately go and rejoin his/her class at the predetermined emergency location and check-in with his/her teacher.

INCLEMENT WEATHER DRILLS

In the event of a tornado in the immediate area, administration will notify the campus to perform a duck and cover. Students and teachers are to proceed into the hallway. Teachers are to bring roll book and hall pass record, turn off lights, and close classroom doors. If possible, as students are filing out into the hall, teachers are to take roll. Students and teachers are to sit with legs crossed (“Indian style”) facing the cinderblock wall in one or two rows, bending forward with hands behind head and interlacing fingers. Teachers closest to hallway doors should close hall doors. Students that are not with their regular class should perform duck and cover at their location.

All outside activities will cease with teachers and students entering the building to the nearest available hallway. In the event of an actual emergency, it is expected that we will lose power and therefore the intercom will not be working. It is crucial for students to remain quiet so administration and teachers can relay information down the hallways. Inappropriate areas for a duck and cover are gym, gym lobby, auditorium, auditorium lobby, hallway next to auditorium, cafeteria, and hallway in front of Title I room.

INTRUDER IN THE BUILDING

Depending on the situation, the campus will be notified of intruder by intercom or by word of mouth. Students and teachers are to go into their classroom and either lock or barricade the door. Teacher and students should locate themselves behind desks out of sight of door and window. The intercom should not be used unless you have specific information about the location of the intruder.

LOCK DOWN

All lock downs will be notified by intercom. Students are not allowed out of room for ANY REASON until an announcement that the lock down is over. Any student away from their class will immediately return to their designated class.

DRUG-FREE ENVIRONMENT

The Vernon Parish School Board and Pitkin High School are dedicated to providing a drug-free learning environment for the students attending public schools. The Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled

substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or Board employees will report all violators to the principal, who in turn, will notify the proper law enforcement agency and will cooperate with the prosecuting attorney's office in the prosecution of charges. Any student who distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises will be expelled pursuant to the provisions and guidelines as set forth in state law.

The Vernon Parish School Board and Pitkin High School shall not permit students to have tobacco products--including smokeless tobacco (dip)--in their possession or to smoke on the school grounds, or in school buildings during the school day, or at school activities held in school buildings after school hours, or when riding school buses to and from school. Parental permission to smoke or dip does not exempt a student from this policy. Pitkin High School is designated and marked as a drug-free zone.

Ref: La. Rev. Stat. Ann. §§[14:403.1](#) , [17:405](#) , [17:416](#) , [40:617.1](#) , [40:961](#)

Ref: La. Rev. Stat. Ann. §[17:416](#)

BANNED ITEMS

Students on field trips may bring music players with headphones with the permission of the teacher supervising the trip. However, neither the school nor individual teachers will be responsible for the devices.

ELECTRONIC TELECOMMUNICATION DEVICES

Any electronic device such as but not limited to E-Reader, Kindle, Ipad, lap top, cell phone not used for instructional purposes permitted by the teacher or administrator within the instructional setting to include classrooms, libraries, labs, or designated areas set by school administration, is a violation of school board policy and would result in disciplinary action.

Revised June, 2013

FEES, FINES, AND CHARGES

The Vernon Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects.

DAMAGE TO TEXTBOOKS/ INSTRUCTIONAL MATERIALS

Pitkin High School will require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child.

Revised: October, 2001

Ref: [20 USC 1232 \(g-i\)](#) (*Family Educational Rights and Privacy Act*)

La. Rev. Stat. Ann. §§[17:8](#) , [17:81](#) , [17:112](#)

SPORTS

For the safety and privacy of our athletes, **the only persons allowed in the dressing room areas and dugouts are coaches, players under the supervision of a coach, referees, and administration.** If an athlete requires parental assistance as in the case of an emergency or injury, the coach will request the presence of a parent. **Restroom facilities for the public, students, and players not under direct supervision of coaches are available in the gym lobby.**

Fans arriving before the gate opens will be asked to return to the gate to pay for admission. Any students who are staying for a 3:30 ball game will have to pay their admission in the office before buses leave and then sit quietly in the gym. **If a ball game begins at 4:00 or later, students will not be allowed to stay on campus due to lack of available supervision.** Anyone attempting to or aiding someone to gain entry into the gym without paying will be asked to leave and may lose the privilege of attending after-school functions.

Pitkin High School games are spirited and fast-paced. While we encourage the fans to cheer for our team, we must remember that no matter how exciting the game becomes, we must conduct ourselves in a sportsman-like manner. If a fan exhibits belligerent behavior toward a referee, coach, player, or another fan, s/he will be asked by a Vernon Parish Sheriff's Deputy and/or Administrator to leave the building.

GRADING AND RECORD-KEEPING PROCEDURES

KINDERGARTEN GRADING

S – Satisfactory, meets indicated criteria

P – Progressing

N – Needs to improve, does not meet criteria

1ST – 12TH GRADING

Teachers of grades 1st -12th will use the following VPSB-approved grading scale.

<u>Grade</u> <u>Points</u>	<u>% Equivalent</u>	<u>Description</u>	<u>Quality</u>
A	93 – 100	Excellent	3.51-4.0
B	85 – 92	Above Avg.	2.51-3.5
C	75 – 84	Average	1.51-2.5
D	67 – 74	Below Avg.	1.0--1.5
F	0 – 66	Failure	0.99 below

Number and Letter Grade will be on report cards.

The Vernon Parish School Board voted several years ago to change the way honor graduates are recognized. Beginning with the 2007-2008 graduates, the honor recognition will be as follows:

GPA

SUMMA CUM LAUDE 3.90-4.0

MAGNA CUM LAUDE 3.70-3.8999

CUM LAUDE 3.50-3.6999

High School Grade Level will be assigned as follows:

1st year in High School-----Freshman

2nd year in High School-----Sophomore

3rd year in High School-----Junior

4th year in High School-----Senior

To receive credit in a one-credit course, students must earn a minimum of 7 quality points per year with at least 4 quality points earned in the 2nd semester. For a half-credit course, students must earn a minimum of 4 quality points. Students must complete a minimum of 24 Carnegie units and pass all applicable EOC Exams. T.O.P.S. requirements are underlined among the **24** credits required for Graduation.

English	4 units
Shall be <u>English I, II, and III, and English IV</u>	
Mathematics	4 units
<u>Algebra I</u> (1 unit) <u>Geometry</u> (1 unit) (2 unit) shall come from the following: <u>Algebra II, Advanced Math, Financial Mathematics, Math Essentials, Calculus</u> For T.O.P.S., you need one more unit of higher level math or science.	
Science	3 units
<u>Biology</u> (1 unit) 2 units from the following courses: <u>Chemistry Physical science, Biology II, Earth Science, Environmental Science, Agriscience I and II</u> For T.O.P.S., you need one more unit of higher level math or science.	
Social Studies	3 units
<u>American History</u> <u>Civics and Free Enterprise</u> (1 combined unit) or <u>Civics</u> (1 unit) 1 unit from the following: World History, World Geography, Western Civilization	
Health Education	1/2 unit
Physical Education	1 1/2 units
Shall be Physical Education I and Physical Education II, or Adapted Physical Education for eligible special education students. A maximum of four units of Physical Education may be used toward graduation.	
Electives	8 units
The 8 Electives are any classes other than the 16 required above, For T.O.P.S <u>Foreign Language</u> (2 units in the same language) <u>Fine Arts Survey</u> (2 units) or 1 unit from among the other subjects in core curriculum	
TOTAL	24 units

T.O.P.S. Curriculum

English I, II, III, IV (4)

Algebra I, Algebra II, and Geometry (3)

World Geography or World History, Civics ½ & Free Enterprise ½ , American History (3)

physical science, Biology I, chemistry (3)

Spanish I & Spanish II (2)

1 core class to replace two years of music or art (Biology II, Advanced Math I, Environmental. Science, or World History)(1)

½ credit in a computer class (intro. to BCA) (1/2)

1 additional math or science (Biology II or Advanced Math I) (1)

Total Tops Requirements (17 ½)

*The course list is based on classes available at Pitkin High School. Other classes may be available and can be earned through the compressed video, correspondence, and/or LTC at Lamar Campus and NSU at Leesville/Fort Polk.

Other TOPS requirements include the following:

*2.5 GPA in the 17 ½ required classes (3.5 for the Performance and Honors Stipends)

*20 or higher on the ACT (23 and 27 for the Performance and Honors Stipends of \$400 and \$800 respectively)

*2 years Louisiana residency (11th and 12th grades)

*Complete the Federal Application for Student Financial Aid

The 2008-2009 Louisiana 4-Core Curriculum will require, among other things, 4 classes in each of English, math, science, and social studies in order to graduate.

****Beginning with the Freshman class of 2010-2011, major changes occur in graduation requirements. If this is you, be sure to see Mrs. Jan Perkins for updated graduation requirements.**

Diploma Endorsements (The list below includes certifications that are offered at PHS)

Academic Endorsement

Career and Tech Endorsements:

- *Agriculture, Food and Natural Resources
- *Business Management and Administration
- *Human Services
- *Education Training
- *Advanced Studies
- *Communications

LOCKERS

Students will be assigned one locker to keep books and belongings. Lockers will be kept free of trash. No permanent attachments or stickers are to be placed on or in lockers. You may put a lock on your locker as long as your homeroom teacher has the combination or extra key. **Students may not use unassigned lockers or switch lockers.** Remember, lockers are the sole property of Pitkin High School.

LUNCHES

Payment for lunches will be made daily or in advance to the cafeteria manager before school. Pitkin High School has a “no charge” policy. At no time are any food items to be taken from the cafeteria. Straws, napkins, and other items may not be removed from the cafeteria. Students should eat in such a manner that contributes to the cleanliness and quietness of the cafeteria.

MAKE-UP WORK

Students with excused absences of 1-3 consecutive days should be prepared to make up their work on the next school day, but will have no more than 3 school days to make up their work. Students with excused absences of 4 or more consecutive days will need to make arrangements with their teacher and principal for a timeline for making up their work. A good rule of thumb will be not to exceed one day make up for each day missed.

MEDICATION

When possible, arrangements should be made for all medications to be given at home, before, and after school. If medication is given no more frequently than three (3) times a day or every eight (8) hours, it can be given at home.

Written parental permission and a signed physician's, dentist's, or other authorized prescriber's order shall be furnished to the school **before any prescription or non-prescription medication shall be dispensed.** Non-prescription medication shall be given at home unless there is a written statement from the student's authorized doctor stating that it is necessary to be given at school.

The Vernon Parish School Board and the school nurse shall not be responsible for any non-prescription medication administered to any student without a written doctor's order.

MEDICINE ON EARLY DISMISSAL DAYS OF SCHOOL

On days when schools are dismissed at or prior to noon, the school personnel shall not be responsible for administering midday medications.

Revised: October, 2001

Ref: La. Rev. Stat. Ann. §§[17:81](#) ; [17:436.1](#)

[Louisiana Administrative Code, Vol. 18, Education Chapter 9, Section 929, Administration of Medication](#)

Board minutes, [1-10-95](#)

PLAYGROUND

The playground adjacent to the Vernon Parish Library is for PK-1st grades only. The equipment on this playground is designed for small children and can be damaged by larger children. To prevent problems with bees and ants, there will be no food or drinks taken to this area.

PRACTICE

At the conclusion of any regularly scheduled practice, students are expected to exit the campus promptly. For non-student drivers, this means that arrangements should be made for prompt pick up. If any student habitually has a problem in promptly leaving or being picked up from practice, their continuation in this extra-curricular activity will be jeopardized.

PREGNANT STUDENTS

A pupil who becomes pregnant shall notify the principal in writing immediately upon knowledge of the condition. Pregnant pupils shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. A physician's statement shall be required to be put on file stating the pupil's medical condition, approval for continued attendance, and activities in which the pupil may not participate. The student shall keep the school administration continually apprised of her progress. The school shall not be held responsible for any medical problems that may arise with a pregnant pupil while she is in school.

After delivery, the student shall be permitted to return to school as soon as she is physically able, upon certification by her physician.

Ref: [U.S. Constitution, Amend. XIV, Sec. 1](#)
[20 USC 1681](#) et seq. (*Discrimination Based on Sex or Blindness*)
[Cleveland Board of Education v. LaFleur](#) , 94 S.Ct. 791 (1974)
[Davis v. Meeks](#) , 344 F.Supp. 298 (N.D. Ohio 1972)
[Holt v. Shelton](#) , 371 F.Supp. 821 (M.D. Tenn. 1972)

PRESCHOOL/KINDERGARTEN HALL

From 12:15-2:00, any number of preschoolers and kindergarteners will be napping. This area will be designated as a quiet zone. Please help our preschool and kindergarten teachers by being quiet in this area at this time.

SATURDAY SCHOOL

Saturday School is available at certain times during the year for students who exceed or are near to the limit of their absences for the semester/year. Students are encouraged to take advantage of Saturday School.

SEARCHES

The Vernon Parish School Board is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or representative of the sheriff's office employed by the School Board, having a reasonable belief that any public school building, desk, locker, area or grounds of any public school contains any

weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law, School Board policy, or school rule, may search such building, desk, locker, area or grounds of said public school. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel.

Any teacher, principal, administrator, or representative of the sheriff's office employed by the School Board, may search the person of a student or his/her personal effects when based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, School Board policy, or a school rule. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and the nature of the suspected offense. Such factors to be considered in determining the manner in which searches may be conducted are:

1. Age and gender of student
2. Behavior record of student
3. Need for search
4. Purpose of search
5. Type of search
6. Reliability of the information used to conduct search
7. The relative importance of making the search without delay
8. Nature and severity of problem in overall school environment

Random searches with a metal detector of a student or his/her personal effects may be conducted at any time.

Any automobile parked on School Board property by a student may also be searched at any time by school officials who have facts which lead them reasonably to believe that items in violation of state law, School Board policy or school rule are contained therein. If the automobile is locked, the student shall unlock the vehicle. If the student refuses to unlock the vehicle, proper law enforcement authorities shall be summoned, and the student shall be subject to disciplinary action.

Revised: October, 1994

Ref: La. Rev. Stat. Ann. §§[17:416](#) , [17:416.3](#)
[New Jersey v. T.L.O.](#), 469 U.S. 325, 105 S.Ct. 733

SECURITY CAMERAS

It is the policy of the Vernon Parish School Board to allow video surveillance to insure the safety and behavior of all students. Pitkin High School employs numerous security cameras in interior and exterior areas.

SCHOOL CLOSING

In the event the school is unexpectedly closed due to weather or power outage, the parents will be notified by radio (105.7) or television (KALB Channel 5 or KPLC Channel 7).

STUDENT DRIVERS

Student parking is provided as a privilege to the students. Student drivers must have a (1) copy of their valid driver's license and (2) current proof of insurance (3) any other documentation requested by the Representative of the Sheriff's Office (RSO) on file in the office within three school days of the beginning of school. If a student becomes eligible to drive during the school year, documentation listed above will be required before a parking permit is issued. If a student drives a vehicle without proper license or documentation, the matter will be immediately handed over to the Vernon Parish Sheriffs Office, and the student may lose his/her driving privileges permanently. Student parking is located behind the cafeteria and gym. Once parked, students have 60 seconds to vacate the vehicle and make progress toward the gym entrance. **ONCE PARKED, STUDENTS MAY NOT RETURN TO THEIR VEHICLES UNLESS LEAVING CAMPUS FOR THE SCHOOL DAY. ONLY THE PRINCIPAL OR ASSISTANT PRINCIPAL CAN GIVE STUDENTS PERMISSION TO RETURN TO THEIR VEHICLE DURING THE SCHOOL DAY. FOR AFTER-SCHOOL PRACTICE, STUDENTS MAY RETURN TO THEIR VEHICLE TO GET CLOTHES OR EQUIPMENT WHILE ACCOMPANIED BY THE COACH; HOWEVER, STUDENTS MAY NOT START, MOVE, OR LINGER AT THEIR VEHICLES BETWEEN SCHOOL AND PRACTICE.**

STUDENTS WITH EXCEPTIONALITIES

Transportation for Exceptional Students (added 01/2012)

The assigned teacher is responsible for initiating all requests for transportation services, when required or determined by the student's IEP, in writing to the school principal ten (10) working days prior to the date the service is needed. This request can originate from parents, students, or employees. All components of an exceptional student, including transportation needs, are addressed with parents/guardians at the IEP conference as evidenced by signatures.

The principal or designee will consider the request and make the necessary arrangements to provide transportation services. The transportation arrangements will be made within two (2) working days of the request. If a principal is unable to make appropriate transportation arrangements for the exceptional student(s), the request will be forwarded immediately to the Director of Transportation for disposition.

Appropriate accessible transportation will be required from the fleet of board-owned or leased buses with the equipment needed to meet the needs of the exceptional student(s). If an appropriately equipped vehicle is not available, one will be rented from the closest available source.

Paraprofessional Services (added 01/2012)

Procedures for requesting additional Special Education services when needed to assure students with disabilities full access to school programs, services, or activities (i.e., school-sponsored field trips):

The student-assigned Special Education teacher is responsible for requesting additional paraprofessional services when needed to assure students full participation in school programs, services, or activities. The request will be made in writing to the principal, ten (10) working days prior to the date the service is needed.

The principal (or designee) will consider the request and make the necessary assignment using the school's pool of paraprofessionals. The assignment will be made within two (2) working days of the request. If a principal (or designee) is unable to assign a paraprofessional from his/her staff, the request will be forwarded immediately to the Director of Special Education at the Vernon Parish School Board office. In this case, the Director will make the paraprofessional assignment.

TELEPHONE

The office telephone is for school business only and will only be used in a case of an emergency and then only with permission by the administration. Students are responsible for bringing all necessary items to school each day. A student may call home only in the case of (1) illness or (2) to arrange for unexpected travel home

TRANSFER AND WITHDRAWAL

Students who have not had a change of residence during the school year may not transfer to more than one (1) school during the school year. Exceptions may be granted through application by the parent/guardian to a committee composed of the Supervisor of Child Welfare and Attendance and the two (2) principals of the schools affected by said transfer.

Revised: August, 2001

Ref: La. Rev. Stat. Ann. §§[17:81](#) , [17:101](#) , [17:102](#) , [17:103](#) , [17:104](#) , [17:104.1](#) , [17:105](#) , [17:106](#) , [17:108](#) , [17:109](#) , [17:221](#) , [17:226](#) , [17:227](#) [Louisiana Handbook for School Administrators](#), Bulletin 741, Louisiana Department of Education Board minutes, 1-10-80, [12-12-89](#)

USE OF SCHOOL FACILITIES

The Vernon Parish School Board and Pitkin High School believe the functions of school buildings and grounds shall be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social, and recreational needs of communities.

Use of school buildings by the community shall be considered a secondary function and shall be scheduled at times which do not interfere with regular school activities.

The usage of school facilities by individuals or groups shall be based on a properly documented application and governed by a signed lease agreement between the individual or group and the Board. **Individuals or groups discovered using school facilities without permission *in writing* by the principal (including both gyms and auditorium), will be documented by surveillance cameras and turned over to the Vernon Parish Sheriff's Office as persons who are "breaking and entering."**

Special Note: The only people authorized to possess a key to any part of the Pitkin High School campus are administration, faculty, and staff members. Faculty and staff members are **not** authorized or permitted to give their keys to others.

VISITORS

For your child's safety, all doors will be locked with the exception of the front main entrance. **All visitors are to go directly to the office and obtain a visitor's pass.** Visitors are defined as people not employed or enrolled in Pitkin High School. If you do not have a visitor's pass, you will be stopped and escorted to the office by the Vernon Parish Sheriff's deputy assigned to the campus. To prevent interruptions to the instructional process, all visits to teachers' rooms will be by appointment only.

WEAPONS

The Vernon Parish School Board shall authorize the principal of each school to automatically suspend, and recommend expulsion for, any student found in possession of a dangerous weapon on the school grounds, on school buses, and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception. A dangerous weapon means any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm. When the student is found in

possession of a weapon, the Superintendent shall be immediately notified and the principal will take appropriate disciplinary action.

If a student is detained for carrying, or the principal or designee confiscates or seizes a firearm or concealed dangerous weapon from a student while on school property, on a school bus, or at a school function, the principal or school official will immediately report the detention of the student or seizure of the firearm or weapon to the police department or sheriff's office where the school is located and will deliver any firearm or weapon seized to that agency.

If a student is detained for carrying a concealed weapon on campus, the principal will immediately notify the student's parents.

It is unlawful for a student or nonstudent to intentionally possess a firearm or dangerous weapon on school property at a school-sponsored function or within 1000 feet of school property or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated firearm-free zones. Pitkin High School is designated and marked as a firearm-free zone.

Revised: October, 1994

Recoded: August, 2003

Ref: La. Rev. Stat. Ann. §§[14:2](#) , [14:95](#) , [14:95.2](#) , [14:95.6](#) , [17:416](#) , [17:416.3](#)

Board minutes, [9-4-03](#)

The administration of Pitkin High School reserves the right to change any part of this handbook at any time to better address the needs of the students.