

ZACHARY HIGH SCHOOL

2011-2012

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ZACHARY, LOUISIANA 70791

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THIS PLANNER IS THE PROPERTY OF:

Name: _____

Address: _____

City/Town: _____ **Zip :** _____

Phone: _____

Student #: _____

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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 6 years in a row, 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 – Wes Watts

Assistant Principal for Administration – Joe LeBlanc

Assistant Principal for Instruction – Kim Germany

Dean of Students - Theresa Pelichet

Dean of Students - Chris Carrier

Coordinator of Ninth Grade Academy - Donna Kline

Test Coordinator-Erica Henry

Time-Out Room Moderator - Kimberly Littles & Leslie Efferson

Discipline Center Moderator - Tommy Douglas

Executive Secretary – Karen Neal

School Counselors - Donna Grice, Bianca Brown, Tiffany Montelepre, Michelle Vaughn

Guidance Secretary - Shannon Beadle

Attendance Secretary - Julie Belk

Receptionists - Stacy Alonzo, Sandy Walters

Librarians - Christie Burns

Athletic Director - Joey Sanchez

Athletic Secretary – Dianne LeBlanc

School Nurses - Renee Moore, Sarah Felder, Pam Johnson, Candace Biggs

Band Directors - Jason Venable, Donny Alexander

Head Custodian - Gary Smelly

Cafeteria Manager – Anthony Patterson

ZACHARY COMMUNITY SCHOOL BOARD 2011-2012 SCHOOL CALENDAR

August	8-10	Teachers return (STUDENTS DO NOT ATTEND)
	11	First day for students
September	5	Labor Day Holiday-No School
	21	End of first six weeks
October	10-11	Fall Break
November	3	End of second six weeks
	21-25	Thanksgiving Holidays
December	16-20	MID-TERM EXAMS (EARLY DISMISSAL)
	21-	Christmas Holidays
January	4-5	In-service Day (students do not attend)
	6	First day of second semester for students
	6	End of 3rd six weeks
	16	Martin Luther King Jr. Holiday
February	17	End of fourth six weeks
March	19-20	Mardi Gras Holidays
April	10	End of fifth six weeks
	2-6, 9	Easter Holidays
May	8	Last day for seniors
18,21-22		FINAL EXAMS (EARLY DISMISSAL)
	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 2:40 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.

ZACHARY HIGH SCHOOL
2011 - 2012 BELL SCHEDULES

TIME PERIOD	REGULAR SCHEDULE	MORNING ACTIVITY SCHEDULE	AFTERNOON ACTIVITY SCHEDULE
FIRST BELL	7:13	7:13	7:13
1 st PERIOD	7:20 – 8:17	7:20 – 8:08	7:20 – 8:08
2 nd PERIOD	8:22 – 9:15	8:13 – 8:59	8:13 – 8:59
ACTIVITY		9:04 – 9:44	
3 rd PERIOD	9:20 – 10:13	9:49 – 10:35	9:04 – 9:50
4 th PERIOD	10:18 – 11:11	10:40 – 11:26	9:55 – 10:41
5 th PERIOD	11:16 – 12:44	11:26 – 12:58	10:46 – 12:13
1st LUNCH SHIFT			
- Lunch	11:11 – 11:42	11:26 – 11:55	10:41 – 11:10
- Class	11:45 – 12:44	11:58 – 12:58	11:13 – 12:13
2nd LUNCH SHIFT			
- Class	11:16 – 11:45	11:31 – 11:58	10:46 – 11:13
- Lunch	11:45 – 12:12	11:58 – 12:25	11:13 – 11:40
- Class	12:15 – 12:44	12:28 – 12:58	11:43 – 12:13
3rd LUNCH SHIFT			
- Class	11:16 – 12:15	11:31 – 12:28	10:46 – 11:43
- Lunch	12:15 – 12:44	12:28 – 12:58	11:43 – 12:13
6 th PERIOD	12:49 – 1:42	1:03 – 1:49	12:18 – 1:04
7 th PERIOD	1:47 – 2:40	1:54 – 2:40	1:09 – 1:55
ACTIVITY			1:55 – 2:40

DUTY BELL

7:13

BUS ARRIVAL/DEPART

7:00/2:51

TEACHER ARRIVAL/DEPART

6:55/2:55

BUILDING ENTRY

7:13

ZHS Alma Mater
Hail, dear ole Zachary High,
Our love goes to thee.
Your help has guided us
Right ways to see.
Though we may wander far
As years pass us by
Loyal will we ever be to Zachary High!

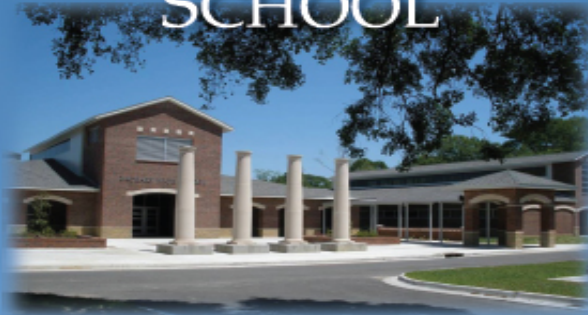
Mascot:

Bronco

School Colors:

Columbia Blue and Scarlet Red

ZACHARY HIGH SCHOOL



STUDENT CODE



BE RESPONSIBLE



BE RESPECTFUL



BE YOUR BEST

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 four 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 a float or compete in the door decorating contests.

GRADUATION NIGHT

Graduation night is the culmination 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. Graduation is a dignified ceremony celebrating the academic accomplishments of the Senior Class.

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 this 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. Announcements will be viewed on WZHS at the beginning of fifth 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 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 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 DROPPED OFF IN THE ATTENDANCE OFFICE.

****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. 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 2:20 P.M.

When a student checks out and returns the same day, he/she must bring a parent or doctor’s note to 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 upon return.

****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 ATTENDANCE 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. 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.

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, khaki, cordovan or navy belt. Belts must be visible. Length of slacks must be to the top of the shoe.

UNIFORM SKIRTS

SKIRTS ARE NOT TO BE WORN EXCEPT FOR RELIGIOUS REASONS. SPECIAL ACCOMMODATIONS MUST BE APPROVED BY THE PRINCIPAL.

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. Leggings are NOT to be worn as outer garments.

OVER GARMENTS

A uniform sweatshirt in SOLID navy, red, black, 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, BROWN, KHAKI, RED, WHITE, GRAY or approved 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 or tattoos 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 book 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.

FREE DRESS POLICY

All dress must be deemed appropriate by Administration

- | | |
|--|--|
| <ul style="list-style-type: none">➤ No capris pants or Bermuda shorts➤ No mid drifts exposed➤ No tank tops➤ No flip flops, house shoes or slippers➤ No sweat pants or warm ups➤ No clothing with obscene language, alcohol, tobacco, skulls, chains | <ul style="list-style-type: none">➤ No sweat pants or warm ups➤ No holes in jeans➤ No short skirts (2 inches above the knee)➤ No excessive jewelry➤ No head wear (hat, bandana, scarf, etc.) |
|--|--|

(If it is questionable to you....it definitely will be to us!)

DISCIPLINE POLICIES & PROCEDURES

****DISCIPLINE CENTER**

Students are given the option to attend the Discipline Center in lieu of being removed. Generally, the Discipline 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
3. To accomplish the first two goals by firm insistence that the duration of their Time-Out Room assignment.

****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 the denial of school attendance for a period of nine (9) days or less. Long-term removal is the denial of school attendance for a period in excess of nine (9) days but not more than twenty (20) days.

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

CUTTING CLASS

- 1st offense - Time-Out Room
- 2nd offense - Saturday School
- 3rd and subsequent offenses - Discipline Center

LEAVING CAMPUS

- Short-term suspension

TARDINESS

- 2nd tardy - Warning
- 3rd tardy - Clinic
- 4th tardy - Saturday School
- 5th tardy-Saturday School
- 6th tardy-Suspension
- 7th tardy- Saturday School
- 8th tardy- Suspension

Repeat Saturday School then Suspension until 4 Suspensions. (Expulsion)

- *3rd tardy getting to school = loss of driving privileges for one week.
- *4th tardy getting to school = loss of driving privileges for one month.

At midterm, the number of tardies is dropped and a new sequence will begin; 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.
- 2nd offense – warning letter sent to parents

3rd offense - Clinic

4th offense – Saturday School

5th offense - Saturday School

6th offense - Suspension

7th offense – Saturday School

8th offense-Suspension

TRUANT

Unexcused absence each hour a student is truant.

POSSESSION OR USE OF TOBACCO PRODUCTS OR PARAPHENALIA

Short-term or long-term removal.

CHEATING

1st Time = Saturday School plus 0 points for that grade.

Each Time After = Suspension plus 0 points for that grade.

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

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

Beepers, cell phones, or any other electronic devices will not be allowed on campus. Confiscated device released to parent.

1st offense - Saturday School

2nd offense - Suspension. Students using cell phones to video, record, or communicate inappropriately will be subject to suspension or expulsion.

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 their 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 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. Transportation arrangements are not considered an emergency.

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 purchased 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 buy 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 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 \$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.

STUDENT FEE AND MATERIALS FEE

School fees will be \$35. These fees will be collected in homeroom class. This amount covers the following core curriculum classes: Student Fee \$15, Technology Fee \$5, English Fee \$2, Math Fee \$2, Science Fee \$5, Social Studies Fee \$1, and student ID \$5.

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 2:40 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.

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.

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 textbooks 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 WILL NOT BE USED AS A SOCIAL HALL.**
2. Students must conduct themselves in a very orderly manner in the library at all times.
3. No speaking or talking to anyone in the library will be permitted without recognition from the librarian, or teacher with that class.
4. The librarian will not issue any passes to leave the library to attend to any needs at any time. All passes must come from the student's teacher at that hour.
5. All books removed from the library shelves are not to be returned to the shelves by the students, but by the library staff.

CHARGING LIBRARY BOOKS AND MAGAZINES

All students are allowed to check out library books using their ID card provided they do not have a library debt from previous library loans (either fines or debts for damaged or lost books). Pupil loans are for twenty- one (21) days. Students may renew a book once.

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.**

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. Fines for overdue books are five cents per day, excluding weekends and holidays. The maximum library fine is \$3.00 per book. Free copy

service is available for school assignments. There is a computer network for student research and word processing.

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.

JPAMS Parent Command Center: A Very Useful Resource

Students and parents can access important student information online through JPAMS Parent Command Center. Please visit the district website www.zacharyschools.org, click on the Parent Command Center icon, and follow log-in instructions located there. Once logged in, parents can see their child's grades in each class as well as attendance and discipline history at Zachary High School. Parents and students are strongly encouraged to utilize this resource on a regular basis to help ensure success for all students.

9th/10th Grade HEAT (Help Eliminate Academic Tardiness)

Completing homework is the first essential step in being successful in each and every class. *HEAT* is a lunchtime detention assigned to 9th and 10th graders who miss core subject homework assignments. During *HEAT*, students eat a bag lunch while completing their homework. Students can receive partial credit for turning in assignments completed during the detention period. Students who are assigned to *HEAT* four times must attend Saturday School.

After-School Tutoring Provided through H.E.L.P. Program

Individual tutoring is provided each afternoon Monday through Thursday in the ZHS Library from 2:30-3:30 through a program called *H.E.L.P.* Core subject area teachers are available to help in all core areas (math, English, science, social studies). Students who want a quiet place to complete homework can also report to the library's special Homework Room from 2:30-3:30 Monday through Thursday. Students may also work in a teacher-supervised computer lab in the library during that time.

Bus service is available ONLY for those students who remain in tutoring the entire hour. Parents of students who have not been dropped off by 4:45 p.m. will receive a call from the bus driver. If you have any questions about the tutoring program, please contact Nicole Thomas at nicole.thomas@zacharyschools.org.

Check Moodle Daily

Moodle is a virtual learning environment that allows students and teachers to have online discussions and blog with each other about classroom activities/topics they are studying. Students

are also able to submit assignments through Moodle, print class notes, and view power points from class. They can also check their homework assignments and view upcoming events for each course. Parents are encouraged to view Moodle by logging in using their child's username and password. Instructions for logging on to Moodle can be found in the Announcements section of the Zachary High School homepage at www.zacharyhigh.org.

GRADING SCALE

<u>Regular Classes</u>	<u>AP/Honors Classes</u>	<u>Quality Points</u>
93 – 100 = A	90 – 100 = A	4
85 – 92 = B	80 – 89 = B	3
75 – 84 = C	70 – 79 = C	2
67 – 74 = D		1
0 – 66 = F	0 – 69 = F	0

CREDITS

UNITS OF CREDIT

One-half (½) unit of credit will be awarded for each class passed each semester. Exceptions to this rule are as follows: Algebra I Parts 1 and 2, Welding, COE, Cooperative Marketing, CAE, and Dual Enrollment courses.

NUMBER OF CREDITS EARNED DETERMINE GRADE LEVEL IN HIGH SCHOOL

The Carnegie Unit is the basis for determining the grade level in high school. The following chart shows the necessary units per grade level:

<u>Grade</u>	<u>Carnegie Units Needed for Grade Level Placement at the Beginning of the Year</u>
9	0 – 5.5
10	6 – 11.5
11	12 – 16.5
12	17 +

For high school credit courses taken in middle school, grades and credits will appear on the high school transcript, but the quality points earned will not be used in determining the high school grade point average.

NON-CREDIT OFFERINGS

Students who participate as Office Aides or Library Aides do not receive credit for the course.

GRADUATION REQUIREMENTS

Graduation Requirements are specific to the year the student enters 9th grade. The requirements can be found on the Zachary High webpage (www.zacharyhigh.org) in the Counseling Department under Graduation Requirements. Additional information can be also obtained from the Counseling Office.

BRAC GRADUATES

BLUE RIBBON ACADEMIC CURRICULUM

Zachary High students have an opportunity to earn a very special honor at graduation. Students are 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
- Maintain a 3.25 overall GPA by mid-term of senior year
- Score a 23 or higher on the ACT by April 1st of senior year

These students will wear a special cord at the Graduation ceremony.

STUDENT RANKING

GRADES

All semester grades will be used in determining a final average for ranking, including F's which have been repeated or completed successfully at a later date. Course grades will be weighted as follows: A=4, B=3, C=2, D=1, and F=0.

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian, recognized each year at graduation, is the student who maintains the highest grade point average for his/ her years in high school.

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.

If there is a tie for Valedictorian or Salutatorian, then those persons tied for that honor shall share the honor. Only the grades earned in grades 9-12 will be used.

To be considered for Valedictorian and Salutatorian, the student must be enrolled in Zachary High for the final three semesters of high school.

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 23

NOVEMBER 5

FEBRUARY 18

APRIL 12

SEMESTER GRADE

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

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, 16.5 core units, minimum 20 on ACT. See Counseling Department 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 or Applied Algebra I (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	Foreign Language (same)	2
Biology I	1	Computer Science, Computer Literacy, or Business Computer Applications (or comparable)	½

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 Joey Sanchez, Athletic Director, at (225) 658-7332 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 units in Social Studies, and 1 unit in a foreign language.

Students must have an overall grade point average of 3.25; 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 III - (1 st semester)
English II	Algebra II - (1 st semester)
Algebra I	Biology or Chemistry – 10 th
Geometry	World Geography
Physical Science or Biology I – 9 th	Free Enterprise - ½ year
Chemistry - (1 st semester)	
Civics - 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

Eric Barham Memorial Scholarship

Lynn Brown Memorial Scholarship

Mary Anne Downs 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

Professional Women of Zachary

John E. "Johnny" Wales Memorial Scholarship

Cecil "Chip" Wheeler Memorial Scholarship

Zachary Chamber of Commerce Scholarship

Zachary High School General Scholarship

Zachary Men's Club Scholarship

Zachary Rotary Club Scholarship

Zachary Rotary Club Vocational 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.

ACT Club	FBLA	SADD
Art Club	FFA	Science Club
Beta Club	FCA	Spanish Club
Book Club	French Club	SGA
Broadcast Journalism	GPA	Thespian Club
Chess Club	Interact Club	Health & Wellness
COE	JROTC	Welding Club
Crimestoppers	Key Club	World Cultures Club
DECA	Nat'l Honor Society	Writers' Club
4-H	Quiz Bowl	Band
Flag Corps	Renaissance	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

Hoofprints – published by the Journalism class

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 Joey Sanchez, Athletic Director, at 658-7332.

STUDENT GOVERNMENT ASSOCIATION OFFICERS 2011-2012

President	Brittany Castello
1 st Vice President	Nick Maxcy
2 nd Vice President	Allie Burton
Secretary-Treasurer	Jasmine Littles
Historian-Reporter	Elyxcus Anaya

Parent Waiver

I, _____ understand that my child has been given an email account by Zachary High School. This account is provided by Gagggle.Net, and supports the Children's Online Privacy Protection Act(COPPA) and the Children's Internet Protection Act (CIPA). I understand that the district has determined what features my child has access to, which may include email, homework drop boxes, message boards, chat rooms, blogs, and digital storage lockers. I understand that all email messages and postings will be automatically filtered for inappropriate words and images, and that any messages determined to be questionable will be diverted to my student's email administrator for review. Consequences for misuse of email will be determined by the district, and may include restrictions, loss of privileges, or other disciplinary action. I further understand that my student's administrator can view my student's email account and digital locker at any time. While Gagggle and the district use a variety of measures to protect its users, no system will stop 100% of inappropriate content. Gagggle and the district accept no responsibility for harm caused directly or indirectly by its use.

By signing this agreement, I and my son/daughter agree to use the provided email account in an appropriate manner and abide by the district's policies for use.

Student Name (PRINT):

_____ Date: _____

Student Signature:

_____ Date: _____

Parent/Guardian Signature:

_____ Date: _____

School: _____

Grade: _____