

2011-2012
Student/Parent
Handbook



Port Hudson Career Academy

Port Hudson Career Academy
2011-2012

Dear Students and Parents,

Welcome to Port Hudson Career Academy!

This Student/Parent Handbook has been prepared to foster a good working relationship between the school, students and parents. This handbook outlines our expectations by clearly explaining rules, procedures and other school information. Please read it carefully and refer to it as needed.

We look forward to a successful school year with the continued support of our parents and the Zachary community.

Please do not hesitate to contact the school at 658-7381 if we can be of assistance to you.

Patrick Jenkins
Principal

Office Staff

Patrick Jenkins – Principal
Lesa Cannon- Instructional Specialist
Debra Haynes- Counselor
Lisa Poppen– Secretary

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ZACHARY COMMUNITY SCHOOL BOARD
VISION STATEMENT

Zachary Community School System is recognized as a model of excellence serving all citizens

ZACHARY COMMUNITY SCHOOL BOARD
MISSION STATEMENT

The mission of the Zachary Community School Board is to assist every student in reaching his or her maximum potential through high-quality instruction and good stewardship of community resources.

Adopted July 22, 2004

Our School Philosophy: Become What You Believe

We, the teachers, support staff, and administrators at Port Hudson Career Academy, are committed to helping all children reach their greatest potential.

We believe schools are for children and the needs of children must drive the decision-making process.

We believe that every child will succeed if given a safe and supportive environment, and interesting but rigorous curriculum and an opportunity to work to the best of his or her best ability.

We believe every child has a right to the best education possible.

We believe that the best education promotes a child's academic, social, civic, and emotional development and the developing respect for one's self and respect for others is a critical part of the process.

We believe education is a partnership between school and home and we believe in open communication that supports our mutual effort.

We believe in addressing the diverse needs of students through group and differentiated instruction.

We believe in authentic learning activities, multiple forms of assessment, and the utilization of Grade Level Expectations to evaluate student progress.

We believe in helping students learn social appropriateness through cooperative learning and enrichment activities.

We realize the importance of using technology as a tool to help young people learn and grow.

We value the inclusion of special needs students in classrooms to ensure a least restrictive environment for learning.

Finally, we believe that we must help instill in our children a love of learning that will grow with them as they take on the responsibility of citizenship in our community, state, and nation.

Mission Statement

The Mission of Port Hudson Career Academy is to provide students an individualized education that addresses their unique learning

styles, promotes the building of character, as well as skills and exploratory experiences that will enable them to reach their fullest potential as independent thinkers. We are committed to a comprehensive learning environment that promotes the development of literacy, numeracy and pro-social skills that will help our students' transition to a successful future.

PORT HUDSON CAREER ACADEMY TEACHER, STUDENT, PARENT COMPACT

SCHOOL MISSION: The Mission of Port Hudson Career Academy is to provide students an individualized education that addresses their unique learning styles, promotes the building of character, as well as skills and exploratory experiences that will enable them to reach their fullest potential as independent thinkers. We are committed to a comprehensive learning environment that promotes the development of literacy, numeracy and pro-social skills that will help our students' transition to a successful future.

It is important that families and schools work together to help students achieve high academic standards. Through a process that includes teachers, families, and students, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

Teacher Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Respect the school, students, staff and families.

Student Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.

- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Talk regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and instead study or read every day after school.
- Respect the school, classmates, staff and families.

Family/Parent Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

Student

Parent/Guardian

2011-2012 SCHOOL CALENDAR

August 8-10	School In-Service/Planning Days (no students)
August 11	First Day for Students
September 5	Labor Day Holiday
October 10-11	School In-Service/ Fall Break (no students)
November 21-25	Thanksgiving Holidays
December 21-January 3	Christmas Holidays
January 4-5	School In-Service/ Planning Days (no students)
January 16	Martin Luther King Jr. Holiday
February 17	Mardi Gras Holiday
April 2-6, 9	Spring Break
March 20, April 2-13, 16-17	Phase I and Phase II Testing
May 8	Last Day for Seniors
May 22	End of School Year

SCHOOL HOURS

School begins at 7:00 a.m. and dismisses at 2:40 p.m. Students are marked tardy at 7:20 a.m.

Emergency Forms: Change of Address/Phone

It is imperative that the school be able to reach the parent or guardian at anytime during school hours in case of an emergency and/or a discipline situation. Contact the school office and send a note to your child's homeroom teacher with change of address, new telephone numbers, persons authorized to pick up your child, etc. Keep your child's Emergency Card current. **ALL STUDENTS MUST TURN IN AN EMERGENCY CARD!** This information could save your child's life during an emergency. Also, end-of – the- year report cards are mailed to the address written on your emergency card. Persistent problems in reaching parents will result in the Office of Child Welfare and Attendance being contacted.

SCHOOL ATTENDANCE

****First Period (Homeroom)**

Each teacher who has a homeroom will record attendance in JPAMS and submit it immediately after 7:40 each morning.

****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. Students may be temporarily excused for whole or partial days 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 five 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 or 30 minutes prior to dismissal. When a student checks out and returns the same day, he/she must bring a note 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.

****MAKE-UP WORK**

Students having an excused absence will be given a chance to make up work. 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.

REPORT CARDS AND PROGRESS REPORTS

Students receive a PROGRESS REPORT four times a year at the end of each 6 week period). Report Cards and progress reports will be mailed several days after the reporting period.

Progress Report #1	Week of September 26, 2011
Progress Report #2	Week of November 7, 2011
Report Card 1st semester	Week of January 9, 2012
Progress Report #3	Week of February 20, 2012
Progress Report #4	Week of April 16, 2012
Report Card 2nd Semester	Week of May 28, 2012

Zachary Community School System grading scale is:

Scale	Grade	Quality Points
93-100	A	4
85-92	B	3
75-84	C	2
67-74	D	1
0-66	F	0

ALTERNATIVE STUDENT AND ACCELERATED STUDENT ACHIEVEMENT PATHWAY (ASAP) GRADES

Alternative/ASAP students will receive grades via EdOptions/Novell Star as well as supplemental grades via a classroom instructor. Each six weeks their grades from Novell Star/ Ed Options will be sent home in addition to a progress report.

FIRE DRILLS

An emergency evacuation map is posted in each classroom. Students should study the plan and become familiar with it. When the fire alarm is sounded, students are to walk quickly and quietly while leaving the building. Students are to stay with their teachers and await further instructions. If students are in the library during evacuation, they should exit and stay with the librarian.

STUDENT INSURANCE

Student insurance is available at no cost to parents. If students are covered under a family policy, expenses incurred will be paid according to the school insurance policy schedule of benefits in addition to the insured's primary insurance. After benefits by the family policy have been paid, the school insurance will pay towards the expenses at the usual and customary rate for our area but may not cover the entire expense.

Students who are not insured through a family policy or medical card will be insured for school hours. Medical expenses will be paid at a usual and customary rate for our area but may not cover the entire expense.

STUDENT FEE

School fees will be \$35. These fees will be collected in homeroom class. This amount will cover copies and postage, PE uniform top, consumable items such as workbooks and I. D.'s. Students attending Louisiana Technical College or taking any elective classes, at Port Hudson Career Academy, such as Graphics Arts, Automotives, Art, Computer Science, Study Skills, Foreign Language, etc. may be required to pay additional activity fees. Students will pay these

fees to their respective elective teachers.

LIBRARY MEDIA CENTER POLICY

Circulation of Material:

- Books 2 weeks
- Magazines overnight
- Reference materials, computer software, games/newspapers are to be used in the library only

Circulation Procedures

Students may check out 2 items from the library. If they owe fines or fees over \$3.00 for overdue, lost, or damaged materials, they will not be allowed to check out anything until the obligations has been met. Students will be charged 5 cents per item for every school day material is overdue, with fines not exceeding \$3.99 per item. They will be charged book price for lost or damaged books.

All library patrons may request that a hold be placed on materials that are checked out. Mrs. Bergeron will contact individuals as items are returned.

Computer Usage

Students may use the library computers and the Internet for research and word processing purposes only. No games, downloading music, or Internet “surfing” will be allowed. There will be a 2 person maximum at each computer unless a teacher assigns a larger group.

HONOR ROLL AND RECOGNITION

Academic awards recognize grades in all Core and Elective classes.

BUS PRIVILEGE

The privilege of riding the bus is conditional on proper behavior and observance of rules and regulations. Behavior on the school bus that is detrimental to health and safety of passengers may result in bus privileges being denied.

All disciplinary problems which develop on a school bus traveling to and from school will be handled by an administrator. A student can be removed immediately from a bus if he or she is disrespectful to the driver, fights, curses, or causes any kind of disturbance on the bus that will endanger the safety and health of others. When a student is removed from the bus, the parent will assume the responsibility of getting the student to and from school. In addition, students suspended from the bus must be picked up in a timely manner. Late pick-ups will result in a suspension from school for the remainder of the bus suspension.

Students may be subject to the following consequences for minor offenses:

- 1st Offense: Student will be warned and counseled by the bus driver.
- 2nd Offense: A conference with the student and the parent/guardian will be held.
- 3rd Offense: Student will be denied bus transportation for 3-5 days.
- 4th Offense: Permanent suspension for the school year from all bus transportation.

BUS PASSES

A written note from parents is required when students need to ride a different bus. This note should be signed by one of the administrators and presented to the driver at boarding time. A bus change request must be completed through First Student (654-9994) if a student will be riding another bus for an extended period of time.

EMERGENCIES

In the event a child becomes seriously ill and parents or the designated person cannot be reached, he/she will be taken to Lane Memorial Hospital at the parent's expense.

In the event of an emergency school closure, radio and TV stations will keep the public informed. In order to keep communication lines open, do not call the school. We will dismiss school only when notified by the Zachary Community School Board.

CAFETERIA

Both breakfast and lunch are served each day. The cost of breakfast will be \$1.25 for full price and \$.30 for reduced price for all grades. Lunch is served at a cost of \$2.00 per day for full price and \$.40 per day for reduced lunches. Adult meal prices are \$2.00 for breakfast and \$3.35 for lunch.

Children may bring their lunch to school with the understanding that it must be eaten in the cafeteria. Lunches purchased from commercial establishments, (McDonald's, etc.) **MAY NOT BE BROUGHT.** Soft drinks in bottles or cans are not allowed in the cafeteria.

METHOD OF PAYMENT

Students must have money credited to their lunch accounts or have cash in hand to pay for school lunch. Students will not be allowed to charge lunch. On-line credit card, cash or check (Checks will be accepted through May 4, 2012). Checks should be made payable to Zachary Community School Board Child Nutrition Pro-

gram. Write one check per child. In the memo section of the check, write the student's name and point of service LUNCH NUMBER, if known.

Place cash payments in a sealed envelope that is labeled with the student's name, purpose for which money is intended, and amount of cash or check sent. Prepayment for meals by the week, month, or year is recommended.

NO SCHOOL MEAL CHARGES WILL BE PERMITTED.

FREE/REDUCED PRICE MEAL APPLICATIONS

Parents are to fill out ONE APPLICATION PER FAMILY. The completed application form should be returned to the cafeteria manager at the school where your youngest child is enrolled.

Prior year eligibility ends September 21, 2011; however a new application must be submitted and processed for the 2011-2012 school year for any new students by the first day of school in order for new free / reduced eligibility to begin.

2011-2012 MEAL PRICES

The following is a list of the number of eating days in each month and the cost of breakfast and lunch for the month (regular and reduced). Holidays are not included in the number of days.

**ZACHARY COMMUNITY SCHOOL BOARD
2011-12 MEAL PRICES**

Month	# of Days	LUNCH				BREAKFAST		
		Full Price	Full Price	Reduced		Full Price	Reduced	
		Elementary	Secondary	All Grades	Adults	All Grades	All Grades	Adults
		\$ 1.75	\$ 2.00	\$.40	\$ 3.35	\$1.25	\$.30	\$ 2.00
Aug.	15	\$26.25	\$30.00	\$6.00	\$ 50.25	\$18.75	\$ 4.50	\$ 30.00
Sept.	21	36.75	42.00	8.40	70.35	26.25	6.30	42.00
Oct.	19	33.25	38.00	7.60	63.65	23.75	5.70	38.00
Nov.	17	29.75	34.00	6.80	56.95	21.25	5.10	34.00
Dec.	14	24.50	28.00	5.60	46.90	17.50	4.20	28.00
Jan.	17	29.75	34.00	6.80	56.95	21.25	5.10	34.00
Feb.	19	33.25	38.00	7.60	63.65	23.75	5.70	38.00
Mar.	22	38.50	44.00	8.80	73.70	27.50	6.60	44.00
Apr.	15	26.25	30.00	6.00	50.25	18.75	4.50	30.00
May	16	28.00	32.00	6.40	53.60	20.00	4.80	32.00
Total	175	\$306.25	\$350.00	\$70.00	\$586.25	\$218.75	\$52.50	\$350.00

HOME / SCHOOL COMMUNICATION

One of the most important things we can do to help children grow academically is to keep in touch. There are several ways we do this:

1. Report cards will be given at conferences or sent home at the end of each six week period.
2. Newsletters will be sent home monthly.
3. We welcome visits from our parents. You may make arrangements with the teacher personally or you may call the office to set up an appointment. This is not conference time.

TEXTBOOKS

Textbooks are furnished by the State of Louisiana for the student's use at the beginning of the school year. Each teacher must account for each book issued to a student. The student must either return issued book(s) in a usable form or pay the full price for replacing the book(s).

If a book has been damaged beyond normal wear the student must pay damages as follows:

- a. A fine will be assessed for slightly damage books, based on the years of service of the textbooks.
- b. For fairly severe damage such as writing that cannot be removed, or nonessential pages being torn out, the student pays the total cost and may keep the book.
- c. For severe damage such as essential pages torn out and/or spine is broken; the student pays full cost of the book and may keep the book.
- d. If the student fails to return the textbook assigned, full replacement cost must be paid for that book.

DISCIPLINE POLICIES & PROCEDURES

****DISCIPLINE CENTER**

Students may attend the Discipline Center in lieu of being suspended out of school. 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 at Port Hudson Career Academy. 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 absences will result in no credit for attendance.

****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 – Saturday School

2nd and subsequent offenses - Discipline Center (D.C.)

Leaving Campus
Short-term suspension

TARDINESS

4th tardy - Warning and parent contact
5th tardy - Saturday School/ Discipline Center

Disposition sequence repeated for subsequent tardiness. (Tardy 13 in one semesters 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 - Saturday School

4th offense – Discipline Center/Suspension

TRUANT

Unexcused absence each hour a student is truant.

Possession or use of Tobacco Products or paraphernalia
Short-term or long-term removal (3-day minimum)

CHEATING

Tests, major assignments, projects or homework Detention, Short-term suspension, long-term suspension or recommended expulsion.

DISRESPECT FOR AUTHORITY

1st offense – Discipline Center, short-term or long-term removal

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

DISOBEDIENCE

Conference, warning, Discipline Center, 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 re admittance 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 – Discipline Center

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 Discipline Center

DISTURBANCE: CLASSROOM OR CAMPUS

Minor disturbance - warning, parent conference, Discipline Center, 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 directions 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, PRO-

FANE, 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 DOCUMENTER 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, AND THROAT LOZENGES)

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

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

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

USE OF, POSSESSION OF, UNAUTHORIZED USE OF, DISTRIBUTION OF (SELLS, GIVES, LOANS) ANY IMITATION OR PRESCRIPTION CONTROLLED SUBSTANCE/DRUG TO INCLUDE SYNTHETIC MARIJUANA.

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.

STUDENT CONDUCT

Any student 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 Port Hudson Career Academy 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 Port Hudson Career Academy.

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 PORT HUDSON CAREER ACADEMY REMOVED OR EXPELLED:

A. You are not allowed to return to previous 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.

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.

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 or Port Hudson Career Academy 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 sweatshirts, 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. 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

Administration, may allow students to wear their spirit dress on certain approved, pre-determined days.

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 shall not cover the student's eyes. Hair must be clean, neat and of a manageable length. Students whose hair is too long in the opinion of the administration will be notified and given a day to correct it before being sent to the TOR. Student will remain in the TOR until hair is cut to an acceptable length. Hair that is braided must remain braided throughout the school day. Natural hair colors only! No writing, symbols, or carvings in hair styles, and no "Mohawk" haircuts. Male students may not have ponytails or similar hairstyles. Beads are not allowed to be worn in hair.
5. Visible tattoos of any type are not allowed and must be covered at all times during school and school functions.
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 ob-scene nature is prohibited at school (e.g. alcohol, tobacco, drugs, weapons, skulls, blood, etc.)
8. **No visible body piercing (including tongue piercing) is allowed, except on the ears of female students.**

9. One pair of earrings may be worn on girls only and only in the ear.

Size of the earrings may not exceed the size of a quarter. No excessive jewelry may be worn or jewelry that could possibly be used as a weapon. Male students are not allowed to wear earrings of any kind, including studs or straws to preserve the pierced holes. Band aids or tape covering the piercing is also prohibited.

11. Excessively Loose Clothing or clothing which sags below the waistline is prohibited. Pants must be worn at or above the waistline. Belts must be worn on pants/slacks with belt loops. Belts must be clearly visible.

NOTE: Students whose grooming or clothing is inappropriate in the opinion of an administrator will be sent to the office 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.

BOOKSACKS /PURSES

Book-sacks and large purses are NOT allowed on the campus.

Exception: Female students may have a small “clutch” purse at school. Maximum size for a purse is 6” tall and 10” long. Students who choose to bring book-sacks or large purses to school will have them taken up and returned only to a parent/guardian.

VISITORS TO THE CAMPUS

Students are not allowed to bring guests with them to school. When a parent comes to school to get his/her child, they 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 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 MESSAGES

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

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 PHCA. 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 the office 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.

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 2:40 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.

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 Administrative Building.

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 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 resshelf 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 AND POLICY

Students at PHCA will be able to access the World Wide Web by using the PHCA 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.

SCHOOL PUBLICATIONS

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

STUDENT PARKING

Only seniors 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 \$10.00. 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.

Connection students attending Louisiana Technical College (LTC) cannot drive their personal vehicle to LTC campus.

**ACCELERATED STUDENT ACHIEVEMENT PATHWAY
(ASAP)
VIA EDOPTIONS/ NOVELL STAR ONLINE COURSES**

Policies and Procedures:

I. Course Offerings:

English I, English II, English III, English IV, Algebra I - Parts 1 & 2, Algebra I, Geometry, Algebra II, Advanced Math, Financial Math, Physical Science, Biology, Chemistry, Earth Science, Physics, World Geography, Civics, Free Enterprise, American History, World History, Health, Spanish I, Spanish II, Art History, Career Exploration, Social Issues, World Literature, Structure of Writing, African American Studies, Native American Studies, Physical Education, Computer Technology

II. Who may take an EdOptions Course?

1. A student may take an EdOptions course as a means to recover a credit for a course previously failed.
2. A student may take an EdOptions course to earn new credit for a course not previously taken in circumstances approved by Port Hudson Career Academy (PHCA) administration. Typically this will only be approved in an effort to keep a student on grade level with his/her cohort.

If a student wishes to take an EdOptions course for any reason not listed above, he/she must get approval from the PHCA Counseling Office and administration.

Progression Requirements:

1. In order to remain in an EdOptions course, the student must demonstrate that he/she is actively progressing in the course and working towards completion. If a student is not demonstrating active progress, he or she will be recommended for disciplinary action. Active progress in a course is defined by meeting all of the following progression requirements:
 - a. The student must submit a minimum of two complete assignments per week.
 - b. The student may not submit more than 4 lesson assignments per week.
 - c. The student may work ahead on future lessons, but all lesson submissions and exams must be completed and submitted in

order.

- d. A student may not take the midterm without first completing all prior submissions.
- e. A student may not take the final exam without first completing the midterm and all prior submissions.
- f. A student may request to have any 3 lesson assignments reset in an attempt to resubmit for a better grade. A student will not be able to re-submit more than THREE assignments for any given course, except at the teacher's discretion.

VI. Exams:

1. Most courses require both a midterm and final exam. Certain courses may only require a final exam.
2. The midterm and final exams must be taken in the correct order they are listed among lesson submissions.
3. Both the midterm and the final exams must be completed at PHCA with a designated instructor on the scheduled exam day, unless other arrangements have been approved with the instructor and PHCA administration ahead of time.
4. A student must pass the final exam with a grade of "D" or better in order to pass the course.
5. If a student fails the final exam he/she will have one chance to retake the final exam.

VII. Grading:

1. In order to successfully earn credit for an EdOptions course, the student must complete all submissions and exams in order.
2. In order to pass the course, the student must earn a grade of "D" or better on the final exam. A student may not pass the course if he/she fails the final exam, even if the cumulative grade in the course would otherwise be a passing grade.
3. Provided the final exam is passed with a "D" or better, the student must also earn a cumulative grade of "D" or better in order to earn credit for the EdOptions course.
4. If a student passes the final exam but has a failing grade overall of 66% or better, he/she may choose to retake any one submission or exam in an attempt to earn an overall passing grade.
5. If a student is taking an EdOptions course for credit recovery, he/she may not earn better than a "C" for the course

VIII. Academic Honesty:

1. PHCA will not tolerate academic dishonesty of any kind with respect to lessons, exams, or alteration of records.
2. You are responsible for preparing your own work and must do so without outside assistance. The work you turn in must be your own.
3. If you help prepare another student's lessons or exams, you will be considered as guilty as the student who accepts your help.
4. Exams must be completed in the presence of an approved supervisor and without the assistance of books, notes, devices, or outside help, unless specified otherwise in the exam directions.
5. If it is determined that you acted dishonestly with respect to lessons,

exams, or alteration of records related to lessons or exams, you will receive an F in the course and all fees will be forfeited.

IX. Attendance

1. Zachary Community School District attendance policy applies to all student assigned to PHCA whether assigned to online courses via EdOptions / Novell Star or assigned to a classroom teacher for all instructional support.
2. All EdOptions / Novell Star submissions must be completed at PHCA with an approved instructor or supervisor

SCHOOL LEVEL TITLE I PARENTAL INVOLVEMENT POLICY

The administration, staff and parents of this school believe that the improved academic achievement of each student is a responsibility shared by the entire school community to prepare students for a life-long love of learning.

Parental involvement activities in the school will include opportunities for

- Parents to volunteer and be involved in school activities
- Staff development and parent education
- Parents to provide home support for their student's education
- Parents to participate in school decision making
- Effective communication between the school and parents

Responsibilities:

The school will:

- Provide a high quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the state academic standards. The school will employ highly qualified teachers who will be provided professional development and will continually update resources and maintain an environment that facilitates learning.
- Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, plans, and policies.
 - o Involve parents in the Port Hudson Career Academy School Improvement Team
 - o Solicit parental input at gatherings such as
 - Graduation
 - Big Buddy Mentoring Programs
 - Club 220 Mentoring Program
 - Star Student Breakfast
 - Veteran's Day Programs
 - Programs and Field Trips
 - Speaker engagements
 - Community Provider Workshop

□ Career Fair

Referring to the School Level Parent Involvement Policy, the school will

- Facilitate the implementation of the parental involvement policy
- Involve parents in the planning, review, and improvement of the policy at least annually by inviting them to take part in developing the School Improvement Plan (SIP).
- Provide the policy in an understandable and uniform format.
- Make the School Parent Involvement Policy available to the community at the Fall Open House, online through school/district websites, and through the school office
- Inform parents of their school's participation in Title I, the requirements of Title I and the right of parents to be involved.
- Inform parents of related meetings and encourage and invite them to attend through notices sent home with students, monthly newsletters, and websites. Parents unable to attend will be able to meet with the principal.

SCHOOL LEVEL TITLE I PARENTAL INVOLVEMENT POLICY

With regard to Title I programs and plans, the school will

- Inform parents about the goals and purposes of Title I, Title I programs in place at the school, related curriculum concerns, academic assessments used to measure student progress, and expected proficiency levels
- Submit to the district any parent comments on the plan
- If requested by parents, provide opportunities for regular meetings of parents and school personnel where parents may question or offer suggestions regarding Title I policies and programs
- Provide timely responses to parents

With regard to professional development, the school will:

- Provide training to school staff to strengthen parent involvement efforts relating to
 - o The value of parental involvement and contributions
 - o How to reach out to, communicate with, and work with parents as equal partners
 - o How to build ties between the parents and the school

With regard to the coordination with other programs, the school will

- Collaborate with community agencies and businesses to provide activities that encourage and support parent participation in the education of their student, including
 - o Mentoring programs

- o Tutoring or homework programs
- o School facilities improvements
- o School Volunteer program
- o Honor Roll Programs

Provide materials and training to help parents work with their students to improve the student's academic performance. This will include the following:

- Parent/Teacher conferences
- Development of School-Home Partnership Program
- Listing homework and school projects on the website
- References on the website for parents

Ensure that all information related to school and parent programs, meetings, and other activities is sent to parents in an understandable format.

- Provide monthly newsletters informing parents of activities and school information
- Provide a monthly newsletter with helpful parenting information to assist parents with helping their children
- Provide updated information on the school website
- Assess needs of parents, students, and teachers through online surveys
- Provide access to educational resources for parents via links on school website

• Provide other reasonable support for parental involvement activities, such as

- o Star Student Breakfast
- o Holiday lunches
- o Graduation
- o Open House
- o Orientation

The professional staff of Port Hudson Career Academy School will

- Assist the administration in facilitating and implementing the School Level Parental Involvement Policy and related activities
- Advise parents of their student's progress regularly through
 - o Parent Command Center
 - o Ed. Options reports
 - o Six weeks progress reports
 - o Semester report cards
- Be accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their student's progress and to participate as appropriate in the decisions relating to their student's education. Hold at least one parent/teacher conference during the year at which the Student/Parent/Teacher Com-

pact will be discussed as it relates to the student's achievement

- Provide opportunities for parents to volunteer and participate in their student's class.

This policy and compact was jointly developed and agreed upon by the following committee members:

_____	_____
Name	Title

_____	_____
Name	Title

_____	_____
Name	Title

_____	_____
Name	Title

Date: _____

School principal:

_____	_____
Name (print) Signature	

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