

PLEASANT HILL HIGH SCHOOL

2020-2021 Handbook



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Pleasant Hill High School
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“An administration, faculty, and staff who are committed to building a strong foundation of excellence in academics”

Pleasant Hill High School

Pleasant Hill High School is much more than a high school; it is comprised of an outstanding student body numbering approximately 330 in grades Pre-Kindergarten through 12. PHHS has a rich and proud history, both athletically and academically, and is intimately involved in the total life of the small town of Pleasant Hill, Louisiana. Our mascot is the Eagle; our school colors are Royal Blue and Gold.

Mission Statement

Our purpose is to educate all students in a nurturing learning environment where students, parents, teachers, staff, board members and community members work together to develop academic excellence, ethical behavior, personal responsibility and lifelong learners.

PHILOSOPHY

The faculty and staff of Pleasant Hill High School believe in the inherent worth of each student and the right of every student to a quality education. Recognizing and accepting the individual differences of our students' backgrounds, aptitudes, learning styles, and motivations as well as the more obvious differences of race, creed, and sex, the school staff is committed to the task of ensuring the effective planning, development, and management of a quality instructional program – a program that will meet individual needs, enhance self-image, and encourage students to reach their potential as contributing members of society.

Key telephone numbers

- ◆ Main Office - 796-3670
- ◆ Guidance - 796-3325
- ◆ Gymnasium - 796-2470
- ◆ Cafeteria - 796-2464
- ◆ Fax – 796-2034

PBS and “SOAR”

Pleasant Hill’s discipline guidelines are formulated within the framework of the Sabine Parish School Board Discipline Policy, the Juvenile Justice Act, and positive-behavior initiatives mandated by the State Department of Education. The school discipline policies are administered by the principal in collaboration with the Positive Behavior Support (PBS) Team. Because Eagles soar, our school-wide rules are adapted to the acronym SOAR and all students are expected to adhere to and recite the following four rules:

S – “Safe,” as in demonstrate safe actions at all times.

O – “On Time, On Task”

A – “Accept Responsibility” for your actions

R – “Respect Yourself.”

Eagle Pride

*Eagle Pride is held each morning in the gym. The principal or his designee will conduct Eagle Pride. During Eagle Pride, students/faculty/staff are recognized for their various achievements (big or small).

*During the Covid-19 pandemic, Eagle Pride will be held virtually or via intercom.

MASTER BELL SCHEDULE

2020-2021 Pleasant Hill High School Bell Schedule

Students report to 1 st block/period & Breakfast	7:15—7:45
Eagle Pride	7:40—7:45
1 st Block Bell & Tardy Bell	7:45
1 st Block	7:45—9:20
Change Classes	9:20—9:23
2 nd Block	9:23—10:58
Lunch	10:58—11:28
Change Classes	11:28—11:33
3 rd Block	11:33—1:18
Change Classes	1:18—1:20
4 th Period	1:20—3:05
Dismissal Bell	3:05

STUDENT SUPERVISION

The faculty and staff at PHHS take pride in creating and maintaining a school environment that contributes to academic and social growth. While on the school campus or involved in a school-sponsored activity, all students are under the authority of the principal, assistant principal, teachers, staff, and bus drivers.

Students are expected to act responsibly and dress responsibly at all times, and conduct themselves in a manner acceptable to the school community - on the campus and off. This includes field trips or similar educational activities, or attending a school-sponsored athletic event as a spectator.

DAILY PROCEDURES

Morning drop-off: Morning drop off begins at 7:15 AM under the Eagle's Nest. Parents are to enter the school grounds at the south gate (by the parish library) and exit at the north gate (beside the playground), dropping off students under the Eagle's Nest.

Afternoon pick-up: Parents enter from the side street (back gate) beside the gym and curve around to the front of the school, picking up students under the Eagle's Nest.

ARRIVAL AT SCHOOL

School buses should arrive no earlier than 7:15 a.m. All other students — those who walk to school or who ride in a vehicle other than a bus — should not arrive earlier than bus riders because there are no teachers on duty before 7:15 a.m.

Students who ride private vehicles to school are not allowed to remain in cars or in the parking lot after arriving on campus. Once you vacate your automobile, you are not allowed to return to your vehicle without permission from the office or duty teacher.

Once you step foot on campus, you are not allowed to leave — regardless of what time it is — without written permission from the office. In the past, certain students have considered it acceptable to leave campus, as long as they were back by the first bell. **This is an unacceptable practice.**

CHANGE OF AFTERNOON TRANSPORTATION

Any changes to student's normal afterschool transportation home **MUST BE PROVIDED IN WRITING PRIOR TO 2PM** of that school day. No phone calls or texts will be accepted. Parents must send a note with the student the day of the change.

CHANGE OF ADDRESS

Please inform the office if you change your address or telephone number during the year.

MEDICATION

School personnel will not give students any medication, whatsoever. If a student must take medication from home, he or she must bring the medication to the office with written instructions from the doctor as to how it is to be administered. Required forms may be picked up in the office. All medication is handled through the nurse's office.

PARENT TEACHER CONFERENCES/VISITORS

All parents are welcome to visit with the teachers, the principal, assistant principal, and the graduation coach. All visitors and parents must check with the office before visiting a teacher or classroom. If a consultation is desired, it may be arranged through the office.

SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed. The same conditions may also necessitate early dismissal. School closing will be announced over the Many radio station. Reports in the morning will be between 6:30 and 7:30 a.m. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

TELEPHONE

The office phone is for school business and may not be used by students for personal reasons. If a student has an emergency, permission to use the phone must be given by the principal or other office personnel. Messages and deliveries from home should be left in the office. Students will be called out of class only in cases of an emergency.

WITHDRAWAL

The procedure for withdrawal is as follows:

1. Authorization for withdrawal must be given in person.
2. Students must obtain appropriate forms from the counselor.
3. The student must have the forms filled out by the teachers, return all books and library books, and make sure all fines are paid.
4. Forms must be taken to the counselor's office for final clearance.

FOOD AND DRINK

No food or drink will be taken to a classroom during the school day unless approved by the administration.

CLOSED CAMPUS

We operate a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until they are picked up by the bus. Any student leaving the school grounds must have permission from a parent or guardian and must check out through the office with permission from the principal or other official office personnel and must leave campus immediately. If a student returns on the same day, he/she must sign back in. If a student leaves campus without checking out through the office, then the student may be suspended for up to three days.

VISITORS

The school policy is to accept only those visitors who have legitimate business at the school. No parent may go to a classroom during uninterrupted reading time. Guests and visitors must report to the office. Visitors are expected to leave promptly when their business is completed. Students are not to bring anyone to school including; little brothers, and sisters, etc., without permission from the administration. Parents are always welcome but must check in through the office and get a hall pass.

CARS ON CAMPUS

Students are to park in the high school parking lot. Students must show a valid driver's license to drive a vehicle on campus. No student is allowed to go to cars during the school day; neither

are students allowed to sit in cars. Penalties for careless or fast driving on campus are left to the discretion of the principal.

OFF LIMITS AREAS

The teachers' lounge and the teachers' bathrooms are off limits to all students.

MALE-FEMALE RELATIONSHIPS

The school will not discourage friendships between boys and girls. However, we do expect such relationships to be conducted respectfully.

BOOK BAGS

Students may be prohibited from carrying book bags into the classroom; this is left to the discretion of the teacher. Lack of space and safety hazards are the primary concerns. However, students are forbidden to leave book bags lying on the floor in the hallway. The first time you will be warned; the second time will cost you a referral. Use your lockers to store your book bags.

LOCKERS

All students are required to rent a locker for the price of \$3 per year. Students are prohibited from sharing lockers, and lockers are subject to search by the administration for suspected contraband.

INSURANCE

Students may take private insurance through the school at a low cost. It is not compulsory and the school cannot be responsible in case payment of claim does not come to expectations of students and parents.

HALL PASSES- (Grades 1-12)

The use of hall passes reduces student traffic in the halls during instructional time and makes students accountable for their whereabouts. When class is in session, students in grades 1-12 who are observed in the hallway must possess a "Hall Pass" from the teacher. Hall passes for grades PK-3 are dispensed for the purpose of using the restroom, water fountain facilities, library, etc. Teachers are responsible for obtaining their own hall passes.

Students found in the halls without a pass will be sent to the office with a **referral** and may receive corporal punishment, suspension or Academy.

All teachers and support personnel are charged with the responsibility of enforcing the hall pass rule. Students should be prepared to present your hall pass to any and all adult employees at Pleasant Hill.

STUDENTS CHECKING OUT EARLY

Any student who is picked up by a parent or guardian during the school day must be signed out by the parent or guardian in the office. The parent or guardian should have with them some type of identification. A student who signs out early must leave the school premises. This includes seniors! There should be no wandering around the halls, the gym, or the parking lot.

You will receive a copy of the 2020-2021 bell schedule at the beginning of school. All students will be checked out between class periods. No student will be allowed to check out after 2:30 PM. The only exception will be if an emergency should arise. This must be done to minimize interruption of classroom instruction.

SENIORS THAT CHECK OUT AT THE END OF THEIR DAY MUST LEAVE CAMPUS IMMEDIATELY AND NOT RETURN.

TEXTBOOKS

Textbooks are furnished by the state and are issued at the beginning of the year. Students who lose or damage a book while it is checked out to them will be expected to pay for it. Students will also be required to pay for any lost or damaged library books. Textbooks are not to be left in hallways, gym or anywhere else on school grounds. They are to be stored in lockers at all times.

BALLOONS AND FLOWERS

Students who receive balloons or flowers in a glass vase must be picked up by their parents. No students will be allowed to board the bus with these items.

USE OF OFFICE PHONE

Except in a case of sickness or emergency, parents are requested not to telephone their children, or ask that messages be delivered to them. In case of a real emergency, students will be called to the phone or be given permission to return a call. Should a student need to leave class to call a parent/guardian, he or she must present the teacher's hall pass to the office.

The Secretary or other authorized office personnel will inquire as to the reason and nature of the urgency. No student office worker is authorized to grant anyone permission to use the phone; only an adult office worker may do so.

TARDY POLICY - (GRADES K-12)

1. Habitual tardiness to class is unacceptable at PHHS. Tardiness interrupts the learning process and creates more work for teachers. We realize, however, that a fair tardy policy must allow for emergencies.
2. Students who are tardy to class at the beginning of the school day will report to the office for a "Tardy Slip." From the time the first bell rings at 7:40, students have five minutes to enter the building, go to their lockers and make it to first period; the "tardy bell" rings at 7:45. **First period teachers will not admit a tardy student to class without the "Tardy Slip" – either a computer printout or a note from the Principal.**
3. Starting with second block, teachers shall keep a record of students' tardiness and shall, at the close of school each day, file a tardy report (using the Discrepancy/Tardy Report form) with the school secretary.

4. Students' tardies shall be maintained in the computer system and monitored by the Principal, Assistant Principal, Graduation Coach, or School Secretary.
5. Each student is allowed a maximum of three emergency tardies (in all classes combined) per nine weeks. This includes late arrival at school – excused or unexcused. Again, students should be aware that failure to pick up “Admit” slips for a previous day’s absence prior to the 7:45 bell will result in a “penalty tardy” which counts against them as an “emergency” tardy.
6. A **FIFTH** tardy within the nine weeks grading period constitutes a referral. Each subsequent tardy during the nine-weeks period will result in an additional referral, suspension or SPARK. Tardies start over each nine weeks
7. **The administration at PHHS reserves the right to amend the school tardy policy as necessary in order to maintain an orderly learning environment. Students and parents will be advised of any policy change.**

ACCESS TO THE CAMPUS

Visitors

Visitors are welcome at our school. For security reasons, however, visitors must check in through the principal's office before entering the classroom areas, gym, lunchroom, or grounds.

No infants, preschool children, family friends, or friends of students are allowed to visit or stay with students during school hours except by permission from the Principal. Students who are parents shall not bring their infants or preschool children on campus during regular school hours, during club meetings, athletic practices, or field trips. No exceptions; you will be asked to leave campus with your child.

Student Access to Office and Building

- **Students are not permitted to enter the School Office without authorization.** This means that students, and all other visitors to the campus, are asked to wait in the enclosed waiting area until you are recognized; most student business will be conducted through the glass window, including telephone calls to and from parents.
- **No student, is permitted entry in the building prior to 7:40 a.m.** unless you are under a teacher's supervision or coming to the office for an “Admit.” ****See below (Bullet point #5)
- **Students in grades 6-12 are not allowed in the Elementary hall.** Do not enter or exit the building from the north end. Do not get caught in the elementary wing unless you have official business there. High school students should not use this as a short-cut to the lunchroom.
- **At no time shall a student leave his or her assigned area to come into the building without a duty teacher's permission.**

- **Due to Covid-19 restrictions for the 2020-2021 school year, students may begin entering the building at 7:15 am and report to their first block/period class for breakfast.**

ENTRANCE REQUIREMENTS

Records

All students upon entering Louisiana schools for the first time are required to present an official birth certificate and a record of immunizations. Immunizations include inoculations against diphtheria, tetanus, whooping cough, poliomyelitis, measles, and other communicable diseases as approved by the State Department of Health and Human Resources. If immunizations are incomplete, the student shall present evidence that the immunization program is in progress. In addition, each child shall have a test for meniscocytosis (sickle-cell anemia) unless the parent objects.

Social Security Numbers

We are required to maintain on file a Social Security number and a photo copy of a Social Security card for each student. If a student does not have a Social Security card, one should be secured as soon as possible. The 9-digit number is required for the following: school records, identification, driver's license, and employment purposes.

ABSENTEEISM

- We believe that students should make every effort to be in school every day, and it is the parents' responsibility to see they do. Remember, too many absences can get you in serious academic trouble. By ignoring the attendance requirements, you can lose academic credit.
- When returning to school following an absence, students should report to the office for an "Admit" **prior** to the 7:40 a. m. bell. Students should submit written excuses from parent or guardian for being absent. **Failing to obtain your "Admit" before the 7:40 bell will result in an automatic "Tardy."**
- ****Students and parents should be aware that: (1) a written excuse from a parent still counts as an absence on the student's record — except in cases of extenuating circumstance; (2) "doctors' excuses" for absences must be submitted to the office within 3 school days of the student's returning to school; and (3) a written excuse from a parent is not an "excusable" absence and will count against the student's days allowed by the state.**

Excessive Absences

- Every year several high school students lose Carnegie credits due to excessive absences. Occasionally an elementary student fails to be promoted due to excessive absences. Remember, students in grades 9-12 are allowed no more than **five** absences during each semester. Students in grades K-8 are allowed an accumulative total of 10 absences for the year. ***(It's usually the early check-out, or late check-in, that trip up high-schoolers. If you check out at noon, you are***

marked absent for the last three classes. Do that four times, and you have four absences in 5th, 6th, and 7th period classes.)

- **Remember that a parent's note for an absence allows you to make up any work missed, but the absence still counts against you.**

MAKE-UP WORK

Sabine Parish School Board policy requires teachers to allow students to make up work missed during excused absences – either parent note or doctor's excuse.

1. Upon the student's return to school following a one-day absence (excused), he or she has a maximum of three days to make up all work missed without penalty. See exception, #7 below.
2. For each additional day's absence, he or she will be allowed additional time to be set by the teacher and student.
3. Teachers are not required to allow students to make up any work (or test) missed due to an **unexcused** absence.
4. It is the student's responsibility to ask the teacher for make-up work. It is not the teacher's responsibility to chase the student down and tell him or her that work was missed and needs to be made up.
5. If make-up work is not completed within the aforesaid time frame, the teacher has two options: (a) refuse to accept it, or (b) impose a late penalty (for example: knock off 20 points per day for each day the work is late).
6. In event of a prolonged absence, the teacher will accommodate – in a timely manner – parent's request that assignments be sent to the office to be picked up.
7. **READ CAREFULLY:** If a student returns to school from a one-day absence on the same day a test was assigned, or on the due date for a previously-assigned written project, the student may be required to take the test and/or hand in the written assignment. For example, say, the teacher informs the class on Tuesday they will be tested on Friday, and a student is absent on Thursday. When the student returns to school on Friday, he or she can be required to take the test as assigned because he or she had prior knowledge that a test would be given on Friday. In other words, a one-day absence does not relieve the student of his or her responsibility to be ready for the test upon returning to school. The same rule applies to written assignments assigned prior to the student's absence. Teachers are urged to confer with students where extenuating circumstances apply and to make allowances if appropriate.

SUBSTITUTE TEACHERS AND STUDENT CONDUCT

Pleasant Hill High School students are expected to demonstrate the same attitude of respect for substitute teachers as they do for their regular teachers. Therefore, any student who is referred to the office, for any reason, will be dealt with firmly by the principal. The referral does not have to originate with the substitute teacher. It could come from any other staff member who witnessed the behavior – whether the sub reports it or not.

CAFETERIA

*****NO STUDENT MAY HAVE SOMEONE BRING THEM LUNCH AT ANY TIME. DOING SO WILL RESULT IN DISCIPLINARY ACTION BY THE PRINCIPAL. EXCEPTIONS MAY APPLY FOR DOCUMENTED HEALTH ISSUES. THE PRINCIPAL WILL APPROVE ALL EXCEPTIONS. – THIS ALSO APPLIES TO TEACHERS BRINGING STUDENTS FOOD. NO OUTSIDE RESTAURANT FOOD IS ALLOWED INSIDE THE CAFATERIA.**

Breakfast

Students should enter the cafeteria for breakfast ONLY IF THEY ARE EATING. The cafeteria is not a place for social gatherings. Eat, police your area, deposit your trash, and leave. The breakfast line closes at 7:35 so that students will not be late for first period class.

Lunchroom Procedures (grades 7-12)

- All students are required to go to the cafeteria during lunch period – whether they eat or not. Once inside the lunchroom, **no student is allowed to leave without permission from the duty teacher.**
- Students should enter the cafeteria quietly and form a single line next to the wall. In event of inclement weather, students should enter the double doors near the concession and form a line along the wall.
- Once the students are inside the servicing area (the red tile), they should remain in line, talk in a low voice, and refrain from sitting on the railing.
- While eating, the students' conversation should be such that no one particular voice is recognizable. In other words, your voice should not be heard above the ambient noise. The students have the freedom to sit in a location of their choice.
- After finishing their meal, students are required to police their area and dump their trash in the appropriate receptacle, then return to their tables until all students are finished eating. Students are allowed to buy the concession after the last student eating has been through the serving line.
- You are not free to leave the lunchroom until all students have been dismissed by the duty teacher.

ACADEMIC DISHONESTY

Academic dishonesty simply refers to “cheating” on classroom assignments, projects, quizzes, exams, etc. It takes many forms – sometimes very creative and sophisticated forms. By definition, academic dishonesty brings into question the integrity of the offender because he or she is either receiving or giving academic assistance. The person who allows someone to copy their work or test is as guilty as the person doing the copying. Recommended penalty for academic dishonesty is (1) an office referral on the state form, and (2) loss of academic credit (a zero) or, at least, a substantial reduction in your score.

DROPPING CLASSES

During the early part of the school year it may become necessary to change some classes due to extenuating circumstances to meet requirements for graduation, to correct scheduling errors, or to consider hardship circumstances. Beyond these necessities, class changes are discouraged. With legitimate conflict, the principal may authorize a student to drop a course within the first

two weeks (ten school days) of a course without scholastic penalty. After ten days, a student dropping a course without the administrations permission will withdraw with a **failing grade** and that grade will be averaged into his/her final grade point average.

THREE YEAR SENIORS

Occasionally, a student will earn enough credits to qualify for graduation after completing only six semesters of high school. Nothing in the Sabine Parish School Board Policy Manual prohibits a “three-year senior” from competing for academic honors such as valedictorian or salutatorian. Although some schools have written their own policies designed to prohibit it, PHHS does not have such a policy at this time. However, “three-year seniors” are prohibited from competing for Mr. or Miss PHHS, as well as Homecoming Queen. Members of the Homecoming Court must represent the class they started with as a freshman.

Mr. & Miss PHHS

- Selection is based on 1st 6 consecutive semesters at the high school.
- Applicable students must have a minimum of a 3.5 GPA requirement. If no senior students meet the minimum GPA for Mr. or Mrs. a sliding scale will be applied to reduce the GPA by increments of .5 until students are found to be eligible.
- Determined no later than October of the fall semester of senior year
- Each student must complete a portfolio including evidence of community and school involvement
- Applicant will be interviewed by a committee consisting of at least 2 school employees & 2 community members

COMMENCEMENT

Graduation exercises will be held for kindergarten students and for seniors who have met all academic requirements mandated by the State of Louisiana, the Sabine Parish School Board, and Pleasant Hill High School.

Commencement is traditionally held one week after seniors’ last day of classes and practice for the ceremony is mandatory. Only the Principal can excuse a prospective graduate from graduation practice. Otherwise, the “no-show” will not be allowed to march with his or her class. Appropriate dress code will be determined by the senior sponsor and Principal. If a student does not adhere to the dress code, they **WILL NOT** be allowed to participate in graduation exercises.

EXEMPTIONS FROM FINAL EXAMS

According to SPSB policy, Students with an A average for the entire year may be exempt from the final exam in that subject only. This applies to all students in grades 7-12. However, the policy does not apply to half-credit courses. Students, who qualify for exemption under the above guidelines, cannot be required to take a final exam.

FIELD TRIPS

The faculty and administration seek to maximize students' learning experiences by providing field trip opportunities to neighboring cities and/or sites. Usually, the student is expected to contribute minimal funds to cover field trip expenses, and the parent will be advised of all details in the form of a "permission letter."

We expect students to dress appropriately for field trips and to exhibit exemplary behaviors. Occasionally, and at the discretion of the sponsoring teacher, a field trip may call for a more relaxed mode of dress (such as walking shorts or baseball-type caps, etc.), but both students and parents will be informed ahead of time in writing. The sponsor teacher will also exercise her or his own discretion with regard to students bringing headsets/CD players along. At all times, students are to remember they are representing their family and their school and are charged with the responsibility of acting accordingly. Students who ride on the bus to the field trip **must** ride home on the bus. Parents who plan to take their

SPECIAL EVENTS

*****FOR A STUDENT TO QUALIFY FOR HOMECOMING QUEEN, OR OTHER SPECIAL HONORS, THEY MUST BE ENROLLED BY THE BEGINNING OF THEIR SOPHOMORE YEAR.**

*****FOR A STUDENT TO BE NOMINATED FOR HOMECOMING COURT, HE/SHE MUST HAVE ATTENDED PHHS THE PRIOR SCHOOL YEAR.**

Prom

The date and site for the prom will be decided by junior class with approval by the administration. All rules governing prom originate with the administration. The following rules shall apply to the PHHS Junior/Senior Prom:

- (1) Students must be in the ninth grade or above to attend the prom. Guest dates must be approved by the Principal or Principal's Designee prior to the prom and cannot be over 21 years of age without permission from the administration. Driver's license will be required to verify proof of age.
- (2) Guests will not be allowed to smoke.
- (3) No visible body piercing except for earrings.
- (4) **All school rules apply since the prom is a school-sponsored event.**
- (5) Students may wear evening gowns, tea-length dresses, or at the knee length dresses. **ALL dresses must be approved by the principal at least 3 day prior to Prom.**
- (6) Dresses may not expose the midriff, buttocks, and bosom. Two-piece dresses are acceptable as long as the midriff is not exposed.
- (7) Students may wear a tuxedo, a business suit, or dress slacks with sport coat and tie. Students may remove their coats, but must keep the shirt on and buttoned at all times.
- (8) No deviation from formal-type dress will be tolerated.
- (9) Inappropriate behavior and/or dancing will result in removal from the prom.

- (10) PDA (public display of affection) is prohibited.
- (11) Once a student leaves the building, he or she will not be allowed to return.
- (12) Students' and parents' signatures are required on a separate form to verify receipt and knowledge of the above rules.
- (13) Rules governing the PHHS prom are subject to revision at the discretion of the administration. Students and parents will be notified of any changes.
- (14) A note will be sent home in Jan/Feb of the school year that reminds students and parents of the prom dress code.

Homecoming

Each class will be represented by two Homecoming maids & two Homecoming beaus, regardless of ethnicity, except for the Senior Class which will have three representatives.

The following rules apply:

- (1) Students must possess a minimum cumulative GPA of 2.5. In event this requirement cannot be met, the student or students with the highest GPA will qualify.
- (2) Student with excess absentees, tardies, referrals, or suspensions may be removed from the court at the discretion of the principal.
- (3) The Homecoming Queen and King will be chosen from the three senior maids and beaus, by a vote of students in grades 9-12 and the faculty and staff. There will be a run-off until a student receives a majority of the vote (50% +). The queen and king will not be announced until the homecoming ceremony.
- (4) Type of attire will be chosen by the members of the court by a majority vote – suits, cocktail dresses or formals.
- (5) Fathers or other family members will serve as escorts.
- (6) A handout outlining additional dress code requirements will be disseminated to the Court.
- (7) Rules governing Homecoming are subject to revision at the discretion of the administration. Students and parents will be notified of any changes.
- (8) A note will be sent home in Nov. of the school year that reminds students and parents of the homecoming dress code.
- (9) For a student to be nominated for the homecoming court, he/she must have attended PHHS the prior school year.

AWARDS NIGHT

Students are recognized each spring in the presence of their peers at our annual Awards Assembly. For the last several years, the program has been divided into two parts – Grades K-5 and 6-12. During Awards Night, each teacher recognizes students for their academic achievement in various subjects.

ACADEMIC ACHIEVERS DINNER

Students in grades 7 – 12 will be honored at the Academic Achievers Dinner if they are on the Honor Roll 1st three nine weeks, based on 4.0 scale, with no grade below a “B” on report card. Students must be enrolled in at least 4 Carnegie unit classes to be invited.

STUDENT INTERVENTIONS

School Building Level Committee

Under Federal, state, and parish guidelines Pleasant Hill has a School Building Level Committee (SBLC) to ensure that each individual student is provided the opportunity to receive the best instruction available to meet his or her needs. When the committee meets to discuss a particular student, the student's parent (or guardian) must be invited to participate. The SBLC performs the following functions:

- ◆ Plan appropriate actions/programs for students who have various kinds of difficulties in the school.
- ◆ Coordinate services for students who need program modification, support services, and supplemental assistance.
- ◆ Increase communication among teachers about students who have handicaps or difficulties.
- ◆ Provide a screening process for referral to the Sabine Parish pupil appraisal services.

The Guidance Counselor chairs the committee which also includes the referring teacher, the student's teachers, usually a special ed teacher, the principal, and a member of the Sabine Parish Appraisal Team.

Counseling

The guidance counselor's primary responsibility is to guide students and assist them in solving problems. Discussions with the counselor are held in the strictest confidence. The counselor gathers and organizes information about students from recorded grades, standardized tests, information forms, and conferences with parents and teachers to plan the high school student's schedule of classes. Through various activities, the counselor provides information about careers, various opportunities for post-high school education, facts about technical application for admission, and application for financial aid. When necessary the counselor may refer students to other specialists in the school system or in private and public agencies.

STUDENT FEES, FINES AND CHARGES

The Sabine Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. No student shall be deprived of proper instruction should the student not be able to pay any student fees, however.

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may 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. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Grading Policy

Grades K – 2

Letter grades are not used in grades K – 2. Student portfolios containing student work and assessments shall be accumulated and shared with parents during parent conferences. The following is the grading scale used for students in grades K – 2:

3= Proficient: At grade level standard

2= Approaching grade level standard

1= Below grade level standard

Grading Scale Grades 3 – 12

A 100-93

B 92-85

C 84-75

D 74-67

F 66-0

Course value shall be determined as follows:

Regular Courses	Advanced-level Courses
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A = 4	A = 5
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B = 3	B = 4
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C = 2	C = 3
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D = 1	D = 2
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F = 0	F = 0
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Grading Policy for End-of-Course (EOC) Tests

Students enrolled in a course for which there is an EOC test must take the EOC test. The EOC test score shall count as 15% of the student's final grade for the course.

Report Cards

Report cards are issued at the end of each 9-week period. Interim reports will be issued midway of each nine-week period.

Promotion Requirements

In order to be promoted to the next grade or to receive credit for enrolled courses, students must meet the requirement set forth in the Sabine Parish Pupil Progression Plan as well as meeting requirements of the Louisiana Department of Education for LEAP 21 and End-of-Course assessments. Details are available online in the Sabine Parish School Board Pupil Progression Plan. (www.sabine.k12.la.us)

Leap 21 and Summer Remediation

A student who is a first-time 4th or 8th grader must score at or above the *Basic* achievement level on the English Language Arts or Mathematics components of the LEAP and at or above the *Approaching Basic* achievement level on the other to be promoted to the fifth or ninth grade.

Students who fail to meet the LEAP 21 requirement will be offered summer remediation and retest opportunities at no cost.



Student Rights and Responsibilities

In fulfilling his/her responsibilities each student shall:

1. Become informed of and adhere to the rules and regulations established by the Sabine Parish School Board and implemented by school administrators and teachers.
2. Recognize the authority of all teachers and other school personnel.
3. Respect the human dignity and worth of every other individual.
4. Refrain from libel, slanderous remarks, and unnecessary obscenity in verbal and written expression.

5. Study diligently and maintain the best possible level of academic achievement.
6. Be punctual and present in the regular school program to the best of his/her ability.
7. Dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
8. Help maintain and improve the school environment; preserve school property and exercise the utmost care while using school facilities.
9. Refrain from gross disobedience or misconduct or behavior that disrupts the educational process.
10. Continue or become actively involved in one's education, understanding of people and preparation for adult life.

General Dress Code Regulations

Student dress and grooming are not to adversely affect the students' participation in classes, school programs, or other school-related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming shall not be permitted. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with tobacco, drugs, alcohol, or violence or gang related activities or exhibits profane or obscene language/gestures.

For students not required to wear uniforms, the student and parents may determine the student's personal dress and grooming standards, provided they comply with the guidelines outlined in each school handbook.

Guidelines for School Dress Code

1. **Introduction:** The school dress code will apply to all students in grades PK-12.
2. **Shirts / Tops:** Sleeves cannot be rolled up. **Over-sized shirts, form-fitted, or vest tops of any kind are prohibited.**
3. **Pants / Bottoms:** Skirts and capri pants are acceptable, but must reach knee length (with or without leggings underneath). **Hip-huggers, low-riders, and similar clothing are prohibited.** Pants/bottoms must be secured at the waist. **No over-sizing; sagging is prohibited.** **Pants cannot be rolled up or tucked inside of socks or boots.** Wind-suits or wind pants (with pockets) may be worn by all grades. NO Jogging/sweat pants without pockets, pajama pants, or fleece pants

for grades 6-12. No Shorts are allowed for grades 6-12. Grades PreK-5 may wear shorts, wind-suits, jogging pants with pockets, fleece pants, etc.

4. **Belts:** Belts must be worn with pants / bottoms with belt loops. Belts must be secured at the waist. Belt ends are not permitted to dangle.
5. **Socks:** The wearing of socks is required. Socks must be worn up or down but not one up or one down.
6. **Footwear:** Shoes must be close-toed/closed heel (no mules, crocks or “tater” shoes). Sandal-type shoes are not permitted. Boots are permitted as long as the heel does not exceed two inches (2”) **NO steel toed boots. Shoes must be laced or strapped – laces cannot be tucked inside the shoe. All shoes, including boots, need to be clean and neat.**
7. **Outerwear:** Students have a lot of latitude in this category. Over-sized jackets and coats are prohibited – meaning the outerwear should not extend 12 in. below the belt. **If jackets or coats are worn in the building, they must be unbuttoned or unzipped from top to bottom.**
8. **Hoodies/Sweat Shirts:** Pull-over sweaters, sweat shirts, or hoodies may be worn. Any shirt worn under the garment must be **must be tucked in. NO oversizing.**

<p>Students are not permitted to wear hoods over their heads while in the building.</p>
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9. **Book Bags:** The uniform code prohibits large, duffel-type book bags.
10. **Field Trips:** Students will comply with the school dress code guidelines unless the Principal grants an exception.
11. **Extra-Curricular Events:** For school events after school hours (such as ball games), students will be required to comply with the general dress code.
12. **Compliance Period:** New students enrolling during the course of the school year will have a maximum of two weeks to comply with the school dress code policy.

Grooming

Pleasant Hill students are also expected to comply with the following dress code regulations:

- ✓ Students who choose to wear facial hair shall keep it clean, trimmed and neat. It may not interfere with any work assignment required of the student, i.e. working with machinery.
- ✓ The length of fingernails shall be an acceptable length so that they cannot be used as a weapon and do not interfere with the student’s abilities to complete assigned work.
- ✓ Extravagant hair coloring, extravagant hair-dos, and extravagant hair-sculptures are prohibited. **Hair must be of natural colorings.**
- ✓ Tattoos may not depict any of the characteristics listed above under “Insignia.”

- ✓ Any type of hair style that attracts attention so as to interrupt the learning process is prohibited
- ✓ **Student's hair must be out of their eyes and off their face so as not to interrupt the learning process.**
- ✓ Students are prohibited from applying makeup or brushing/combining their hair in class.
- ✓ **Facial hair on boys must be trimmed closely to the skin.**

Also prohibited:

- ✓ Bare midriff (No midriff skin showing with arms raised overhead)
- ✓ See-through garments (tops & bottoms)
- ✓ Bare backs, tank tops, halter tops, and sleeveless tee-shirts
- ✓ Sleeveless tops or dresses for grades 4-12
- ✓ Low-cut blouses or inappropriately buttoned shirts that expose skin.
- ✓ Skin-tight clothing – pants, shirts, dresses, skirts & Spandex-type garments
- ✓ Heavy leather, metal-studded collars or bands, chains other than necklaces or bracelets.
- ✓ **Sagging pants are prohibited.** Pants shall be of an appropriate length so that it does not interfere with the natural gait of the student.
- ✓ Excessively worn (or torn) clothing that exposes student's undergarments. **Pants with holes are NOT acceptable. Frays are acceptable with no SKIN SHOWING.**
- ✓ Obscene, profane, or provocative language, pictures, or symbols on clothing or jewelry. This includes any references to drugs, alcohol, tobacco, gangs, firearms, violence, sex or racial and religious slanders, or any references to heavy metal rock or professional wrestling (NWO, WWF, WCW, or any other wrestling organization, or wrestlers' pictures).
- ✓ Slogans on apparel that are "suggestive" even though the slogan is a commercial advertisement. The Principal has the final "say" on this.
- ✓ Bandanas, shower caps, combs in the hair, head scarves or hoods (attached to coats), sweat bands, do-rags, and panty-hose stocking head coverings.
- ✓ Sunglasses, unless they are prescribed for medical reasons, and a doctor's excuse must be provided.
- ✓ Large hoop earrings
- ✓ **No body or facial piercing. Students may have their ears pierced.**

Dress Code at School Events

An attitude seems to prevail among some students that the dress code applies only during school hours. This is incorrect; the PHHS general dress code applies to all students at all school-sponsored activities – on or off campus. School-sponsored events include (but are not limited to) ball games, graduation, kindergarten graduation, prom, homecoming, all parent-night programs, etc. Tank tops and "daisy dukes" are common examples of a violation of this rule. Failure to comply will result in corporal punishment, suspension or after-school detention. Parental permission to wear apparel that violates the dress code is not sufficient. The principal will have final say as to whether or not attire is appropriate.

Students should be aware that:

- (a) Any form of dress not covered by the above guidelines is unacceptable if it creates a distraction in the classroom as determined by the teacher or administration.

- (b) Students should also be aware that the Principal exercises final authority in determining whether dress and grooming are appropriate or not.
- (c) This dress code is subject to change at the discretion of the Principal. Parents and students will be notified of the changes.

For students required to wear uniforms, the student must follow the dress code as outlined in their school's student handbook and comply with the guidelines in the uniform policy. Students enrolled in Many Elementary, Many Junior High School, and Many High wear school uniforms.

Based on the premise that a safe and disciplined learning environment is a prerequisite to a quality learning environment, it shall be the policy of the Sabine Parish School Board, on a school-by-school basis, to make uniforms mandatory in schools where survey results indicate agreement by a minimum of seventy-five percent (75%) of the votes cast by school/campus parents. For the parent survey to be valid there must be a seventy-five percent (75%) survey return rate. Each family shall be permitted one vote for each affected child attending the school. The mandatory uniform practice can be revoked using the same process by which uniforms were mandated. Any school which has opted for mandatory uniforms shall survey the parents at least once every four (4) years regarding continuation or discontinuation of mandatory uniforms. (Revote occurred in Spring 2012)

STUDENT CONDUCT
Positive Behavioral Interventions and Supports (PBIS)

Positive Behavioral Interventions and Supports (**PBIS**) is a proven, research and evidence-based discipline program that emphasizes school-wide systems of support that include strategies for defining, teaching, modeling and supporting appropriate student behaviors to create positive school environments and is being implemented in every Sabine Parish school. PBIS emphasizes teaching students behave in ways that contribute to academic achievement and school success and that support a school environment where students and school staff are responsible and respectful. PBIS also emphasizes the need for school staff to promote appropriate behaviors by teaching, modeling, reinforcing and monitoring appropriate behaviors and by treating many minor mis-behaviors as “teaching moment” rather than punishment opportunities. PBIS recognizes that effective school discipline is anchored to meaningful corrective instruction and guidance that offers students an opportunity to learn from their mistakes and contribute to the school community. PBIS also involves ongoing monitoring of discipline data to ensure equitable school-based discipline practices are implemented in a fair and non-discriminatory manner.

Each school in Sabine Parish is unique. Therefore each school will develop school-wide expectations and rules according to the needs of the enrolled students. During the first week of school all Sabine Parish students will be **taught** the school-wide and classroom specific expectations and rules.

P.B.I.S. Basics

1. A minor infraction is a misbehavior that is handled by the classroom teacher such as “continued disruptive talking.”
2. A major infraction is a severe misbehavior; student is immediately referred to the office. Fighting or cursing toward a teacher are examples of major infractions.
3. Each school is responsible for developing a way to track minor infractions which lead to an office referral.
4. Although a minor infraction does not result in an office referral, there may be in-classroom consequences for minor infractions and/or the accumulation of minor infractions.
5. An accumulation of minor infractions may result in an office referral as outlined in school’s PBIS plan.
6. After 2 out-of-school suspensions or 4 office referrals (whichever happens first) a student is considered to possibly need “Secondary Intervention.”
7. A “Behavior Educational Program” (BEP) is developed for students who are considered “Secondary.”
8. Students not responding to “Secondary” interventions move into the “Tertiary” Category. In “Tertiary” our schools coordinate with outside agencies to help students and parents with patterns of misbehavior.

REFERRAL PROCESS

A “referral” simply means the student is referred to the principal with a written complaint from a faculty or staff member. A “referral” is considered the last resort in the disciplinary process – after all the teacher’s efforts, and all other forms of intervention, including parent contact, have failed to correct the problem. Most referrals are “routine” in nature. However, referrals involving drugs, alcohol, weapons, tobacco, threats, fighting, disrespect, sexual harassment, immoral acts, vandalism, and other serious infractions are not considered “routine” and do not merit a “warning”. “Routine” discipline problems cover such offenses as disruptive behavior in class and will be handled at the discretion of the teacher who will have a defined discipline plan for his or her classroom.

Disciplinary actions for routine-type referrals may involve (1) a principal/student conference, (2) parent conference, (3) corporal punishment for students who aren’t 504 or SPED, (4) recess detention, (5) campus cleanup; (6) SAC/ISS; (7) Academy; or (8) any combination of the above.

REFER TO 2018-2019 PHS DISCIPLINE MATRIX LOCATED IN THE PRINCIPAL OR ASSISTANT PRINCIPAL’S OFFICE.

BUS REFERRALS

Bus referrals are handled differently, and no one case automatically sets a precedent. Each case of inappropriate conduct on a school bus stands on its own merit and will be handled by the Principal. Disruptive behavior on the bus will merit disciplinary action as listed above under, **referral process**, with the addition of removal from the bus for a period of time to be determined by the principal.

THE ACADEMY

Remember that one referral – if it is serious enough – can get you suspended, or even expelled. Each referral will be acted upon by the Principal, or Principal’s Designee, and appropriate action will be taken according to student handbook rules. If the offense is not covered by the handbook, the Principal shall render a judgment call regarding appropriate punishment, and may, as the need arises, seek the advice of the PBS Team.

The duration (length) of a suspension can run from one to nine days, depending upon the seriousness of the infraction. Extracurricular activities are regarded as an extension of the school day.

A transfer to The Academy works to the students’ advantage in two ways: (1) the student is not counted absent; and (2) the student is not penalized academically. ***Otherwise all the rules governing out-of-school suspension apply to Academy students.***

What is Hazing?

Another serious offense is “hazing.” Some members of organizations, particularly athletes, believe that younger members must go through “initiation” as a “right of passage” into the group. The law calls this “*hazing*,” and it is a criminal offense. Hazing is defined as *any willful act by a student, whether individually or in concert with others, of intimidation, humiliation, physical abuse, threats of abuse or other ostracism, shame or disgrace toward another student or school personnel.* However, hazing is not confined to organizations; it pertains to individuals as well. Hazing will not be allowed at Pleasant Hill High School. The perpetrator(s) will face a *suspension* from school of zero to nine days, expulsion, and/or they could also face criminal charges if the victim pursues legal action.

Acts of Hate

Acts of hate are sometimes committed by those who hate other people simply because of their race, religion, gender, socio-economic standing, etc. Hazing covers overt or covert acts of hate – punishable by suspension. Racism is prevalent anywhere you find people of differing ethnicity, but it will not be tolerated here at Pleasant Hill. If you believe you are a victim of racism, you should inform the Principal.

Right of “Due Process”

The PHHS discipline plan ensures “due process” for each student who is referred to the office. In a nutshell, “due process” simply means that discipline actions will be administered fairly and reasonably by the administration and that the “punishment should fit the crime.”

It means that students must possess prior knowledge of school and parish policies and of the punishments for breaking those rules. It means the student has a right to know what they are being accused of. It means that the administration must have followed the school discipline plan in dealing with the student, and it means student has the right to “plead his or her case.” The administration at PHHS reserves the right to amend the school discipline policy as necessary in order to maintain a safe and effective learning environment. Be assured that all students and parents will be advised of any policy change.

OFFICE REFERRAL CONSEQUENCES

The Sabine Parish School Board shall demand reasonable student behavior and administer discipline with fundamental fairness without regard to gender, race, ethnic origin, religion or political belief. All students shall be afforded the basic rights of citizenship recognized and protected for persons of their age and maturity. Students shall exercise their rights and responsibilities in accordance with rules established for orderly conduct of the school's mission. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained. Discipline policies shall be applicable at school, on the way to and from school, on a school bus, and at all school sponsored-events. Moreover, the School Board reserves the authority to discipline students for behavior that may constitute a material disruption of the educational process such as audio, video, or other materials/information that may appear on the Internet or be transferred over electronic devices.

Possible Consequences Upon Office Referral

- Loss of recess
- In-school detention
- Corporal punishment
- After-school detention
- Saturday detention
- Loss of privileges as outlined by principal
- Parent conference

- Referral to counselor
- School-community service
- Monetary retribution
- Academic assignment
- Out of school suspension
- Arrest by police officer
- Expulsion
- Referral to juvenile court services

MANDATORY SUSPENSIONS AND EXPULSIONS

The principal shall be required to suspend a pupil who:

1. is found carrying or possessing a firearm or a knife with a blade two (2) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled *Suspension Not Applicable*; or
2. possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.

Additionally, the principal shall immediately recommend the pupil's expulsion to the Superintendent, for the above offenses, except in the case of a student less than eleven (11) years of age in pre-kindergarten through grade 5 who is found carrying or possessing a knife with a blade two (2) inches or longer, the principal may, but shall not be required to recommend the student's expulsion. A student found carrying or possessing a knife with a blade less than two (2) inches in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in *in-school suspension*.

Assault or Battery of School Employees

Whenever a pupil is formally accused of violating state law or school disciplinary regulations, or both, by committing assault or battery on any school employee, the principal shall suspend the pupil from school immediately and the pupil shall be removed immediately from the school premises without the benefit of required procedures, provided, however, that such procedures shall follow as soon as practicable. The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

SUSPENSION NOT APPLICABLE

Suspension of a student shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved co-curricular or extracurricular activity or any other activity approved by appropriate school officials.
2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed physician. However, such student shall carry evidence of that prescription or physician's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification.

SUSPENSION OF STUDENTS WITH DISABILITIES

Suspension of students with disabilities shall be in accordance with applicable state or federal law and regulations.

INFRACTIONS FOR WHICH SUSPENSION MAY RESULT

Violations of school rules and regulations for which suspension may result shall include but not be limited to the following:

A. Mandatory suspensions:

1. Striking a teacher or other school personnel.
2. Possession or use of narcotics or alcohol.
3. Carrying or using instruments to do bodily harm.
4. Unauthorized presence on any school campus of a student during suspensions.
5. Involvement with fireworks or other explosives on the school campus or at school sponsored events.
6. Committing immoral or vicious practices or of conduct or habits injurious to his/her associates.

B. Discretionary suspensions:

1. Inappropriate clothing or appearance.
2. Stealing.
3. Forging or using forged notes or excuses.
4. Committing acts of defiance, either in language or actions, in or out of the classroom.
5. Refusing to comply with any reasonable request of a teacher in or out of the classroom.
6. Willful defacing or destroying of school property. Pupil or parents are to be required to pay cost of repairs or replacement.
7. Threatening a teacher or other school personnel.
8. Initiating false fire alarms or any other false alarms.
9. Willful disobedience.
10. Treatment with intentional disrespect to a teacher, principal, superintendent, member or employee of the School Board.
11. Making against any one of the above an unfounded charge.
12. Using unchaste or profane language.
13. Violation of any other school rule unique to the individual school.
14. Use of tobacco on school grounds during the school day and on the bus to and from school.
15. Participating in or instigating a fight. However, students reasonably concluded to be acting in self-defense may not be disciplined.



PLEASANT HILL HIGH SCHOOL DISCIPLINE CODE/POLICY

Self-discipline is the most effective kind of discipline and students are to assume responsibility for their own behavior. When student behavior is not acceptable, necessary action will be taken. According to state law, the teacher or school administrator has the right to control or discipline a student during the time such student is in attendance or in transit to or from school or any school-sponsored function. Misconduct will be dealt with immediately thru corporal punishment or SAC/ISS.

SAC/ISS Policy

BEHAVIOR	PUNISHMENT
Inappropriate Articles (principal's discretion)	Confiscate and 3 days SAC
Leaving Assigned Location Without Permission	3 days SAC
Defacing or Destroying Property	Restitution and 3 days SAC
Profanity	3 days SAC
Willful Disobedience or Disrespect	3 days SAC
Eating (unless otherwise allowed)/ gum chewing	3 days SAC
Cheating	3 days SAC
Tardies	3 days SAC
Dress Code Violation	3 days SAC

2nd SAC Mark	Added 1 day SAC
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SAC is an administrative decision and may not be refused by a student. All SAC time will be served. Refusal by a student will be considered a complete disregard of administrative authority and will result in a 5 day or indefinite suspension. Upon returning from suspension, the student will serve any remaining SAC time.

Consequences for Repeat Offenders:

1st offense – 3 days SAC; parents are notified by mail

2nd offense – 3 days SAC; parents are notified by mail and phone and are reminded that the next SAC offense will be a suspension

3rd offense – suspension; parents notified by phone

4th offense – 3 days SAC and a Saturday detention; parents are notified by phone and mail

5th offense – Principal discretion; this student is a constant offender and is a disruption to the school environment

SUSPENSIONS

BEHAVIOR	PUNISHMENT
Possession of tobacco or use of tobacco	3 days out of school
Fighting (principal discretion on severity of fight could change punishment)	3-5 days out of school suspension & turned over to authorities
Profanity directed toward a teacher or staff member	3-5 days out of school suspension
Skipping school	3 days out of school suspension
Stealing	3 days out of school suspension
3rd SAC Mark	3 days out of school suspension
Threatening faculty or staff	Indefinite out of school suspension
Turning in Forged/Falsified Doctor's Excuses (<i>Any Change to a Dr.'s Excuse</i>)	3 days out of school suspension
Complete disregard of administrative authority	3-5 days or indefinite suspension at principal's discretion

All the discipline, SAC/ISS, and suspension policies will be enforced by the principal or his appointed designee. The final decision of any disciplinary action taken is up to the discretion of the Pleasant Hill High School administration.

Students who are suspended from school are not allowed to participate in or attend any school functions during their suspension.

**STUDENT ADJUSTMENT CENTER (SAC)
IN-SCHOOL SUSPENSION (ISS)
CONTRACT**

SAC/ISS at Pleasant Hill High School is an alternative to the suspension program that will keep students in an environment provided they are able to follow the rules of the SAC/ISS program as outlined by this contract.

A student who commits a violation of school rules may be considered a candidate for this program.

After reporting to the SAC/ISS room, the students are isolated in various parts of the classroom. The assignments, provided by the student's regular teachers, cover the same material being covered in the regular classes. Students work individually, receiving assistance as needed, from the SAC/ISS teacher. The regular teacher has the option of giving all tests or allowing the SAC/ISS teacher to administer them.

Students are assigned specific times to attend to their restroom and thirst needs. This time will occur when all other students are in class. They will have lunch when all other students are in class. The student will not be penalized academically because they are not in the regular classrooms.

The students will abide by all Sabine Parish and Pleasant Hill High School rules in addition to the following:

1. No talking to fellow students.
2. All questions to the teacher must be written.
3. Both feet must be kept on the floor at all times.
4. No sleeping.
5. Complete all assigned work.
6. Report promptly to the SAC/ISS room at 7:45 a.m.
7. All books must accompany student to SAC/ISS.
8. Must stay busy at all times; if student does not bring assignments or complete all assignments, work will be provided for him to complete.

Upon breaking any rule while in SAC/ISS, the student will receive a mark.

On the **2nd mark** during the assigned SAC/ISS time, the student will be given an additional day of SAC and parents will be notified by phone.

On the **3rd mark** during the assigned SAC/ISS time, suspension is warranted. Upon returning to school from the suspension, the student WILL complete any SAC/ISS time remaining.

SAC/ISS is not intended for constant repeat offenders.

A complete disregard of SAC/ISS authority is grounds for suspension

Pleasant Hill High School 2020-2021

STUDENT DISCIPLINE EXPECTATIONS

Students:

Below are the Student Discipline Expectations for the 2020-2021 school year. The expectations have been approved by the administration and will be strictly enforced in my room. The expectations for the school year have been divided into **Minor** and **Major Infractions**. If an infraction is not listed on the contract, you may still be disciplined for your actions. Pleasant Hill High School will be using the PBIS plan established by the PHHS PBIS team. Four (4) Minor Infractions will constitute an official state referral that will be turned in to the administration. Major Infractions will be written up immediately. Teachers will be making phone calls home on the 2nd and 3rd minor infraction.

Minor Infractions:

1. Dress code violations: Low cut/inappropriate shirts, shoes without a back (flip flops), unnatural hair color ((green, blue...etc.) Piercings are ONLY allowed in the ears. Nose lip, eyebrow, etc. are prohibited.
2. Throwing projectiles (paper, pencils, erasers, etc.)
3. Food/Drinks NOT allowed in class or hallways.
4. Willful disobedience –Refusal to do what teachers/staff are asking of you. Actions on this level may result in a Major Referral for disrespect due to your actions/behaviors.
5. Lying/Cheating on test. Academic Dishonesty.
6. Excessive talking out of turn. (When teacher or student is talking, do not talk out of turn.)
7. Inappropriate language or gestures.
8. Sleeping in class.
9. Tardy to class. (When the tardy bell rings, classroom door will be locked. Student will not be allowed in classroom without a tardy slip from office.)
10. Refusal to work in the classroom.
11. Commits any other minor offense.

Major Infractions:

1. Disrespect to an authority. (Principal, Assistant Principal, Teachers, Secretary, Paras, Custodians Lunch Room Workers, Parent Workers, etc.)
2. Sagging of pants—the administration will give first warning in the assembly. This is a NO TOLERANCE policy. This offence will result in automatic SUSPENSION.
3. Major inappropriate language/phrases/gestures.
4. Skipping class/leaving campus.
5. Fighting/Instigating a fight.
6. Falsely accusing a teacher/student of an act.
7. Forging a document/note.
8. Inappropriate touching: At NO time should there be kissing, holding hands, touching other students inappropriately.
9. Vaping/Tobacco/Lighters or matches. There should be none of the listed in a student's possession.
10. Threatening the safety/life of a faculty member/staff/student verbally or with body or weapon.
11. Major vandalism-Restitution will be made to PHHS.
12. Commits any other serious offence.
13. Unauthorized access of websites on school computers.
14. BULLYING. Zero Tolerance.
15. Weapons, Drugs—can result in expulsion.
16. Stink bombs-not allowed

Cell Phone Policy:

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including facsimile (FAX) system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school. Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. *Emergency* shall mean an actual or imminent threat to public health or safety, which may result in loss of life, injury, or property damage.

For purposes of this policy, the terms *use* and *operation* shall mean whenever the electronic telecommunication device is turned ON.

Cell phones and all other telecommunication devices **must be turned OFF, stowed out of sight, and not used during instructional day.** Each school will have corrective strategies for offenders.

Student Refusal to Turn Over Electronic Telecommunication Device to School Administrator

Immediate contact with parent/guardian will be made. If the parent is in agreement with student action (noncompliance with district/school policy), the student will be immediately subject to 3 Days of Out of School Suspension and 3 Days of ISS (In school Suspension) upon return to school. Additionally, the parent/guardian and student will be required to meet with the Director of Student Services at the Sabine Parish School Board, prior to the student's return to school. During

the meeting, the parent/guardian and student will be informed that said student has lost the right to possess a cell phone on campus for the remainder of the school year. If the student continues to violate the Electronic Telecommunication Device Policy upon his/her return from OSS, the student will be recommended for expulsion.

District Consequences for Violation of Electronic Telecommunication Device Policy

Offense	Device Confiscated for # of school Days	Disciplinary Consequence
1 st Offense	5 Days	*Major Referral *Phone Confiscated for 5 Days
2 nd Offense	10 Days	*Major Referral *Phone Confiscated for 10 Days
3 rd Offense	15 Days	*Major Referral *Phone Confiscated for 15 Days
4 th Offense	30 Days AND student loses right to possess phone on school campus for remainder of school year.	*Major Referral *Phone Confiscated for 30 Days
5 th Offense	30 Days	*Major Referral *Student suspended *Meeting with administration and Student Services Director for expulsion hearing.

By signing below, you are acknowledging that you understand all Student Discipline Expectations as well as the Consequences of the Offenses. Your contract will be kept on file for the 2020-2021 school year.

Student Name: _____ **Date:** _____

Sabine Parish School Board

SARA P. EBARB, EdD
SUPERINTENDENT

695 PETERSON STREET * P. O. BOX 1079
MANY, LOUISIANA 71449
PHONE (318) 256-9228 * FAX (318) 256-0105

UNPAID FEE COLLECTION PROCEDURE

1. A club sponsor or school administrator shall notify a parent in writing before any adverse action or denial of opportunity to a student due to an unpaid fee.
2. The notification shall state the description of the fee, the dollar amount, how the fee is to be used and the payment method of collection of the delinquent fee.
3. The notification shall also state the original deadline of the fee and give at least 5 school days from the date of the notice for the delinquent fee to be paid prior to any adverse action or denial of opportunity to a student due to an unpaid fee.
4. The notification shall make mention of the economic hardship waiver and a blank economic hardship waiver shall be attached to the letter of notification.

ECONOMIC HARDSHIP WAIVER PROCEDURE

1. The economic hardship waiver shall be posted on each school website and printed copies of the waiver shall also be made available at each school office.
2. A parent or student may fill out the economic hardship waiver and return it to the school office in a sealed envelope marked to the attention of the school's principal.
3. If an economic hardship waiver is denied at the school level, the denial may be appealed to the Director of Student Services at the Sabine Parish School Board Central Office.
4. Appeals should be made within 10 school days of the denial.

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Additional information relating to fees, fines, charges, and textbooks.

A fee is a fixed charged for certain services or privileges, for admission or participation in co-curricular or extracurricular activities.

Examples of things that are **NOT** fees are class rings, letter jackets, yearbooks, or similar items.

Restitution for damaged or lost textbooks or damage to other school property is not a fee.

The Sabine Parish School Board's policy regarding Student Fees, Fines, and Charges is located under file JS in its policy manual.

File JS also contains information relating to Sabine Parish School Board's Policy as it relates to Damage to Textbooks / Instructional Materials

SPSB's policy manual is located online at:

<http://www2.sabine.k12.la.us/policy/caps/SabineCAPS.htm>

Sabine Parish School Board

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SUPERINTENDENT

ECONOMIC HARDSHIP WAIVER

The School Board may reduce or waive certain fees for economically disadvantaged students and students whose families are experiencing economic hardships and are financially unable to pay them.

Name of Student: _____

Today's Date: _____

Fee requested to be waived: _____

(only fees that directly impact the learning environment may be waived)

Please indicate below an applicable scenario to demonstrate you face an economic hardship.

Family receives public assistance in the form of:

- Unemployment benefits
- Temporary Assistance for Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP)
- Supplemental Security Income (SSI) or Medicaid
- Foster families caring for children in foster care
- Family or child is homeless

Other: _____

I certify that the above information is accurate to the best of my knowledge.

Signature of person requesting hardship: _____

Approved

Denied

Signature of Principal: _____

Date of Principal's decision: _____

Individuals being banned from school property

An individual can be banned from school property for one (1) calendar year for the following reasons:

1. Threatening, cussing, etc. towards faculty/staff.
2. Fighting on school property.
3. Leaving the stands in the gym and approaching players, referees, coaches, administrators, etc. on the court/side of court or school property.
4. Causing any type of disturbance on school property.
5. Any act deemed as inappropriate by the administration.

Electronic Devices / Cell Phones

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school. Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. *Emergency* shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

For purposes of this policy, the terms *use* and *operation* shall mean whenever the electronic telecommunication device is turned on.

Cell phones and all other telecommunication devices **must be turned off, stowed away out of sight and not used during the instructional day or while riding a school bus.** Each school will have in place corrective strategies for offenders.

PHHS Consequences for Violation of Electronic Telecommunication Device Policy

Pleasant Hill High School's cell phone policy is set according to district guidelines

Offense	Device Confiscated for # of school Days	Disciplinary Consequence
1 st Offense	5 Days	*Major Referral *Phone Confiscated for 5 Days
2 nd Offense	10 Days	*Major Referral *Phone Confiscated for 10 Days
3 rd Offense	15 Days	*Major Referral *Phone Confiscated for 15 Days
4 th Offense	30 Days AND student loses right to possess phone on school campus for remainder of school year.	*Major Referral *Phone Confiscated for 30 Days
5 th Offense	30 Days	*Major Referral *Student suspended *Meeting with administration and Student Services Director for expulsion hearing.

Corporal Punishment

Corporal punishment is defined as, and limited to, punishing or correcting a student by striking the student in the buttocks with a paddle a maximum of five (5) times. When such corporal punishment is administered to a student, it shall be administered in a reasonable manner taking into consideration the age, size, emotional condition and health of the student.

Corporal punishment should be used after other methods have failed.

Teachers and administrators are encouraged and urged to motivate students to or for learning and behavior by means other than corporal punishment.

Corporal punishment shall be administered only by a principal and assistant principal. Such corporal punishment shall be administered only in the presence of another member of the professional staff of the school.

Corporal punishment may be administered to a student in lieu of giving him/her a short term suspension for violation of any of the school regulations.

Prior to the administering of corporal punishment, as is the case with other disciplinary measures, the principal and assistant principal, as the case may be, shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation and the pupil shall be given an opportunity to explain his or her version of the facts prior to imposition of such corporal punishment.

A record of each incident of corporal punishment shall be kept which shall include the name of the student and the time, date, details of the violation, form of discipline administered, the person administering such discipline and the witnesses thereto. Upon request of the parents, the principal or assistant principal shall notify the parents, or person having legal custody of the student, of such violation and punishment.

Corporal punishment is not administered to SPED or 504 students.

Student Searches

Any teacher, principal, administrator, or school security guard 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 sex 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

Any automobile parked on School Board property by a student may also be searched at any time by school officials who have articulable 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.

Due Process

The Sabine Parish School Board mandates that all students shall be treated fairly and honestly in resolving grievances, complaints, or in the consideration of any disciplinary measure, particularly suspension or expulsion. Due process shall be defined as a fundamentally fair and reasonable approach to all areas of student grievance and discipline on the part of all school officials in order not to arbitrarily deny a student the benefits of his or her educational rights.

Student Drug Testing

The Sabine Parish School Board in an effort to promote the health and safety of students who participate in athletics and other extracurricular activities, and in an effort to preserve and maintain a positive learning environment, shall mandate a program of drug testing for all such participants. Athletics and other extracurricular activities are not an essential part of the educational process and thus not mandated by the Sabine Parish School Board. However, the safety procedures required of participants are freely embraced by parents and participants as opportunities to minimize injuries to the participants and to others who participate in those activities.

The Sabine Parish School Board's purpose is not to invade the privacy of the student participant, but rather to identify a health problem or controlled substance dependency which would be counterproductive to the safety of the participant and his/her companions.

DRUG TESTING PROCEDURES

Prior to participating in any Louisiana High School Athletic Association (LHSAA) sanctioned sport, all high school and junior high student athlete, activity members and their parents/guardians shall be required to sign the *LHSAA Substance Abuse/Misuse Contract* and the *Sabine Parish School Board Student Consent* form. These arrangements state that all student athletes and activity members shall be subject to random drug testing.

All athletes, including managers, shall be drug tested as a group in a unified manner at the beginning of the first individual sport or group participation and be subject to testing in the randomly selected pool each month. The school district will randomly select and test students on a monthly basis.

Students who participate in the designated extracurricular groups (DECG) will be tested prior to that group's first official performance/contest of the school year.

Therefore, designated extracurricular groups shall be as follows:

1. Athletes
2. Band/Choir groups
3. Cheerleaders
4. Dance/Drill Team
5. Any student who drives to and from school

It is the position of the Sabine Parish School Board and its schools that participation in a school DECG is a privilege and carries an added responsibility of representing the school in a unique way. Therefore, these tests shall be strictly enforced and participation shall be mandatory, since the parents/guardians have freely chosen to allow their child to participate in the DECG activity. No student shall be tested unless both the parent(s) and the student sign a form giving permission to have the test performed. By signing, the parent(s) and the student acknowledge that they have consented to the administration of the test and waive any claim of an invasion of privacy and waive any objection to the necessary action in the furtherance of these safety proceedings. The refusal of a student/parent to allow tests to be administered shall serve as acknowledgement that the student has voluntarily chosen not to participate in the DECG program for that school year.

Parents and students, by their signatures, shall release the School Board and its schools, employees, and representatives from any responsibility in connection with the administration of test results, warranties as to the accuracy of said tests, and medical procedures used by the referring laboratory.

Students who transfer to a school during the year shall be added to the list if they choose to participate in DECG activities and shall be tested at the first available testing opportunity.

As part of the drug testing policy, the Sabine Parish School Board authorizes random urinalysis drug testing of all DECG participants. The School Board, however, retains the right to use other tests available to accurately assess the use of drugs by any DECG participant. Urine tests may be initially performed by non-medical personnel. Any initial positive test will be confirmed by a professional laboratory. Collection of urine samples shall be collected in a manner so as to ensure privacy for the individual, as well as to ensure the validity of the sample for each participant. After results are reviewed and in all cases where a positive result is confirmed, the Superintendent shall be notified, who shall immediately contact the principal. The parents and student participant shall immediately meet with the principal to discuss the results of the tests and procedure to be followed. Normally only positive results indicating the presence of a controlled substance, shall be communicated to parents and student participants.

It shall be understood by the parents/guardians and the student participant that the Sabine Parish School Board assumes no responsibility for diagnosing or treating any condition that may become known as a result of laboratory test(s).

POSITIVE TEST RESULTS

The following procedures shall be followed upon the receipt of a positive result from the drug testing described herein:

FIRST POSITIVE:

The individual who experiences a positive result shall be immediately notified by the principal and shall immediately become ineligible to participate in all athletic or DECG activities. The student participant's parent(s) and/or guardian(s) shall also be notified by the principal and a meeting to discuss the findings shall be scheduled. In the case of a confirmed positive, the participant and parent(s) and/or guardian(s) shall be required to complete a mandatory drug counseling program provided and/or recommended by the Sabine Parish School Board.

The individual must provide documentation to the principal that all aspects of the prescribed programs have been completed, including provisions for providing specimens for analysis at all times required by the treatment program, and prior to the student participant becoming eligible to participate in any DECG activities. All costs for treatment, laboratory analysis, and/or other related costs are the responsibility of the student. Refusal to participate in the program herein described shall be treated as a second positive test result.

SECOND POSITIVE:

For an individual who experiences a second positive result: Both the individual who tested positive and his/her parent(s) and/or guardian(s) shall be immediately notified. The student participant shall be immediately dismissed from his/her activity and shall be ineligible for participation in any DECG activities for one calendar year. Prior to any determination of eligibility to participate in a DECG for subsequent years, documentation of completion of substance abuse treatment and current negative laboratory analysis must be provided to the principal. Student can't participate in athletics for one calendar year.

THIRD POSITIVE:

For any individual who tests positive for a third time: Once confirmed by the lab, the student becomes ineligible for the remainder of their high school career. Both the individual who tested positive and his/her parent(s) and/or guardian(s) shall be immediately notified. The individual shall immediately be dismissed from his/her DECG and shall be ineligible to participate in any DECG activities for the remainder of his/her time in high school.

Under no circumstances shall any law enforcement personnel be notified of positive test results. All results shall be for school related purposes and addressed in accordance with the terms, provisions and conditions specified herein.

TRANSFERS IN AND OUT OF PHHS:

*Positive confirmations will follow students who transfer in and out of Pleasant Hill High School. If a student tests positive at "High School B" and transfers to PHHS where he/she tests positive during a random or yearly required testing for sports/extracurricular activities, the confirmation will be deemed as the student's second positive or third positive (depends on how many times the student tested positive at their prior school).

Athletic Jackets

1. For a student to place an order for an athletic jacket, he/she must have lettered in the same sport for two years beginning their 9th grade year. For students who begin playing sports their 10th grade year, he/she will be eligible to order a jacket their senior year if they participate in same sport their 10th and 11th grade year.
2. Athletic jackets will be ordered once the jacket has been paid in full.

3. If a student transfers in from another school and they have been playing that sport since their 9th grade year and he/she continues to play that sport at PHHS, he/she is eligible to order an athletic jacket. Example: A student attends "High School A" their freshman year and plays baseball. The student transfers to PHHS their 10th grade year and plays baseball. The student is eligible to order an athletic jacket their 11th grade year.

Rules for School Bus Riders

A school bus with undisciplined passengers is a hazardous bus. The misbehavior of the students can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:

1. Cooperate with the driver; your safety depends on it.
2. Be on time; the bus will not wait.
3. Cross the road cautiously under the direction of the driver when boarding and leaving the bus.
4. Follow the driver's instructions when loading and unloading.
5. Remain quiet enough not to distract the driver.
6. Have written permission and be authorized by the principal to get on or off at a stop other than the designated stop.
7. Remain seated at all times when the bus is in motion.
8. Keep arms, head or other objects inside the bus at all times.
9. Refrain from throwing objects in the bus or out of windows and doors.
10. Use emergency exits only for emergencies, and when instructed to do so.
11. Refrain from eating or drinking on the bus.
12. Avoid the use or possession of tobacco, matches, cigarette lighters, obscene materials, weapons, drugs or other prohibited items on the bus.
13. Take no glass objects or other objects on the bus if prohibited by state, federal law or local school board policies.
14. Take no band instruments, projects and other objects too large or too hazardous to be held by the passenger or stowed safely under the seat.
15. Refrain from damaging the bus in any way.
16. Be courteous, and safety-conscious. Protect your personal riding

privilege, and enjoy the ride.

Computer and Internet Use

It shall be the policy of the Sabine Parish School Board that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension of the student, or other appropriate disciplinary action. The School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Parents shall be made aware that Internet usage is only partially controllable by supervision.

Students may use the Internet only if under the direct supervision of a teacher or other professional designated by the teacher.

USE OF INTERNET REGULATIONS

The School Board provides access to the Internet to students, teachers, staff and administrators. The Board believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

1. Users must demonstrate honest, integrity, and respect for others at all times. Appropriate manners and language shall be required.
2. No individual student shall be permitted to have an e-mail account. Only teachers and classes as a whole may be permitted to use e-mail. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher or class messages shall be allowed.
3. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet, unless written consent of the parents is on file.
4. Illegal activities, including copyright or contract violations shall not be permitted. The Internet may not be used for financial or commercial gain, including fund raising projects.
5. Threatening, profane, or abusive messages shall be forbidden.
6. No activities shall be allowed which may damage or interrupt equipment or any networking system.
7. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
8. No user is permitted to upload, or create, a computer virus on the Internet or any networking system.

9. Resources offered by the Internet and paid for by the Board may not be willfully wasted.
10. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
11. Invading the privacy of another user, or using their account, shall not be tolerated.
12. Posting personal messages without the author's consent shall be forbidden.
13. Sending or posting anonymous messages shall be forbidden.
14. Perusing or otherwise accessing obscene, vulgar, pornographic, racist, gang-related, hate or other inappropriate material, or using profanity in messages shall be forbidden.
15. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
16. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the Internet.
17. Any subscriptions to list servers, bulletin boards, or on-line services shall be approved by the Superintendent or his designee prior to any such usage.
18. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.
19. A user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures shall be subject to disciplinary action, depending on the severity of the offense, up to and including expulsion.

No one shall be permitted to use the Internet unless a completed Internet Usage Contract has been submitted to the Superintendent or designee.

2020-2021 Sabine Parish School Meal Prices		
	Breakfast	Lunch
Paid Student	\$0.00	\$0.00

Reduced Student	\$0.00	\$0.00
Teacher	\$2.00	\$3.50
Visitor	\$2.00	\$4.00
Extra Milk	50¢	50¢
Extra Juice	50¢	50¢
Bottled Water	50¢	50¢
Prices for Extra Meal Items		
Extra Breakfast Entrée		75¢
Extra Lunch Entrée		\$1.00
Ice Cream		50¢
Extra Roll		25¢
Extra Dessert or Veggie		25¢
Extra French Fries		\$1.00
Cheese Stick		25¢
Whole Dill Pickle		50¢
Applesauce or Fruit Cup		50¢
Crackers		50¢

Meal Payment Policy

Sabine Parish Students eat free for the 2020-2021 school year.

Special Diets/Food Allergies

Special diets for students identified by a physician as having a disability that prevents a student from eating a regular meal will be made at each school only when medical certification provided by a physician indicates the disability and the meals needed. A written prescription or special diet form must be filled out EACH SCHOOL YEAR for the student requiring a special diet. Parents may contact the school's cafeteria manager for assistance.

PARENTAL INVOLVEMENT AT PHHS

PLEASANT HILL HIGH SCHOOL PARENTAL INVOLVEMENT

Pleasant Hill High School recognizes that parental involvement must be a priority of the school for the children to learn and achieve academic success. Parents and families provide the primary educational environment for children. Consequently, parents are vital and necessary partners with the school throughout their children's elementary and secondary school careers.

The term parent shall refer to any care-giver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, step parents, and others. The concept of parental involvement shall include programs, services, and/or activities on the school site, as well as contribution of parents outside the normal school setting.

As part of our parent involvement program, it is our responsibility to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/families.

Following is a list of activities during the school year that will involve PHHS parents:

1. Our year will start with an “Open House” for the purpose of informing parents and students of teacher and school-wide expectations. During this time parents will be taken through a mini schedule of their child’s day. Teachers will share classroom expectations, homework policy and other school expectations.
2. We will host eighth grade parents one night. This night will furnish the parents with a preview of the LEAP test. The parents will be furnished with the students’ Iowa/LEAP scores from the previous year. Using this data, the parents will be instructed on how to figure what their students will perform on the LEAP test. Hopefully, this night will provide the parents with the valuable information they will need to encourage their children to work diligently throughout the school year in order to perform proficiently on the test.
3. Our students will conduct a morning devotional service around the flag pole in observance of the “National See You at the Pole Day.” All parents are invited to come together with students before school to pray for a successful school year.
4. Our annual Holiday program will involve all of the students. This event always draws a large number of parents.
5. “Family Math Night” will be held again this year. Students at each grade level will be involved in math activities, along with their parents, both prior to the first game and at intermission of both the boys’ and girls’ games. Booths and tables will be set up in the cafeteria for math games and activities. All participants will be admitted to the basketball game free of charge. Numerous door prizes will be given away, and students who excel in the activities will receive a prize.
6. Eighth grade parents will be invited to attend a meeting to discuss their students’ five year academic plan. Students will have already chosen a career path they will pursue in high school.
7. Parent Teacher conferences throughout the year.
8. We will also be planning a science fair in the spring. Other events will include Literacy night, DARE graduation, Awards Day, an Academic Banquet, Athletic Banquet, and the graduations of our kindergartners and seniors.

PARENT TEACHER CONFERENCES

The Sabine Parish School Board realizes that close communication between home and school is an important factor in establishing a highly effective school program. Planned conferences between parents and teachers are an important way to bring about understanding and close cooperation between the home and school. Close communication should be maintained through conferences with all parents, not just with those where academic or other problems suggest the need for closer communication. Please refer to the district calendar at www.sabine.k12.la.us for Parent Teacher Conference dates.

School Operations during a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that affect your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Louisiana Department of Public Health, local health department,

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Emergency management agencies, and/or the Louisiana Board of Elementary and Secondary Education.

2. Available learning opportunities may include remote and/or

blended learning. Blended learning may require your child/children to attend school on a modified schedule.

3. Students will be expected to participate in blended and remote instruction as required by the school and district.

4. Parents are responsible for assuring the participation of their child/children.

5. Students who do not participate in blended or remote learning will be considered truant.

6. All school disciplinary rules remain in effect even during the interruption of in-person learning.

7. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

8. Students are also expected to follow all student safety protocols. Violations of school disciplinary rules are subject to disciplinary action as provided by the District Code of Conduct and all related disciplinary policies.

9. Due to safety measures implemented in response to COVID-19, some elements of our discipline plan will be temporarily suspended (one example, Project Decision at SPARK) depending upon the state's reopening phase as set by Gov.

John Bel Edwards as well as mitigation steps recommended by the LDOE and LDH.

10. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.

11. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.

12. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.

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13. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.

14. Alternative means for best educating students outside of a traditional setting will be made on a case-by-case basis.

15. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

16. During a pandemic or other health emergency, teachers and school staff take extra cleaning and disinfecting measures.

17. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.

18. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other

health emergency.

19. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

20. For the most up-to-date resources regarding the COVID-19 pandemic, please visit the Sabine Schools' Sabine Strong

Website @ <http://bit.ly/sabinestrong>

FACE COVERINGS

Ensuring student safety is one of the highest responsibilities of every school system.

During the COVID-19 pandemic, that responsibility has been further magnified. For this reason, effective for the 2020-21 school year and until further notice, Sabine Parish Schools will require face coverings for all bus riders. Additionally, adults and students (3 rd grade and up) will be required to wear face coverings, as able, to the maximum extent possible. Any child over the age of two may wear a face covering. Face coverings should be worn in all areas of the school. This includes classrooms. Most importantly, face coverings must be worn during arrival, dismissal, and any other

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transition within the school building. Students will be allowed face-covering breaks throughout the day when it is safe to do so and will have the freedom to remove the mask in the event of emergencies.

Exceptions will be made for individuals with severe breathing difficulties, disabilities, or other health/safety concerns. A physician's statement shall be required as evidence that an individual is unable to wear a face covering while on the bus or while on school

facilities. In such cases, other forms of face covering will be utilized such as face shields.

We recognize that the topic of face coverings is met with both support and opposition. In addition, we respect the decision of each guardian to choose what is best for his/her children and will therefore provide an alternative educational option for parents who do not want their children to wear a mask while on the school bus and while at school.

Parents will have the discretion to enroll their children into the Sabine Online Academic Program, if they do not wish for their children to return to face-to-face classes in the 2020-21 school year.

Face coverings are being added to the student and employee dress codes and must be provided by parents and employees. We understand that from time to time a student may forget his/her face covering at home and will be happy to provide one. Should it become evident that a student's lack of having an adequate face covering becomes habitual, the student and his/her guardians will be required to have a conference with the school principal, prior to being allowed to return to school. If a student exercises willful disobedience toward any district/school employee when asked to wear a face covering and blatantly refuses, he/she will be asked to sit in a special quarantine room until his/her parents are available for pick-up and will be disciplined in accordance with the school's discipline policy for willful disobedience. If a student refuses to wear a mask to school and is supported by his/her parents, the student and his/her guardians will be required to have a conference with the Director of Student Services prior to being allowed to return to school.

As with all student dress, in alignment with the SPSB Student Dress Code Policy, students are required to be responsible in their dress and grooming by avoiding

extremes and manifesting self-discipline. Cooperation of parents is essential. Student dress and grooming are not to be a source of disruption in classes, school programs, or other school-related activities or detract from the learning environment of the school. No student shall wear, possess, use, distribute, display, or sell any face covering with evidence of affiliation with tobacco, drugs, alcohol, or violence or gang related activities

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or that exhibits profane or obscene language/gestures. Administrators are authorized to use their discretion in determining extremes in style of dress and grooming and what is appropriate and suitable for school wear. The school administrator shall be the final interpreter of the dress code.