



Zachary High School

STUDENT HANDBOOK

2007-2008

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PRINCIPAL: KEVIN LEMOINE

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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MISSION STATEMENT

The mission of Zachary High School is to ensure each student a safe environment that fosters academic excellence, self-worth, and a commitment to lifelong learning.

PHILOSOPHY OF ZACHARY HIGH SCHOOL

Education at Zachary High School endeavors to develop each student individually, morally, socially, physically, and aesthetically. Our educational program, which is all-encompassing, is designed to develop responsible, productive citizens by allowing each student the opportunity to develop his or her best interests and abilities, refine his or her personality, and develop a sense of self-worth.

GREETINGS FROM THE PRINCIPAL

Welcome back to another school year at Zachary High School! I hope that this year will be filled with wonderful memories and opportunities for you. I encourage you to take advantage of the extracurricular activities offered to you so that school will be a rewarding experience. The more you put into school, the more rewards you'll receive from it. Always remember that the most important reason for coming to school is to learn. That is our main focus at Zachary High School.

After being named the #1 School District in Accountability in the State of Louisiana, we will work even harder to meet the ever-changing needs of our students. It is my belief that there are only two kinds of schools: those that are improving and those that are in decline. We want to be a school that continues to improve. We expect that ZHS will continue to lead the state in academics for years to come. Have a great year!

PEOPLE YOU SHOULD KNOW AT ZHS

Principal-Kevin Lemoine
Assistant Principal for Administration-Scott Devillier
Assistant Principal for Instruction-Marla Banks
Dean of Students-Theresa Pelichet
Coordinator of Ninth Grade Academy-Donna Kline
Time-Out Room Moderator- Kimberly Littles
Discipline Center Moderator-Tommy Douglas
Executive Secretary-Karen Thomas
School Counselors-Ophelia Alcorn, Donna Grice, Jeff Travasos
Guidance Secretary-Shannon Beadle
Attendance Secretary-Michele Boudreaux
Receptionists-Stacey Hornsby, Sandy Walters
Librarians-Christie Burns, Mary Mills
Athletic Director-Allen Walls
School Nurses-Ashley McClure, Renee Moore
Band Director-Jason Venable
Head Custodian-Curtis Fisher
Cafeteria Manager-Gaynell Varnado

ZACHARY COMMUNITY SCHOOL BOARD 2007-2008 SCHOOL CALENDAR

AUGUST	8-9	INSERVICE DAYS (STUDENTS DO NOT ATTEND)
	10	FIRST DAY FOR STUDENTS
SEPTEMBER	3	LABOR DAY HOLIDAY
	21	END OF FIRST SIX WEEKS
NOVEMBER	1	END OF SECOND SIX WEEKS
	5	TEACHER INSERVICE DAY (STUDENTS DO NOT ATTEND)
	19-23	THANKSGIVING HOLIDAYS
DECEMBER	18-20	MID-TERM EXAMS
	20	END OF FIRST SEMESTER
	21-	CHRISTMAS HOLIDAYS
JANUARY	7	INSERVICE DAY (STUDENTS DO NOT ATTEND)
	8	FIRST DAY OF SECOND SEMESTER FOR STUDENTS
	21	MARTIN LUTHER KING HOLIDAY
FEBRUARY	4-5	MARDI GRAS HOLIDAYS
	6	TEACHER INSERVICE DAY (STUDENTS DO NOT ATTEND)
	22	END OF FOURTH SIX WEEKS
MARCH	10-14	I LEAP/GEE TESTING
	21-28	EASTER HOLIDAYS
APRIL	5	END OF FIFTH SIX WEEKS
MAY	8	LAST DAY FOR SENIORS
	20-22	FINAL EXAMS
	22	LAST DAY FOR STUDENTS
	23	LAST DAY FOR TEACHERS

SCHOOL HOURS

School will take in at 7:13 a.m. and let out at 2:25 p.m. There is no reason for a student to arrive at school prior to 7:00 a.m. except for special meetings called by a club or teacher with approval of the principal.

Bell Schedule

1 st Period	7:20 - 8:17
2 nd Period	8:22 - 9:14
3 rd Period	9:19 - 10:11
4 th Period	10:16 - 11:08

5th Period

1st Lunch Shift

Locker Time	11:08 - 11:13
Lunch	11:13 – 11:40
Class	11:44 – 12:38

2nd Lunch Shift

Class	11:13 - 11:40
Lunch	11:40 – 12:07
Class	12:11 – 12:38

3rd Lunch Shift

Class	11:13 - 12:07
Locker Time	12:07- 12:11
Lunch	12:11 – 12:38

6 th Period	12:43 - 1:35
7 th Period	1:40 - 2:32

SPECIAL ANNUAL EVENTS

CLASS ELECTIONS

Class officers are elected in the spring of each year, except for freshmen, who are elected in the fall of the year.

HOMECOMING

In the midst of football season is Homecoming. Students elect a homecoming court consisting of three maids from each class. One of the three senior maids will be named as Homecoming Queen. These girls reign at the annual homecoming game. The homecoming parade is held immediately after school on homecoming day. Homerooms and clubs may enter float, bulletin board or door decorating contests.

GRADUATION NIGHT

Graduation night is the glorious climax of a student's high school career. There will be awards for those who have proven themselves superior in some manner. Diplomas will be awarded to those who have met the requirements. Certainly this is a night that all will remember for the rest of their lives.

OPEN HOUSE

In the fall of the school year parents are given the opportunity to visit their child's classrooms and meet the teachers. A letter is sent home announcing the event. All parents and guardians are encouraged to attend.

PROM

In the spring of each school year the Junior-Senior Prom is held. The Junior Class sponsors this social event which creates a good time for all that attend. Prom fees are charged to juniors.

HONORS NIGHT

At year-end, recognition is given to outstanding students who have excelled in academics, honor clubs, and rallies. Many of the ZHS students participate in this exceptional program.

STUDENT ATTENDANCE POLICIES & PROCEDURES

****FIRST PERIOD (HOMEROOM)**

Each teacher who has a homeroom will record attendance in JPAMS and submit it immediately after the first tardy bell each morning. An announcement sheet will be sent via e-mail to all teachers every morning. The announcements will be read to the students at the beginning of third hour each day.

****ROLL CALL DURING THE DAY**

Beginning at second hour and continuing for each period throughout the day, each teacher will check attendance in JPAMS. If there are any questions regarding a student, a note or e-mail should be sent to the Attendance Office. A student reporting to class who is shown absent in JPAMS should have a check-in slip from the Attendance Office. All updates in student attendance (except for tardies) will be done in the Attendance Office after 1st period.

****DEALING WITH ABSENTEES**

Upon returning to school, each absentee will be required to present a note from a parent or a note from a doctor stating the reason for the absence. This note will be turned in to the Attendance Office and will be kept on file for documentation. A student is excused for the following reasons only:

- **Personal illness**
- **Religious holiday**

- **Natural catastrophe or disaster**
- **Death in family**
- **Serious illness in family**

Our attendance office will call absentees daily. Absences of a questionable nature will be checked with the office. Absences must be followed with a note from a doctor or parent in order for the absence to be excused. Phone calls informing the Attendance clerk that a student will be absent due to illness, personal reasons, appointments, etc. will NOT excuse an absence. Any student who misses a class more than eight days in a semester will receive a grade of "F" for that class. Exceptions will be made for school-sponsored activities. ALL EXCUSED NOTES REGARDING ABSENCES MUST BE PRESENTED WITHIN FIVE DAYS AFTER THE STUDENT RETURNS TO SCHOOL. These notes will be filed in the Attendance Office. Notes turned in after this period will be referred to the district supervisor of Child Welfare and Attendance. ALL NOTES MUST BE PRESENTED TO THE ATTENDANCE OFFICE BY THE STUDENT BEFORE SCHOOL EACH DAY.

****DEALING WITH CHECK-OUTS****

At the very beginning of the school year, all students must have an emergency card filled out, signed by a parent, and filed in the Attendance Office. This card will be pulled out each time a student wants to check out of school so that the check-out can be verified by the Attendance clerk.

Students who have emergencies (sickness, doctor appointments, etc.) during the day must bring a "Request to Check-Out" from their teacher to the office at the time of the emergencies. The students will bring this check-out slip back to school if they return the same day, and they will use this slip as an admit back to class. When a student is checking out, the parent or other responsible person must give permission verbally to the clerk before he/she can check out. The student should make provisions for doing this earlier if no one will be home at the needed hour. This must be done because there are those students who will write their own notes. This is to protect the students as well as the school. Only emergency check-outs will be made before 10:30 a.m. THERE WILL BE NO CHECK-OUTS ALLOWED AFTER 2:00 P.M.

When a student checks out and returns the same day, he/she must bring something back through the Attendance Office. If he/she does not return until the next day, the student should bring a parent or doctor note to the Attendance Office.

****DEALING WITH CHECK-INS****

Students who arrive at school late MUST report to the Attendance Office and receive an admit slip. The student will be shown as absent in JPAMS. TO BE ADMITTED TO CLASS, HE/SHE MUST BE GIVEN THIS ADMIT FROM THE OFFICE.

****STUDENTS TARDY TO CLASS****

Any student arriving to class after the tardy bell will have to get a tardy slip from the Attendance Office. All tardies will be unexcused unless the student has permission from the teacher to leave the class. If a student is held by another teacher or administrator, a note must be given to the student to be admitted to class. The student's name, teacher's name, date, and time must be on each note. The student is to bring this note to the Attendance Office to get an excused admit. STUDENTS ARE CONSIDERED TARDY WHEN THE BELL BEGINS TO RING FOR CLASS.

****MAKE-UP WORK****

Students having an excused absence will be given a chance to make up work. TEACHERS MAY CHOOSE TO ALLOW STUDENTS TO MAKE UP WORK ON THURSDAYS IMMEDIATELY AFTER SCHOOL. It is suggested that examinations and other routine work assignments should be completed within one week after returning to school. It is the student's responsibility to ask for make-up work.

****TESTS**

A student is required to take a test as scheduled even if he/she is absent the day before the test if the teacher announced the test prior to the student's absence. If a test is announced for the first time the day of the student's absence, the student will not be required to take the test upon immediate return. However, it is the student's responsibility to request make-up work and tests. The student will be expected to complete all work within the time limit specified by each teacher.

All work completed will be averaged on the progress report. Those with incomplete grades will be given the average of the completed grades with the comment code, "incomplete work." All incomplete work must be completed by the end of the semester. Extenuating circumstances must be approved by the principal.

An "I" which HAS NOT been approved by the end of the semester becomes an "F" if the student fails to make up his work when given the opportunity. Cases of special emergency may alter the above, if, in the judgment of the principal, just cause exists. Teachers are not required to assist with make-up work for unexcused absences.

UNIFORM POLICY

UNIFORM SHIRTS

The uniform shirt is a navy or white, knit, short-sleeved or long-sleeved golf-style shirt with the OFFICIAL Zachary Community Schools logo monogrammed on it. Cap sleeves are not permitted. Girls should wear white or skin-tone undergarments.

Shirts must be tucked into the pants and must be long enough to stay tucked when the arms are raised over the head. The style will be pullover, with three buttons at the top. Shirts will not be excessively stained, faded or frayed and will not have holes or cuts.

Only white undershirts may be worn. Shirts other than white may not be worn. Decals and other colors may not show through the material of the uniform shirt. Long-sleeved shirts over or under the uniform shirt are not allowed.

UNIFORM SLACKS

Uniform slacks will be khaki. They should be a style worn at the waist and must have belt loops. They may not be rolled at the waist or ankle, nor may they be gathered by elastic at the ankle. Pants made of denim, corduroy, or any stretch fabric are prohibited. No slacks with pockets below the hips may be worn. Tight-fitting pants or excessively loose-fitting pants are unacceptable. No frayed hems on slacks will be allowed. All pants must be worn with a solid black, brown, cordovan or navy belt. Belts must be visible. Length of slacks must be to the top of the shoe.

UNIFORM SKIRTS

Uniform KHAKI skirts may be worn by girls only. Skirts must be loose fitting and the length must be at least to the knee. Slits in skirts must not rise above the knee.

SHOES

Shoes with closed toe and closed heel are required. Loafers, oxfords, and athletic style shoes are acceptable. Boots may be worn with slacks, provided the slacks are worn over the boots and the slacks are not cut. Slacks may not be tucked into the boots. No boots may be worn with uniform skirts.

Sandals, flip-flops, house shoes, slippers, and similar types of shoes are not acceptable. Shoes with excessively high heels or excessively raised shoes are not permitted for safety reasons. Loose shoe laces or loose straps on shoes are prohibited. Socks must be worn and they must be visible. Socks must be solid white, dark blue, black or brown. Females may substitute neutral-colored stockings for socks.

OVER GARMENTS

A uniform sweatshirt in SOLID navy, red, white, or gray may be worn during cold weather. Large logos on sweat-shirts, jackets, or coats are not acceptable. No more than one small logo (cannot be more than two inches square) is

permitted. Hoods cannot be worn on campus or on buses. Any outer jacket or coat must be solid NAVY, BLACK, KHAKI, RED, WHITE, GRAY or Zachary High School attire. Denim jackets or jackets with excessive fur or trim are prohibited. No more than one small logo (cannot be more than two inches square) is acceptable on the outer garments. Coats or jackets may not exceed mid-thigh length.

EXCEPTIONS

JROTC uniforms, when directed to be worn by the Senior Army Instructor, are allowed during regular school hours. Head Coaches, Spirit Group Sponsors and Club Sponsors, in conjunction with the Administration, may allow their teams/ squads/ groups to wear their spirit dress on certain approved, pre-determined days. Only athletic squads/ spirit squads/ clubs/ organizations are to be included, except in certain, rare, Administrator-approved situations.

DRESS AND GROOMING CODE

1. Caps, hats, or head coverings are NOT to be worn during the school day or inside the school building. DO NOT BRING CAPS OR HATS ON CAMPUS DURING SCHOOL TIME.
2. Rollers, picks, curlers, forks, beads, or combs in hair are prohibited.
3. Hair color and styles that are a distraction to the learning environment are not permitted.
4. NO FACIAL HAIR WILL BE ALLOWED ON STUDENTS. Sideburns should be no longer than the bottom of the ear. Ponytails or headbands on males are unacceptable. Male hair length shall not exceed the collar of the shirt nor shall it be worn in styles that cover the student's eyes.
5. Male students are not allowed to wear earrings (or straws to preserve the pierced hole). Girls will be allowed to wear earrings, but they cannot be larger than 2 inches. Other visible body piercing of any type is not allowed. Excessive jewelry is not allowed.
6. Sunglasses are not to be worn on school grounds, unless accompanied by a doctor's order, which must be presented to an administrator for approval.
7. Pictures or writing on books sacks, gym bags, jackets, etc., of an offensive, derogatory, or obscene nature is prohibited at school (e.g. alcohol, tobacco, drugs, weapons, skulls, blood, etc.)

NOTE: Students whose grooming or clothing is inappropriate in the opinion of an administrator will be sent to TOR and allowed to call home to make the proper adjustments. No student will be allowed to leave campus to correct a dress code violation. Refer to Zachary Community Schools Student Rights and Responsibilities Handbook and Discipline Policy for uniform Disciplinary Procedures. Students violating set dress and grooming policies may also be subject to further disciplinary action. Regular school dress policies may be outlined and modified for special events at the discretion of the Administration.

AFTER SCHOOL DRESS POLICY

Decent, appropriate dress should be worn at all school-sponsored events. Students whose dress or grooming is deemed inappropriate in the opinion of the administration or staff member will be sent home to make proper adjustments.

DISCIPLINE POLICIES & PROCEDURES

****DISCIPLINE CENTER**

Students are given the option to attend the Discipline Center in lieu of being removed. Generally, the Center is offered for removal of 2-9 days. Students may not participate in school functions during the assignment to the Discipline Center. Parents must accompany the student on the first day of check-in to the Discipline Center and upon arrival back to Zachary High School. Students will be permitted to make up any work missed during the period of time spent at the Discipline Center. Attendance on all days assigned is required in order to get credit. Any absence will result in no credit for attendance.

****TIME-OUT ROOM (TOR)**

The Concept. The Time-Out Room concept is of a self-contained program that is a limited extension of the regular classroom while providing an in-house suspension environment incorporating discipline coupled with encouragement.

The Purpose. The purpose of the Time-Out Room (TOR) is to provide an alternative to suspension whereby a student who has committed a minor infraction at school will be able to remain in school and be given an opportunity to modify his/her behavior through discipline activities, counseling, class work assignments, encouragement, and parental/guardian contacts.

Goals. The goals of the Time-Out Room are:

1. The reduction of out-of-school suspensions by ensuring that conscientious efforts are made to keep a student in school.
2. To reduce/end student misbehavior

****SATURDAY SCHOOL**

The goal of Saturday School is to provide an alternative to students in lieu of short-term suspension. Saturday School will be held at Zachary High School from 8:00 A.M. to 12:00 noon on Saturday mornings as needed. Because Saturday School is an alternative to suspension, no rescheduling will be allowed. Students who fail to report to Saturday School will receive a short-term suspension. NO EXCUSES OR TARDIES WILL BE PERMITTED. Any student who is removed from Saturday School will receive a minimum 2-day suspension.

****REMOVAL**

Short-term removal is for a period of nine (9) days or less. Long-term removal is for a period in excess of nine (9) days but not more than twenty (20) days. Students may be assigned to the appropriate detention program.

ZERO TOLERANCE FOR FIGHTING POLICY

Every student involved in a school fight, 14 years or older, shall be removed from the campus, if appropriate, and processed through the criminal/juvenile justice system. This will be in addition to the Board's normal suspension/expulsion procedures.

These law enforcement authorities will investigate the fight and recommend one of the following actions:

Issuing the student a misdemeanor summons, releasing the student to a parent or guardian with the agreement that both will appear in Juvenile Court, taking the student directly to the Juvenile Detention Facility, or arresting the student.

Students who are suspended or expelled will be required to undergo counseling before being admitted to an alternative education program and/or before being readmitted to school.

Counseling will include anger management and conflict resolution. It will be provided and supervised by the Zachary Community Schools System. Parents will be advised and encouraged to participate.

The Zero Tolerance for Fighting Policy is in effect from the time a student leaves home for school until the time he/she returns home from school. It is also in effect during all school-related activities.

****EXPULSION**

Limited expulsion is any denial of school attendance that will terminate at the beginning of the next semester. Unlimited expulsion is any denial of school attendance for a specific period of time beyond the beginning of the next semester or any permanent denial of school attendance.

CUTTING CLASS

A student may be sent to clinic or removed according to the nature and frequency of the action, if the student

commits the following:

1st offense - Time-Out Room

2nd offense – Saturday School

3rd and subsequent offenses - Discipline Center (D.C.)

LEAVING CAMPUS

Short-term suspension

TARDINESS

4th tardy - Warning and parent contact

5th tardy - Parent Contact and Time-Out Room

6th tardy - Saturday School/D.C.

Disposition sequence repeated for subsequent tardies. (Tardy #13 in one semester will warrant a suspension). At midterm, the number of tardies is dropped and a new sequence is begun; however, the number of removals will be carried over from the first semester to the second semester.

**IMPROPER ID CARD AND DRESS CODE VIOLATIONS
(DEFACE, DESTROY, LOANING, ETC.)**

Repair/replace ID as needed.

1st offense - conference

2nd offense - warning; parent contact/warning letter

3rd offense - Time-out Room

4th offense - Saturday School

8th offense – Discipline Center/Suspension

TRUANT

Unexcused absence each hour a student is truant.

POSSESSION OR USE OF TOBACCO PRODUCTS OR PARAPHENALIA

Short-term or long-term removal (3-day minimum)

DISRESPECT FOR AUTHORITY

1st offense - Time-Out Room, short-term or long-term removal

2nd offense - Short-term or long-term removal depending on the severity of offense

PARKING VIOLATIONS

1st offense - Move vehicle; warning

2nd offense - Suspend driving privileges for 3 days

3rd offense - Suspend driving privileges for the rest of the semester

DISOBEDIENCE

Conference, warning, Time-Out Room, or short-term removal, long-term removal depending on the severity of the offense and an accumulation of offenses

CURSING FACULTY OR SCHOOL OFFICIALS

Short-term/long-term removal or expulsion (5 or more days)

FIGHTING: STUDENTS PROVOKING A FIGHT

1 on 1 - Short-term removal

2 or more on 1 - Expulsion

Students provoking a fight, either physically or verbally, will be disciplined as those actually fighting. If it can be determined that a participant in a fight was provoked into fighting, and only engaged in self-defense, that participant may not be subject to removal.

ASSAULT & BATTERY ON FACULTY OR SCHOOL PERSONNEL

Expulsion, then hearing to determine proper school for future education

THREATENING FACULTY OR SCHOOL PERSONNEL/ANOTHER STUDENT

Expulsion

BREAKING AND ENTERING SCHOOL PROPERTY/PRIVATE PROPERTY

Long-term removal until reimbursement for damages is made or expulsion

VANDALISM

Long-term removal or expulsion (For further reference see Zachary Community Schools Handbook) Reimbursement required before readmittance to school. For vandalism deemed minor in the opinion of the administrator, the student could be subject to lesser penalties, such as clinic and/or Time-Out Room assignment.

POSSESSION OR USE OF A DANGEROUS WEAPON

Possession of a Firearm: Expulsion - Any student or non-student found guilty of carrying a firearm on a school campus or school bus shall be imprisoned at hard labor for up to five (5) years

Use of any object as a weapon: Long-term removal or expulsion

Possession of look-alike weapons - Short-term removal or long-term removal

EXTORTION

Long-term removal or expulsion

Possession of or Use of Alcohol

Expulsion, long-term removal

DISTRIBUTION OF ALCOHOL OR POSSESSION WITH INTENT TO DISTRIBUTE

Recommended expulsion for one calendar year

POSSESSION OF CELL PHONES OR ELECTRONIC DEVICES

Refer to the Zachary Community School Board Students Rights and Responsibilities Handbook

GAMBLING

1st offense - Time-Out Room

2nd and subsequent offenses - Short-term or long-term removal

STEALING/THEFT

Short-term removal with reimbursement or expulsion

MOLESTING STUDENTS; INDECENT BEHAVIOR

Short-term removal, long-term removal, or expulsion

PROFANE/OBSCENE LANGUAGE; VERBAL OR WRITTEN

1st offense - Time-Out Room

2nd and subsequent offenses - Short-term or long-term removal or Time-Out Room

DISTURBANCE: CLASSROOM OR CAMPUS

Minor disturbance - warning, parent conference, Time-Out Room, short-term or long-term removal depending on the severity of the offense

Inciting a riot - Long-term removal or expulsion

Participating in a riot - Short-term or long-term removal or expulsion

Any student who deliberately refuses to obey the request or directive of a teacher or school administrator during disruptions will be suspended. Further refusal to leave the school premises after this removal will result in calling in law enforcement officials, and students will then be arrested as trespassers.

ARSON

Long-term removal, or expulsion; reimbursement for damages

POSSESSION OR USE OF FIREWORKS AND/OR AMMUNITION

Long-term removal or expulsion

STUDENT TRESPASSING

Telephone principal of student's school; short-term removal

GARMENTS, SHOES, OR SKIN WITH SUGGESTIVE, PROFANE, OR OBSCENE PICTURES OR WRITINGS ARE NOT ACCEPTABLE

Contact parent regarding apparel and/or time-out room, short or long-term removal, depending on the severity of the offense, in the opinion of the administrator.

DRESS CODE VIOLATIONS SUCH AS HATS, EARRINGS, SUNGLASSES, ETC.

Keep inappropriate items until parent comes to pick up or until the school year ends and/or time-out room, or Saturday School.

FORGERY OF AN ADMINISTRATOR'S, TEACHER'S, DOCTOR'S OR PARENT'S NAME

TO A SCHOOL DOCUMENT OR NOTE

Short-term or long-term removal or expulsion

POSSESSION OR USE OF ILLEGAL DRUGS

Expulsion

DISTRIBUTION OF ILLEGAL DRUGS OR POSSESSION WITH INTENT TO DISTRIBUTE

Recommended expulsion for one calendar year

POSSESSION OF MEDICATION

Counseling with student and parents on first offense, short-term removal (5 or more days) thereafter.

POSSESSION OF NON-PRESCRIPTION MEDICATION (EXAMPLES: ASPIRIN, COUGH DROPS, MIDOL, TYLENOL, COLD CAPSULES, THROAT LOZENGES)

Short-term removal, long-term removal, or expulsion

DISTRIBUTION OF MEDICATION, INCLUDING NON-PRESCRIPTION MEDICATION, OR POSSESSION OF SAME WITH INTENT TO DISTRIBUTE

Short-term removal, long-term removal, or expulsion

DISTRIBUTION OF ANY SUBSTANCE WHICH IS FALSELY REPRESENTED TO BE AN ILLEGAL DRUG OR A COUNTERFEIT ILLEGAL DRUG, OR POSSESSION OF SAME WITH INTENT TO DISTRIBUTE

Recommended expulsion

IMPORTANT: If the administrator, after a thorough investigation, has reason to believe that the student's offense is related to alcohol and/or drug use, the administrator may choose (in lieu of or in addition to the named penalty) to refer the student to the drug advisor; furthermore, the administrator shall contact the student's parents or guardians and shall advise them of the student's offense and the possible drug and/or alcohol involvement in the offense. Law enforcement officials may be contacted.

SENIOR CONDUCT

Any senior committing a serious major offense (alcohol/drug/indecent behavior) after his/her last regular class period, and the Principal's or his designee's recommendation is upheld by the Hearing Officer, will be excluded from year-end activities (including participation in graduation exercises). Diplomas may be given to or mailed to student at the end of the closure of school. Zachary Community Schools mandates that Zachary High School will include this regulation in its senior orientation prior to the end of the year, and each senior will sign a slip indicating that he/she is knowledgeable of these regulations. Parents will receive a letter including information about these regulations from Zachary High School.

NINTH, TENTH & ELEVENTH GRADE STUDENT CONDUCT DURING LAST 10 DAYS OF SCHOOL

Any recommendation for removal and/or expulsion may be extended to the next school year for students who commit offenses at school during the last 10 days of school.

NOTE TO ALL STUDENTS ASSIGNED TO DISCIPLINE CENTER, REMOVED OR EXPELLED:

- A. You are not allowed to return to Zachary High School campus during the period of time that you are removed/expelled.

- B. You are not allowed to attend any school activity during the time that you are removed/expelled (athletic events, assemblies, pep rallies, programs, dances, etc.) The days of removal/expulsion include weekends and holidays.
- C. One of your parents or guardians must accompany you to school upon your return from removal/expulsion and confer with an administrator before you may attend any classes after being removed/expelled. Students will not be permitted to make up work missed during the period of time removed/expelled.

REINSTATEMENT OF STUDENT ON SHORT-TERM REMOVAL OR ASSIGNMENT TO DISCIPLINE CENTER

Upon the student's return to school, the principal shall schedule a conference to be attended by appropriate school personnel and by the student and the student's parent(s), guardian(s), or other family member(s). This may be waived at the discretion of the administrator.

EXPULSION

Students expelled would be for the remainder of the year with the understanding that the students expelled during the first semester who desire to return at mid-term may make a request to the Zachary Community Schools Superintendent's Office where the request will be evaluated in consultation with the school principal. Students returning at mid-term through a re-entry hearing will return on probation.

SCHOOL BUS DISCIPLINE

Discipline problems on the school bus will be dealt with by the principal of the school responsible for the student in accord with state laws and parish regulations. Principals will take action to insure operational safety of the buses.

VISITORS TO THE CAMPUS

Students are not allowed to bring guests with them to school. When a parent comes to school to get his child, he must come to the attendance office. Any visitor to our campus must come through the office and sign in, no matter what part of the campus he/she is visiting, and back to the office and record the time he/she leaves the campus in the visitor's register. If a parent would like to visit the campus he/she should coordinate this visit through the Assistant Principal of Instruction's office.

COMMERCIAL DELIVERIES

The school cannot and will not deliver items during the school day. This is especially true in regard to flowers and gifts. Parents and acquaintances are encouraged to NOT bring any items to school for delivery. Intercom calls to classroom must be limited to emergencies and official school business. The front office will not sign for, nor accept, any items for delivery at school.

STUDENT PICK-UP TABLE

Items delivered to students may be dropped off on the "Student Pick-Up Table" located in the front office. UNDER NO CIRCUMSTANCES will students be called to pick up items. It is the responsibility of the students to check during class change if they are anticipating something to be delivered. This includes student's class work, books, P.E. or extracurricular uniforms, etc.

STUDENT MESSAGES

Telephone messages CANNOT be relayed to students except in the case of emergencies and only with an administrator's approval.

LOCKER TIME

Students will be permitted to go to their lockers before first period and at the end of each class period. Class change time must be observed when going to lockers. Students are expected to continue moving at all times to their next class. **DO NOT STOP IN THE HALLS TO VISIT.** Students will not be excused for being tardy after going to lockers.

STUDENT IDENTIFICATION CARD

All students will be required to purchase a valid picture student ID card at a cost of \$5.00. The card is the student's official school and library identification, as well as a meal ticket. It should be worn at all times. Loss of an ID card should be reported to the administration of ZHS. A temporary ID card may be rented for \$1.00 in the main office in the event the student misplaces his/her ID or leaves it at home. A student will be unable to enter class without an ID card. He/she must rent a temporary ID, have a parent bring the ID, or remain in TOR until he/she has an ID. This card must be presented each time a student checks in or checks out of school and is tardy to class. A student must also present his/her card each time he/she checks out material from the school library. The card also serves as a meal ticket. It will be checked and validated each time at each meal. The card may also be used as identification with cost of admission to athletic and school activities. Defacing or destroying the ID card will result in disciplinary action. Lending the ID card to anyone or failure to present it when requested by a school official is a violation of school regulations and will subject the holder to disciplinary action. A new card must be purchased when the old one is damaged beyond use by scanning machines.

STUDENT PARKING

Only seniors, juniors, and sophomores are permitted to park vehicles on campus during school hours. Vehicles must be registered in the school office by the end of the first week of school. Vehicle registration permits will cost \$7.00. The permit shall be hung from the rearview mirror visible through the front windshield. Vehicles should be parked in designated parking areas only and should not block other vehicles. Violators will be prohibited from driving to school. Students are not to remain in their cars or in the parking lot after arriving at school. Teachers on morning duty are to report infractions of this rule to the office.

STUDENT FEE AND MATERIALS FEE

School fees will be \$25. These fees will be collected in homeroom class. This amount covers the following core curriculum classes: Student Fee \$10, Technology Fee \$5, English Fee \$2, Math Fee \$2, Science Fee \$5, Social Studies Fee \$1.

Students taking any elective classes such as Art, Drama, Home Economics, Foreign Language, Welding, etc. will pay these fees to their respective elective teachers.

TELEPHONES

School telephones are for the use of official school business only. Students may use the phone in the attendance clerk's office with special permission only. Students completing their school day before 2:25 p.m. must have their own transportation home and are not permitted to use the phone for this purpose. Students are not permitted to stay on campus after completing their classes.

SCHOOL PICTURES

All students will have their pictures taken at the beginning of school. Students will be required to pay the full amount in advance of taking their pictures. Defective pictures will be retaken. A picture will be taken for use in the school annual which will be free of charge. However, these pictures will not be produced in the "school packet" and students will not be able to see them except in the yearbook.

LOST AND FOUND

Students are requested to properly mark all their belongings so that ownership can be easily established. The lost and found department will be located in the school front office.

TEXTBOOKS

Textbooks are furnished by the State of Louisiana for the students' use. The students must check out books from the central textbook location in the library. The books are scanned out to the student using the student's ID card and the identification barcode in the textbook. The student must sign his/her name in the books as soon as issued. The student must return the book in a usable form or pay the full price for replacing the book. Students are responsible for returning textbooks to the central textbook location at the end of the semester or school year. Students are required to cover all textbooks with book covers provided by the school.

LOST AND FOUND BOOKS

Pupils will pay full price for textbooks and library books that are lost or damaged beyond use. Semester report cards will not be issued to students until texts are returned or paid for. Found books are to be turned in to the central textbook location. Pupils, with teacher's permission, may seek to recover lost texts from the lost and found. When a student loses a book, he must pay for it. The textbook coordinator will issue him another book if one is available. Teachers are not to keep extra books in their rooms, nor are they to lend books to pupils. The Assistant Principal will be in charge of the book room.

TEST EXEMPTION POLICY

Students with a 95% or better in a class (and who do NOT owe money to the school) may be eligible for an exam exemption. 9th and 10th graders are not eligible for any exemptions for the first semester only.

LIBRARY RULES AND REGULATIONS

1. Students may come to browse the shelves for books, work on assignments, or to do research for school classes. The school library is not for social gatherings.
2. Students must conduct themselves in a very orderly manner in the library at all times. It is rude to disrupt other classes or keep others from studying.
3. The librarian will not issue any passes to leave the library. All passes must come from the student's teacher at that hour.
4. Students should not reshelve books. Return books to either the drop slot in the circulation desk or the drop box outside the library doors.
5. Students are allowed to check out library books using their ID card provided they do not have an overdue library book or lost book. Pupil loans are for 21 days and books can be renewed once.
6. The library is available to students for independent study and leisure reading before school, at lunch, and after school. Teachers schedule library time for appropriate class assignments. Student ID cards must be presented for all library transactions. Free copy machine service is available for school assignments. The librarians have the right to refuse copy machine service to a request which is considered excessive or abusive. Computer labs are available for student research, word processing and printing of school related work.
7. The library is a valuable resource aid for the school as a whole and certain standards have been set in order to maintain the quality and quantity of these resources. The books in the library belong to the school;

therefore, students must take care of them. Students will be held responsible for the care of the books used in the library. All damaged or lost books MUST BE PAID FOR.

INTERNET USAGE POLICY

Students at ZHS will be able to access the World Wide Web by using the ZHS local area network. Student and parent/guardian must sign an acceptable usage policy in order to use the services. Students' internet usage is restricted to school assignments. Students must ask a librarian or their teacher while in the library for permission before printing anything.

LOUISIANA GRADUATION REQUIREMENTS

ENGLISH **4 Units**

Must be I, II, III in consecutive order, and IV or Business English

MATHEMATICS **3 Units**

Must be in consecutive order.

SCIENCE **3 Units**

Biology and two of the following: Physical Science, Environmental Science, Chemistry, Physics, Agriculture (2 courses).

SOCIAL STUDIES **3 Units**

Shall be American History; ½ unit of Civics and ½ unit Free Enterprise; and one of the following: World History, World Geography.

PHYSICAL ED. **1½ Units**

The substitution of R.O.T.C. is permissible.

HEALTH **½ Unit**

Students are required to take ½ unit of health or 2 units of JROTC.

ELECTIVES **8 Units**

Total 23 Units

No final (yearly) averages are put on the Cumulative Cards. The computer prints semester grades on sticker labels that are placed on the cumulative cards. A semester passed with a minimum grade of D or better is credited with ½ unit. A semester failed must be repeated if credit is desired, or if a full year of that subject is required by the state.

Note: High school students may repeat a course for self-improvement or to establish eligibility to participate in programs requiring specific standards. The first recorded grade will remain on the transcript but with the notation added indicating the course was repeated along with the resulting grade. Grade point averages will be computed utilizing all course grades including those that have been repeated. A student who has achieved a grade of A should be encouraged to move to a higher level of instruction .

SCHEDULE CHANGES

Schedules will be changed only when it is necessary for a student to graduate or when a mistake was made by the school.

GRADING AND REPORTING

Grade reporting will be done each six-weeks period with progress reports being mailed home at the end of the 1st, 2nd, 4th, and 5th periods, and report cards at the end of the 3rd and 6th periods.

PROGRESS REPORTS

These will be mailed to the students' homes around the following dates:

SEPTEMBER 21	NOVEMBER 1
FEBRUARY 22	APRIL 5

GRADING SCALE

MARKING SCALE

REGULAR CLASSES	AP/HONORS CLASSES	QUALITY POINTS
94-100=A	90-100=A	4
88-93=B	80-89=B	3
78-87=C	70-79=C	2
70-77=D		1
Below 70=F	0-69=F	0

SEMESTER GRADE

The semester grade shall be determined on the basis of all work done over that particular semester.

CREDITS EARNED

Credits are earned on a semester basis. A one-hour class taken five (5) days per week for one semester will be credited with $\frac{1}{2}$ unit. The $\frac{1}{2}$ credit is earned for each semester passed. There are, at present, a few courses of study that require the passing of both semesters for credit. Please check the Course Description section for these.

EXAMPLES OF CREDITS EARNED

1st Semester	2nd Semester	Unit Earned for Year
D	D	1.0
F	D	0.5
D	F	0.5
F	C	0.5
C	F	0.5
A	F	0.5
F	F	0.0

NUMBER OF CREDITS EARNED DETERMINE GRADE LEVEL IN HIGH SCHOOL

The Carnegie Unit is the basis for determining the grade level of a student in high school. Two one-half units equal one Carnegie Unit. The following chart shows the necessary units per grade level:

Grade	Carnegie Units Needed for Grade Level Placement at the Beginning of Year
9	0 - 4.5
10	5 - 10.5
11	11 - 15.5
12	16 +

When feasible, honors and/or gifted honors courses will be offered to high school students.

For middle school students beginning high school credit courses, grade and credit will appear on high school transcripts, but the quality points earned will not be used in determining high school grade point average.

The honors and gifted courses for high school will be selected only from the areas of English, mathematics, social studies, and science provided Zachary Community Schools honors curriculum guides are utilized. Honors courses will be designated by placing "H" after the course title.

The Advanced Placement courses for high school will utilize Advanced Placement curriculum guides provided by the College Board. Advanced Placement courses will be designated by placing "AP" after course title.

GRADUATION REQUIREMENTS

The requirements for graduation were changed in 1984 to state that any student who graduates shall earn a minimum of 23 units of high school credit regardless of the curriculum pursued. Zachary High School is on a seven-period day. Students in grades 9-12 will take seven classes. An exception to this rule is if an eleventh or twelfth grader is a part-time working student enrolled in D.E. (Marketing Education), C.O.E. (Cooperative Office Education), or Agriscience internship.

NON-CREDIT OFFERINGS

Students who participate as Office Aides, Library Aides, and Guidance Aides do not receive credit for their services.

GRADUATION EXIT EXAM (GEE)

In addition to earning the required 23 units, BESE has mandated that all students must pass the Louisiana Graduation Exit Examination. The first phase of this test will be administered to 10th grade students and the second phase to 11th grade students. Opportunities for remediation and re-testing will be available for any student who fails to meet the performance standard.

Students must pass both the English and math sections and either the science or social studies section of the GEE. Students not passing these sections will be prohibited from participation in graduation exercises, even if all course requirements are successfully completed.

BRAC GRADUATES: BLUE RIBBON ACADEMIC CURRICULUM

Starting with the Senior Class of 2006-2007, Zachary High students will have an opportunity to earn a very special honor at graduation. Students will be eligible to be "BRAC" (Blue Ribbon Academic Curriculum) graduates by

completing the following criteria:

- **Follow a rigorous academic curriculum with a minimum of 10 honors, pre-AP, or AP courses**
- **Must apply before their junior year of high school**
- **Must maintain a 3.25 overall GPA by mid-term of senior year**
- **Must make a 23 or higher on the ACT by April 1st of senior year**

These students will wear a special stole at the Graduation ceremony and will be awarded with a special certificate acknowledging this outstanding achievement.

STUDENT RANKING

GRADES

1. All semester grades must be used in determining a final average for ranking, including F's which have been repeated or completed successfully at a later date.
2. Only semester grades are used in computation of rank.
3. Students are ranked at the end of the junior year (temporarily), and at the end of their senior year (permanent rank).
4. High school students may repeat a course for self improvement or to establish eligibility to participate in programs requiring specific standards. The first recorded grade would remain on the transcript but with a notation added indicating the course was repeated along with the resulting grade. Grade point average will be computed utilizing all course grades, including those that have been repeated.
5. Course grades will be weighted as follows: A=4, B=3, etc.

UNITS OF CREDIT

1. One-half ($\frac{1}{2}$) unit of credit will be given for each class taken for a semester. There are three exceptions to this rule.
 - a. COE, Marketing Education, and CAE students earn 1-1/2 unit credit for a semester's work. However, the credit is not given until the completion of the second semester.
 - b. Welding students will earn 1 unit per semester.
2. To be classified as a senior, a student must have earned a total of 16 units prior to the first semester of his senior year.
3. In cases where a student transfers into Zachary High School and has received only yearly grades, double the grade for ranking. Example: English I = "C"; receive "C" for first semester and a "C" for second semester. Any student who transfers into ZHS and has been enrolled in a subject(s) not offered at ZHS should be given one-half unit of credit if he has successfully completed at least 12 weeks of work in any given semester.

VALEDICTORIAN AND SALUTATORIAN

1. The valedictorian, recognized each year at graduation, is the student who maintains the highest grade point average for his/her years in high school.
2. The salutatorian, recognized each year at graduation, is the student who maintains the second highest grade point average for his/her years in high school.
3. There will be at least one valedictorian each year.
4. There will be no valedictorian or salutatorian at midterm.
5. If a school has graduation exercises at midterm, the highest-ranking graduating senior will be designated as

an honor student.

6. For those schools having no graduation exercises at midterm, any graduating senior is a candidate for valedictorian and salutatorian in the May graduation exercises.
7. If there is a tie for valedictorian or salutatorian, then those persons tied for that honor shall share the honor. Only the grades obtained in grades 9-12 will be used.

TUITION OPPORTUNITY PROGRAM FOR STUDENTS

Louisiana’s Tuition Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation. TOPS has three components: Opportunity Award, Performance Award, and Honors Award. The minimum requirements are a 2.5 GPA, 17.5 core units, minimum 20 on ACT. See Guidance for more information.

COURSE	UNITS	COURSE	UNITS
English I	1	Chemistry I	1
English II	1	Environmental Science, Physical Science, Biology II, Chemistry II, Physics* Agriscience I AND Agriscience II (two units) may be substituted for the one unit required from among these science courses.	1
English III	1	Civics and/or Civics/Free Enterprise	1
English IV	1	American History	1
Algebra I (Pts 1 and 2) (2 units)	1	World History or World Geography	1
Algebra II	1	Fine Arts Survey; or 2 units Performance arts in Music and/or Dance, and/or Theater; or 2 units Studio Art	1
Geometry, Calculus or Comparable Advanced Math	1	Same Foreign Language	2
Biology I	1	Computer Science, Computer Literacy, or Business Computer Applications (or comparable)	½
		Additional Science/Math Unit	1

Effective with graduates of 2008 and thereafter, the TOPS Core Curriculum will increase from 16 ½ to 17 ½ units. The additional unit must be chosen from the following: Geometry, Calculus, Advanced Mathematics I, Biology II and Physics

NCAA ELIGIBILITY FACTS

ATTENTION: For students entering any college or university on or after August 1, 2005, NCAA initial eligibility will be evaluated under new rules. To get information on these new rules, you can contact Allen Walls, athletic director, at (225) 654-2776 or go to www.ncaa.org.

ZACHARY HIGH SCHOOL ACADEMIC LETTER

PURPOSE: To recognize, reward, and encourage academic excellence at Zachary High School. Awards will be presented in the following manner:

1. For courses completed by mid-term of the junior year, provided:
 - a. The students have been enrolled at ZHS for the entire previous two semesters.
 - b. The junior year represents the students' third year in high school.
 - c. Juniors must have completed at least 2 ½ units in English, Mathematics, Science, and 2-1/2 units in Social Studies.
2. For courses completed by mid-term of the senior year provided:
 - a. The students have been enrolled at ZHS for the previous two semesters.
 - b. The senior year represents the students' fourth year in high school.
 - c. Seniors must have completed 3 ½ units in English, Mathematics, and Science; 3 ½ units in Social Studies, and 1 unit in a foreign language.

Students must have an overall grade point average of 3.5; all courses completed to mid-term of the junior and senior year will be used in computing this overall average and a 3.0 overall average in the following core courses with no grade lower than a C.

JUNIOR YEAR (MID-TERM) (2ND SEMESTER 10TH & 1ST SEMESTER 11TH)

English I English II	English III (1 st semester)
Algebra I Geometry	Algebra II (1 st semester)
Physical Science or Biology I-9 th	Biology or Chemistry - 10 th
Chemistry (1 st semester)	World Geography
Civics - ½ year	Free Enterprise – ½ year
American History (1 st semester)	

SENIOR YEAR (MID-TERM) (2ND SEMESTER 11TH & 1ST SEMESTER 12TH)

English III (2nd semester)
English IV (1st semester) English III (1st semester)
Algebra II (2nd semester)
Advanced Math (1st semester) Algebra II (1st semester)
Chemistry (2nd semester)
Biology II (1st semester Chemistry or Biology II (1st semester 11th) or Physics (1st semester))
American History (2nd semester)
World History (1st semester) unless completed prior to senior year
Limit of foreign language completed prior to senior year

REPEATING A SUBJECT FOR THE PURPOSE OF IMPROVING A GRADE WILL NOT BE CONSIDERED FOR THIS AWARD.

ZHS HONOR STUDENTS

Students will receive special gifts and awards when they are selected for the following academic honors:

- **BRONCO SCHOLARS:** straight A students
- **PRINCIPAL'S LIST:** students with a 3.5 or better G.P.A.
- **HONOR ROLL:** students with only A's and B's on their report cards

SCHOLARSHIPS AND AWARDS

- ◆ Mike Ard Memorial Scholarship
- ◆ William Delray Babson, Jr. Memorial Scholarship
- ◆ Eric Barham Memorial Scholarship
- ◆ Lynn Brown Memorial Scholarship
- ◆ Don Hudson Scholarship
- ◆ Donald Hunt Memorial Scholarship
- ◆ Miss Marjorie B. Chaney Scholarship
- ◆ Babette Hebert Memorial
- ◆ Katy Lockett Memorial Scholarship
- ◆ Mike Morris Memorial Scholarship
- ◆ Drs. Hubert Owen and Darrell Tate (LSU Alumni Association Top 100 Scholarship)
- ◆ Cecil "Chip" Wheeler Memorial Scholarship
- ◆ Zachary Chamber of Commerce Scholarship
- ◆ Zachary High School General Scholarship
- ◆ Zachary Lions Club Scholarship
- ◆ Zachary Rotary Club Service Above Self Scholarship
- ◆ Zachary Rotary Club Vocational Scholarship
- ◆ John E. "Johnny" Wales Memorial Scholarship
- ◆ Mary Anne Downs Memorial Scholarship

CLUBS, ORGANIZATIONS, SPIRIT GROUPS

All students are encouraged to become involved in the clubs and organizations listed below. This is a way to meet and enjoy people and to serve your community and school.

Abalone Club	FBLA	National Honor Society
ACT Club	FFA	Quiz Bowl
Art Club	FCA	Renaissance
Beta Club	French Club	SADD
Book Club	GPA	Science Club
Broadcast Journalism	Health Careers	Spanish Club
Character Counts	Health & Wellness	SGA

Chess Club	Improv Club	Strategist Club
COE	Interact Club	Technology Club
Crimestoppers	JROTC	Tri-M
DECA	Key Club	Welding Club
4-H	Louisiana Junior League	World Cultures Club
Flag Corps	Millionaire's Club	Writers' Club
Band	Bronco Belles	Cheerleaders (V and JV)

SCHOOL PUBLICATIONS

Student Planner- given to each student at beginning of school year

The Corral-yearbook sold annually to students

Impressions-literary magazine sponsored by Writers' Club

Hoofprints-school newspaper financed by local businesses

PHYSICAL EDUCATION PROGRAM

All students (boys and girls enrolled in a physical education program) will be required to dress in a full physical education uniform available through the school. Uniforms may be used from one year to the next if they are in good condition. Uniforms may be purchased from your physical education teacher. ***If you have any questions about sports at Zachary High, please contact Allen Walls, Athletic Director, at 654-2776.

STUDENT GOVERNMENT ASSOCIATION OFFICERS 2007-2008

President Laura Beier
 1st Vice President Nikki Tulagan
 2nd Vice President Maggie Joyner
 Secretary/Treasurer Mary Walters
 Historian/Reporter Keith Gauff

**2007
VARSITY FOOTBALL SCHEDULE**

<u>DATE</u>	<u>OPPONENT</u>	<u>SITE</u>	<u>TIME</u>
8-24	ZACHARY JAMBOREE	HOME	7:00
8-31	WEST FELICIANA	HOME	7:00
9-07	CENTRAL	HOME	7:00
9-14	PINEVILLE	AWAY	7:00
9-21	WOODLAWN	AWAY	7:00
9-28	ST.THOMAS MOORE	HOME	7:00
10-05	GLEN OAKS*	AWAY	7:00
10-12	LIVE OAK*	AWAY	7:00
10-19	ISTROUMA*	HOME	7:00
10-26	McKINLEY **	HOME	7:00
11-02	BELAIRE * ***	HOME	7:00

* DISTRICT 6-4A GAMES ** HOMECOMING *** SENIOR NIGHT

