

2015-2016

SIMPSON SCHOOL  
PARENT/STUDENT HANDBOOK



“Working Together,  
Reaching for Success,  
Striving for Excellence at SHS!!!”

Simpson School  
P. O. Box 8  
4262 Hwy. 8  
Simpson, LA 71474

Phone 383-7810

Fax 383-7655

Lee Coriell  
Principal

Pamela Dowden  
Assistant Principal

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## *Message from the Principal:*

This handbook is intended to be informative to the students and parents/guardians at Simpson School regarding some of the expectations, policies, and routines which are established and utilized. It will provide valuable information and serve as a necessary reference during the school year. However, it is not intended to be an exhaustive, all-inclusive manual. New policies, rules, and regulations are routinely implemented at the local, state, and federal levels. In addition, some situations may occur which are not precisely addressed by this handbook. This handbook is designed to help students, parents/guardians, and school personnel understand the general guidelines and expectations for all.

Simpson School has proven to be one of the top academic schools in our state, and we also excel in many extracurricular endeavors. We have an outstanding faculty and staff who are very dedicated and conscientious regarding their commitment to providing a superb educational opportunity for each of our students. However, it is ultimately the responsibility of each student to work diligently and take full advantage of these educational opportunities in order to realize his/her full potential. This can be achieved when the school, students, parents/guardians, and community work cooperatively.

We welcome the challenges of this new school year and welcome your involvement in meeting those challenges and experiencing the successes that will follow. We are very glad to have you participating as a part of our network and look forward to working with you during this school year.

Lee Coriell  
Principal

## **PHILOSOPHY AND OBJECTIVES OF SIMPSON SCHOOL**

The purpose of Simpson School is to provide each student with an educational opportunity that will fulfill his/her needs as adult members of our society in a positive and appropriate learning environment. This environment must be an organized regiment in order to stimulate and promote growth of the individual as well as the group and provide the necessary order and discipline to ensure the success of the educational experience for all.

We believe the student must be educated to meet a multitude of challenges. In meeting these challenges, the student must be prepared to assume his/her role in a rapidly-changing society. The faculty and staff will provide opportunities for each student to develop the skills needed to meet these challenges. This commitment, along with an effective curriculum, will enable each student to attain a well-rounded, top-quality education at Simpson School.

### **GOALS OF SIMPSON SCHOOL:**

- To create an atmosphere that will stimulate and promote academic growth for each student,
- To provide each student with a safe learning environment,
- To strive to create a positive home/school relationship where cooperation and understanding is practiced,
- To teach basic skills at the appropriate grade levels,
- To treat each student consistently and fairly,
- To help each student accept the responsibilities of citizenship and promote our democratic government,
- To provide educational opportunities that will equip each student with the necessary skills to take an active part in society's workforce or pursue an extended academic career,
- To ensure that every teacher is prepared to teach and provide meaningful and appropriate instruction to their students.

### **MISSION STATEMENT**

*“Working together, reaching for success, striving for excellence at SHS!”*

## **SHARED RESPONSIBILITIES**

In order to be assured that our school possesses the qualities necessary for it to be considered a successful school, teachers, parents/guardians, and students need to become actively involved in the total educational process of the school and assume the following as their responsibilities:

### **Teachers:**

- will expect much from their students and give as much or more to ensure students receive a quality education
- will be dedicated to quality education

### **Students:**

- will respect themselves and perform to their best abilities
- will respect the rights and property of others
- will be loyal to their school, knowing their teachers care and expect them to excel
- will have a sense of pride in their school, knowing they play an active role in making their school successful

### **Parents/Guardians:**

- will read to their young children and let older children read to them
- will volunteer to assist at school as often as possible
- will emphasize the importance of school and achieving a quality education
- will encourage their children to achieve to the very best of their abilities
- will communicate the importance of regular school attendance
- will provide for and maintain the appropriate physical, emotional, and environmental needs of their children

# VERNON PARISH SCHOOL CALENDAR

2015– 2016

August 10, 2015	<i>Parent Orientation (K-12)</i>
<b>August 11, 2015</b>	<b>First Day for Students</b>
<b>September 4, 2015</b>	<i>½dayStudents/ ½day Parent/Teacher Conference (PM)</i>
<i>September 7, 2015</i>	<b>Labor Day – Student &amp; Staff Holiday</b>
<i>September 18, 2015</i>	<i>End of 1<sup>st</sup> Six Weeks Period-27½ days</i>
<i>October 8, 2015</i>	<i>½dayStudents/ ½day Parent/Teacher Conference (PM)</i>
<i>October 9, 2015</i>	<b>Vernon Parish Fair – (Student &amp; Staff Holiday)</b>
<i>October 12, 2015</i>	<b>Columbus Day – Student &amp; Staff Holiday</b>
<i>October 30, 2015</i>	<i>End of 2<sup>nd</sup> Six Weeks Period-28 days</i>
<i>November 11, 2015</i>	<i>Veterans’ Day – (Student &amp; Staff Holiday)</i>
<i>November 23-27, 2015</i>	<b>Thanksgiving Break– (Student &amp; Staff Holiday)</b>
<b>Nov. 30-Dec.16, 2015</b>	<b>*Fall End of Course Testing Window</b>
<i>December 18, 2015</i>	<i>End of 3<sup>rd</sup> Six Weeks Period – Midterm-29 days</i>
<i>Dec. 21 – Jan. 1, 2016</i>	<b>Christmas Break– (Student &amp; Staff Holiday)</b>
January 4, 2016	Teacher Work Day/Professional Development
January 5, 2016	Students Return to School
<b>January 18, 2016</b>	<b>Martin Luther King, Jr. – (Student &amp; Staff Holiday)</b>
<i>February 12, 2016</i>	<i>End of 4<sup>th</sup> Six Weeks Period-28 days</i>
<i>February 15, 2016</i>	<i>President Day – (Student &amp; Staff Holiday)</i>
<b>March 1, 2016</b>	<b>*11<sup>th</sup> Grade ACT</b>
<b>March 14-18, 2016</b>	<b>*3-8<sup>th</sup> Grade Phase I Testing ELA/Math</b>
<b>March 15, 2016</b>	<b>*11<sup>th</sup> Grade ACT Makeup Date</b>
<i>March 25-April 1, 2016</i>	<i>Easter/Spring Break - (Student &amp; Staff Holiday)</i>
<b>April 4-15, 2016</b>	<b>*8<sup>th</sup>-9<sup>th</sup> Grade Explore, 10<sup>th</sup> Grade PLAN Testing</b>
<b>April 5-6, 2016</b>	<b>*3<sup>rd</sup>-8<sup>th</sup> Grade Science/Social Studies Testing</b>
<i>April 8, 2016</i>	<i>End of 5<sup>th</sup> Six Weeks Period-33 days</i>
<b>April 25-29, 2016</b>	<b>*3-8<sup>th</sup> Grade Phase II Testing ELA/Math</b>
<b>April 25-May 20, 2016</b>	<b>*Spring End of Course Testing: (Algebra I, Geometry, English II, English III, Biology, American History)</b>
<b>May 19, 2016</b>	<i>Last Day for Students – End of 6<sup>th</sup> Six Weeks Period</i>
<b>May 20, 2016</b>	<b>FULL DAY FOR EMPLOYEES</b>

*\*See complete 2015-16 state testing schedule on parish or state website.*

**JUNIOR HIGH & HIGH SCHOOL BELL SCHEDULE**  
**2015 – 2016**

7:25	Student Arrival Begins
7:25 – 7:44	Breakfast
7:44	Morning Bell
7:47 – 8:35	1 <sup>st</sup> Period
8:38 – 9:26	2 <sup>nd</sup> Period
9:29 – 10:17	3 <sup>rd</sup> Period
10:20 – 11:08	4 <sup>th</sup> Period
11:11 – 11:59	5 <sup>th</sup> Period
11:59 – 12:29	H. S. Lunch
12:32 – 1:20	6 <sup>th</sup> Period
1:23 – 2:11	7 <sup>th</sup> Period
2:14 – 3:02	8 <sup>th</sup> Period
2:54	<i>Parent Pick-up Walkers, Drivers, &amp; Riders Dismissal</i>
2:59	K – 5 Bus Dismissal
3:02	6 – 12 Bus Dismissal

## ATTENDANCE REQUIREMENTS

In order to be eligible to receive passing grades, junior high and high school students must be in attendance a minimum of 85 days in the 1<sup>st</sup> semester and 82 days in the 2<sup>nd</sup> semester. Elementary students shall be in attendance a minimum of 167 days per school year. A junior high or high school student who does not meet the attendance requirements ***will not receive credit*** for classes pursued for that semester. Days absent for all students include excused and unexcused absences and suspensions. The only exception to the attendance regulation will be delineated *extenuating circumstances*, which must be verified by the Supervisor of Child Welfare and Attendance for Vernon Parish. Extenuating circumstances are as follows:

- extended personal physical or emotional illness, as verified by a physician,
- extended hospital stay, as verified by a physician,
- extended recuperation from an accident, as verified by a physician,
- extended contagious disease within a family, as verified by a physician,
- death in the family (not to exceed one week),
- natural catastrophe and/or disaster.

To receive an excuse for school absence(s), or an admit to class, JH & HS students are to see the attendance clerk before 7:44 am. The attendance clerk is available in the front hallway each morning. Excuses must be prepared and signed by a parent or legal guardian only. Reasons for absences must be stated in the excuse; otherwise, the absence will not be excused. The only **valid** reasons to be excused for an absence from school are: personal illness, serious illness in the family, death in the immediate family, or observances of established religious holidays for the student's own faith. If a student should forget to bring a prepared excuse on the next school day after an absence, only a five day period is allowed to bring the excuse. If an acceptable excuse is not received after an absence, the absence shall be unexcused. Students are to see the attendance clerk each morning following an absence from school, whether it is an excused or unexcused absence. Elementary school students will provide their teacher with the excuse(s) regarding absences. ***Students are allowed to make up missed work for excused absences. However, it is the student's responsibility to make arrangements with the teacher(s) concerning the make-up work.*** The number of days for a student to make up his/her work shall be one day for every day missed. Students will be allowed to make up work missed due to unexcused absences, however, the maximum the student will can receive is half of the total value on such assigned work. Unexcused absences include, but are not limited to: suspension from school, out-of-town visits, getting a haircut, going shopping, baby-sitting, extracurricular activities on the previous evening, etc.



## GRADING POLICY

<u>Grade</u>	<u>% Equivalent</u>	<u>Description</u>	<u>Quality Points</u>
A	93 – 100	Excellent	4
B	85 – 92	Above Average	3
C	75 – 84	Average	2
D	67 – 74	Below Average	1
F	0 – 66	Failure	0

### Explanation of Letter Grades:

**A**—Excellent (93–100%): Class work and assignments are on time and of the highest quality. The student demonstrates initiative and interest to work independently beyond class assignments and makes valuable contributions in class work. The student who produces superior work achieves this grade.

**B**—Above average (85–92%): A major portion of subject material is mastered. Assignments and class work are completed on time and in a creditable manner and the student frequently makes valuable responses in class. The student who does high quality work achieves this grade.

**C**—Average (75-84%): Most of the subject material is mastered. Most assignments and class work were completed on time and in an appropriate manner. The student who does satisfactory work achieves this grade.

**D**—Below average (67–74%): Some of the subject material presented is mastered. Some of the assignments and class work are completed on time and in an acceptable manner. This grade is earned by the pupil whose work is below average because of lack of effort or lack of ability in that subject. A “D” is an indication of possible failure.

**F**—Failure or Unsatisfactory (0–66%): An insufficient amount of material is understood. Class work and assignments are unsatisfactory. Poor response in class and poor quality of work indicate a need for additional time and effort in the subject.

***Report cards will be sent home at the end of each six-weeks grading period.***

There will be two Honor Rolls each six weeks: “A Honor Roll” for all students with no grades lower than “A”, and “A/B Honor Roll” for all students with no grades lower than “B”.

### Kindergarten Grading:

**S** – Satisfactory – meets indicated criteria

**P** – Progressing

**N** – Needs to improve – does not meet criteria

## **VPSB PUPIL PROGRESSION PLAN** **PROMOTION REQUIREMENTS**

**Kindergarten** – In order to be promoted to the first grade, students must demonstrate proficiency in kindergarten skills, as defined in state content standards, by meeting the following minimum requirements:

- a) Must demonstrate mastery of kindergarten skills by successfully completing the End-of-Year reading test with 70% accuracy,
- b) Students who fail to meet one of these requirements should be referred to the School Building Level Committee,
- c) Those students who have not attended kindergarten may enter the first grade provided they can meet the requirements listed in parts (a) and (b) above.

**Grade 1** – To be promoted, students must demonstrate proficiency in first grade skills, as defined by state content standards, by meeting the following minimum requirements:

- a) Must make a passing grade average in reading and mathematics,
- b) To receive a passing grade, students must earn a minimum of six (6) quality points per year, with at least three (3) quality points earned in the second semester,
- c) Students who fail to meet any of these requirements should be referred to the School Building Level Committee.

**Grade 2** – To be promoted, students must demonstrate proficiency in second grade skills, as defined by state content standards, by meeting the following minimum requirements:

- a) Must make a passing grade average in reading and mathematics,
- b) To receive a passing grade, students must earn a minimum of six (6) quality points per year, with at least (3) quality points earned in the second semester,
- c) Students who fail to meet any of these requirements should be referred to the School Building Level Committee.

**Grade 3** – To be promoted, students must demonstrate proficiency in third grade skills, as defined by state content standards, by meeting the following minimum requirements:

- a) Must make a passing grade average in reading, language, and mathematics,
- b) To receive a passing grade, students must earn a minimum of six (6) quality points per year, with at least three (3) quality points earned in the second semester,

- c) Students who fail to meet any of these requirements should be referred to the School Building Level Committee.

**Grade 4** – To be promoted, students must demonstrate proficiency in fourth grade skills, as defined by state content standards, and by meeting the following minimum requirements:

- a) Must make a passing grade average in reading, language, and mathematics, and at least one other major subject (science or social studies),
- b) To receive a passing grade, students must earn a minimum of six (6) quality points per year, with at least three (3) quality points earned in the second semester,
- c) Students who fail to meet any of these requirements should be referred to the School Building Level Committee,
- d) A student may not be promoted to the 5<sup>th</sup> grade until he or she has scored at or above the Basic achievement level on either the English Language Arts or Mathematics component on the 4<sup>th</sup> grade LEAP 21 and at the Approaching Basic achievement level on the other. That student will have the opportunity to attend summer school and retake the test at the conclusion of summer school.

**Grade 5** – To be promoted, students must demonstrate proficiency in fifth grade skills, as defined by state content standards, by meeting the following minimum requirements:

- a) Must make a passing grade average in language arts, mathematics, and at least one other major subject (science or social studies),
- b) To receive a passing grade, students must earn a minimum of six (6) quality points per year, with at least three (3) quality points earned in the second semester.
- c) Students who fail to meet any of these requirements should be referred to the School Building Level Committee.

**Grade 6** – To be promoted, students must demonstrate proficiency in sixth grade skills, as defined by state content standards, by meeting the following minimum requirements:

- a) Must make a passing grade average in language arts and mathematics and in at least one other major subject (science or social studies),
- b) To receive a passing grade, students must earn a minimum of six (6) quality points per year, with at least three (3) quality points earned in the second semester,
- c) Students who fail to meet one of these requirements should be referred to the School Building Level Committee.

**Grade 7** – To be promoted, students must demonstrate proficiency in seventh grade skills, as defined by state content standards, by meeting the following minimum requirements:

- a) Students must make a passing grade average in language arts, mathematics, science, and social studies.
- b) To receive a passing grade, students must earn a minimum of seven (7) quality points per year with at least four (4) quality points earned in the second semester.

*The Vernon Parish language arts, mathematics, science, and social studies Summative Tests will be used as the final examination.*

- c) Those students who fail to meet any of these requirements should be referred to the School Building Level Committee.

**Grade 8** – To be promoted, students must demonstrate proficiency in eighth grade skills, as defined by state content standards, by meeting the following minimum requirements:

- a) Students must make a passing grade average in language arts, mathematics, science, and social studies.
- b) To receive a passing grade, students must earn a minimum of seven (7) quality points per year with at least four (4) quality points earned in the second semester.

*The Vernon Parish language arts, mathematics, science, and social studies Summative Tests will be used as the final examination.*

- c) Those students who fail to meet any of these requirements should be referred to the School Building Level Committee.
- d) A student may not be promoted to the 9<sup>th</sup> grade until he or she has scored at or above the Basic achievement level on either the English Language Arts or Mathematics component on the 8<sup>th</sup> grade LEAP 21 and at the Approaching Basic achievement level on the other. That student will have the opportunity to attend summer school and retake the test at the conclusion of summer school.

## **HIGH SCHOOL**

To receive credit in a one credit course, students must earn a minimum of seven (7) quality points per year with at least four (4) quality points earned in the second semester. For a half-credit course, students must earn a minimum of four (4) quality points.

*The End of Course Tests will serve as the final exam for the following courses: Algebra I, Geometry, English II, English III, U.S. History, and Biology I. The Vernon Parish Summative Tests will serve as the final examinations for language arts, mathematics, science, and social studies for all classes not previously listed. **NOTE:** There is a rare exception for course passage. If a student has only 7 quality points in a subject but does not pass the EOC in that subject, the student will not pass the subject.*

**\*\*\* *There are no exemptions from final exams.* \*\*\***

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

In addition to completing a minimum of Carnegie units of credit as prescribed, the student shall also be required to pass all required components of the End of Course Tests.

In order to *participate in graduation activities*, a student must complete Carnegie units of credit, as prescribed by the state, meet attendance requirements, and do one of the following:

- Pass **all** required components of the EOC tests, or
- Attend **all** applicable EOC test Remedial Summer School opportunities, take all applicable retests, and take all required, applicable remedial classes. (Summer school is provided at no cost to the student.)

The Louisiana Core 4 Curriculum is the curriculum required for college entrance in Louisiana.

<b>Louisiana Graduation Requirements</b> <b>College and Career Diploma</b> <b>Entering 9<sup>th</sup> Graders 2008-2009 and Beyond</b>	
Louisiana Core 4 Curriculum	Louisiana Basic Core Curriculum
<p><b>English - 4 units</b> English I, II, III, and IV</p> <p><b>Math - 4 units</b> Algebra I or Algebra I-Pt. 2 or Applied Algebra I Geometry Algebra II Remaining unit shall come from the following: Financial Math, Math Essentials, Advanced Math-Pre-Calculus, Advanced Math-Functions and Statistics, Pre-Calculus, Calculus, Probability and Statistics, Discrete Math, or a locally-initiated elective approved by BESE as a math substitute.</p> <p><b>Science - 4 units</b> Biology Chemistry 2 units from the following: Physical Science, Integrated Science, Physics I, Physics of Technology I, Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience II, Anatomy and Physiology, or a locally initiated elective approved by BESE as a science substitute.*</p> <p><b>Social Studies - 4 units</b> ½ unit of Civics or AP American Government ½ unit of Free Enterprise. American History 1 unit from the following: World History, World Geography, Western Civilization, or AP European History 1 unit from World History, World Geography, Western Civilization, AP European History, Civics (second semester - ½ credit), Law Studies, Psychology, Sociology, or African American Studies*</p> <p><b>Health - ½ Unit</b></p> <p><b>Physical Education - 1½ units</b></p> <p><b>Foreign Language - 2 units</b> 2 units from the same foreign language or 2 units of speech</p> <p><b>Arts - 1 unit</b> Fine Arts Survey or one unit of Art, Dance, Music, or Theatre*</p> <p><b>Electives - 3 units</b> *Approved IBC-related course may be substituted.</p>	<p><b>English - 4 units</b> English I, II, III and IV or Senior Applications in English</p> <p><b>Math - 4 units</b> Algebra I or Algebra I-Pt1 and Algebra I-Pt 2 or Applied Algebra I Geometry Remaining units shall come from the following: Algebra II, Financial Math, Math Essentials, Advanced Math-Pre-Calculus, Advanced Math-Functions and Statistics, Pre-Calculus, Calculus, Probability and Statistics, Discrete Math, or a locally-initiated elective approved by BESE as a math substitute</p> <p><b>Science - 3 units</b> Biology 1 unit from physical science cluster: Physical Science, Integrated Science, Chemistry I, Physics I, or Physics of Technology I 1 unit from Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience II, Anatomy and Physiology, an additional course from the physical Science cluster, or a locally initiated elective approved by BESE as a science substitute.</p> <p><b>Social Studies - 3 units</b> American History ½ unit of Civics or AP American Government ½ unit of Free Enterprise. 1 unit from World History, Western Civilization, World Geography, or AP European History</p> <p><b>Health - ½ Unit</b></p> <p><b>Physical Education - 1½ units</b></p> <p><b>Electives - 8 units</b> Education for Careers or Journey to Careers* Shall include the minimum courses required to complete a Career/Technical Area of Concentration*</p> <p>*Effective with entering 9<sup>th</sup> graders 2010-2011 and beyond</p>
<b>Total - 24 units</b>	<b>Total - 24 units</b>

# APPENDIX 1: Career Diploma Graduation Requirements

*Required for Career Diploma graduates entering high school as of fall 2014  
Subject to Legislative Approval*

## REQUIRED COURSE CREDITS

### ENGLISH = 4 Units

Units	Courses
1 Unit	English I
1 Unit	English II
2 Units from the following:	English III, English IV, AP or IB English courses, Business English, Technical Writing, or LCTCS equivalent English credits offered by Jump Start regional teams as approved by the State Board of Elementary and Secondary Education

### MATH = 4 Units

Units	Courses
1 Unit	Algebra I, Algebra I Part One, and Algebra I Part Two, or an applied or hybrid Algebra course
3 Units from the following:	Geometry, Math Essentials, Financial Mathematics, Business Math, Algebra II, Algebra III, Advanced Math - Functions and Statistics, Advanced, Math - Pre-Calculus, Pre-Calculus, or LCTCS equivalent math credits offered by Jump Start regional teams as approved by the State Board of Elementary and Secondary Education
(Integrated Mathematics I, II and III may be substituted for Algebra I, Geometry and Algebra II, and shall be considered the equivalent of 3 math units)	

### SCIENCE = 2 Units

Units	Courses
1 Unit	Biology I
1 Unit from the following:	Chemistry I, Earth Science; Environmental Science; Physical Science; Agriscience I and Agriscience II (one unit combined); AP or IB Science offerings

### SOCIAL STUDIES = 2 Units

Units	Courses
1 Unit from the following:	U.S. History, AP U.S. History, or IB U.S. History
½ Unit from the following:	Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States
½ Unit from the following:	Economics, AP Macroeconomics, or AP Microeconomics
(one unit of Civics may be substituted for the two ½ Units above)	

#### PHYSICAL EDUCATION/HEALTH = 2 Units

Units	Courses
1 Unit	Physical Education
½ Unit from the following:	PE II, Marching Band, Extracurricular Sports, Cheering, or Dance Team
½ Unit from the following:	Health Education

#### JUMP START COURSE SEQUENCES, WORKPLACE EXPERIENCES, AND CREDENTIALS = at least 9 Units

Complete a regionally designed series of CTE Jump Start coursework and workplace-based learning experiences, leading to a statewide or regional Jump Start credential. This shall include courses and workplace experiences specific to the credential, courses related to foundational career skills requirement in Jump Start, and other courses, including career electives, that the Jump Start regional team determines are appropriate for the pathway.

### REQUIRED CREDENTIALS

Students must attain an approved statewide or regional credential in order to graduate.

### REQUIRED TESTING

When students take a course corresponding with an End of Course test, students are required to take the test. Students remain required to score at least a "fair" on three of six courses.

Students also must take the EPAS tests: Explore, Plan, and ACT. Jump Start teams may elect to have students pursuing the Career Diploma take the WorkKeys test in addition to the ACT. The Department of Education will establish a policy creating score level equivalents between the ACT and WorkKeys. A student's highest equivalent score, resulting of the student's score on either the ACT or WorkKeys, would generate ACT index accountability points.

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## VPSB DISCIPLINE POLICY

As provided by state law and specified by resolution of the Vernon Parish School Board, faculty members of the public schools of Vernon Parish School Board may administer corporal punishment to any student under their jurisdiction for misbehavior while on the way to and from school, while at school, during any intermission or recess, or while at any school-related event, at school or away from school. Such punishment shall be just, reasonable and deserved, and shall be administered in the presence of a fellow faculty or staff member. Obtaining parental permission prior to administering corporal punishment is not required. However, parents/guardians who desire that their child not be paddled must submit to the school a written request each school year. Another form of disciplinary consequence will then be substituted for misbehavior.

Following is a list of consequences that may result for the specified misbehavior and violations:

### Grades K-2

### Grades 3-6

### Grades 7-12

#### *Willful Disobedience:*

1 <sup>st</sup> Offense:	2 days Recess Det.	Detention/CP	1 day Suspension
2 <sup>nd</sup> Offense:	Detention/CP	1 day ISS/CP	2 days Suspension
3 <sup>rd</sup> Offense:	CP/1 day Suspension	1-3 days Suspension	3 days Suspension

#### *Disrespect for Authority:*

1 <sup>st</sup> Offense:	Detention/CP	Detention/CP	3 days Suspension
2 <sup>nd</sup> Offense:	1 week Det./CP	1 day ISS/CP	5 days Suspension
3 <sup>rd</sup> Offense:	2 days Suspension	1-3 days Suspension	7 days Suspension

#### *Class Disruption/School Disruption:*

1 <sup>st</sup> Offense:	2 days Recess Det.	Detention/CP	1 day Suspension
2 <sup>nd</sup> Offense:	Detention/CP	1 day ISS/CP	2 days Suspension
3 <sup>rd</sup> Offense:	CP/1 day Suspension	2 days Suspension	3 days Suspension

#### *Profanity (Verbal/Written/Gestured):*

1 <sup>st</sup> Offense:	Timeout	1 week Recess Det.	1 day Suspension
2 <sup>nd</sup> Offense:	2 days Recess Det.	2 days ISS/CP	2 days Suspension
3 <sup>rd</sup> Offense:	1 day Suspension/CP	1-3 days Suspension	3 days Suspension

## VPSB DISCIPLINE POLICY (CONT'D)

### Grades K-2

### Grades 3-6

### Grades 7-12

#### **Immoral or Vicious Practices:**

1 <sup>st</sup> Offense:	CP/1 day Suspension	1 day Suspension	3 days Suspension
2 <sup>nd</sup> Offense:	2 days Suspension	2 days Suspension	5 days Suspension
3 <sup>rd</sup> Offense:	3 days Suspension	3 days Suspension	7 days Suspension

#### **Fighting:**

1 <sup>st</sup> Offense:	2 days Recess Det.	1 day Suspension/CP	3-7 days Suspension
2 <sup>nd</sup> Offense:	1 week Recess Det./CP	3 days Suspension	3-7 days Suspension
3 <sup>rd</sup> Offense:	2 days Suspension	5 days Suspension	3-7 days Suspension

#### **Tobacco Possession/Use/E-Cigarettes:**

1 <sup>st</sup> Offense:	Detention/CP	1 day Suspension	1 day Suspension
2 <sup>nd</sup> Offense:	1 day Suspension	2 days Suspension	3 days Suspension
3 <sup>rd</sup> Offense:	2 days Suspension	3 days Suspension	5 days Suspension

#### **Alcohol Possession/Use:**

1 <sup>st</sup> Offense:	Detention/CP	2 days Suspension	3 days Suspension
2 <sup>nd</sup> Offense:	1 day Suspension	3 days Suspension	5 days Suspension
3 <sup>rd</sup> Offense:	2 days Suspension	5 days Suspension	7 days Suspension

#### **Leaving Class/Assigned Area Without Permission:**

1 <sup>st</sup> Offense:	2 days Recess Det.	1 day ISS/Det.	1 day Suspension
2 <sup>nd</sup> Offense:	Detention/CP	1 day ISS	2 days Suspension
3 <sup>rd</sup> Offense:	1 day Suspension	1 day Suspension	3 days Suspension

#### **Leaving Campus Without Permission:**

1 <sup>st</sup> Offense:	1 day Suspension	1 day Suspension	2 days Suspension
2 <sup>nd</sup> Offense:	2 days Suspension	3 days Suspension	3 days Suspension
3 <sup>rd</sup> Offense:	3 days Suspension	5 days Suspension	5 days Suspension

#### **Unfounded Charges against School Personnel:**

1 <sup>st</sup> Offense:	Office/Timeout	1 day ISS/Det.	3 days Suspension
2 <sup>nd</sup> Offense:	2 days Recess Det.	1 day ISS	5 days Suspension
3 <sup>rd</sup> Offense:	1 day Suspension	1 day Suspension	7 days Suspension

#### **Harassment/Bullying:**

1 <sup>st</sup> Offense:	2 days Recess Det./CP	1 day Suspension	3 days Suspension
2 <sup>nd</sup> Offense:	1 day Suspension	2 days Suspension	5 days Suspension
3 <sup>rd</sup> Offense:	2 days Suspension	3-5 days Suspension	7 days Suspension

## VPSB DISCIPLINE POLICY (CONT'D)

### Grades K-2

### Grades 3-6

### Grades 7-12

#### **Stealing/Possession of Stolen Property:**

1 <sup>st</sup> Offense:	Work Detail	1 day Suspension	3 days Suspension
2 <sup>nd</sup> Offense:	1 day Suspension/CP	2 days Suspension	5 days Suspension
3 <sup>rd</sup> Offense:	2 days Suspension	3-5 days Suspension	7 days Suspension

#### **Vandalism to School Property:**

1 <sup>st</sup> Offense:	Work Detail+Rest.	1 day Suspension+Rest.	3 days Suspension+Rest.
2 <sup>nd</sup> Offense:	1 day Suspension+Rest.	3 days Suspension+Rest.	5 days Suspension+Rest.
3 <sup>rd</sup> Offense:	3 days Suspension+Rest.	5 days Suspension+Rest.	7 days Suspension+Rest.

#### **Cell Phone/Personal Electronic Device Policy Violation(s):**

1 <sup>st</sup> Offense:	Device is taken, and parent may pick up.		
2 <sup>nd</sup> Offense:	Device is taken, parent may pick up, and ISS or similar punishment assigned.		
3 <sup>rd</sup> Offense:	Device is taken, parent may pick up, and one day suspension assigned.		

#### **Controlled and/or Dangerous Substances Possession /Use:**

1 <sup>st</sup> Offense:	3 days Suspension	3 days Suspension	5 days Suspension
	Recommend Hearing	.....	.....

#### **Firearms/Weapons on Campus:**

1 <sup>st</sup> Offense:	3 days Suspension	3 days Suspension	9 days Suspension
	Recommend Hearing	.....	.....

#### **School Bus Disruption:**

1 <sup>st</sup> Offense:	warning	1 day off Bus	3 days off Bus
2 <sup>nd</sup> Offense:	2 days off bus/CP	3 days off Bus	5 days off Bus
3 <sup>rd</sup> Offense:	3 days off bus	5 days off Bus	7 days off Bus

***ANY VIOLATION NOT SPECIFICALLY COVERED IN THE ABOVE POLICY WILL BE LEFT TO THE DISCRETION OF THE SCHOOL ADMINISTRATION.***

***NO SUSPENDED OR EXPELLED STUDENT IS ALLOWED ON CAMPUS OR MAY ATTEND ANY SCHOOL-SPONSORED EVENT FOR THE DURATION OF SUCH SUSPENSION/EXPULSION, WHICH WOULD END AT THE BEGINNING OF THE NEXT SCHOOL DAY, FOLLOWING SAID SUSPENSION.***

## **STUDENT DRESS CODE**

Students are expected to dress in a neat and appropriate manner at all times when attending school or any school related activity. Clothing should be clean and in good taste. Extremes in style, fit, and grooming will not be permitted, including any form of cross-dressing. Male students are prohibited from wearing nail color, lip color and such make-up.

**HAIR** – Hair must be neat, clean, out of the eyes, and uncovered. Male students' hair cannot touch the collar in the back or be below the earlobes on the sides. Designs, unnatural colors and/or styles, including Mohawk or spiked hair, that distract from the learning environment and/or student performance are prohibited. No picks or combs (other than those designed for a hair style) are permitted.

**FACIAL HAIR** – Male students will be clean-shaven at all times. They are prohibited from wearing beards, goatees, or the like. Sideburns may be worn as low as to the base of the earlobes. Students may wear a neatly trimmed mustache that does not extend below the corners of the mouth.

### **Clothing:**

#### **SHIRTS/BLOUSES:**

Male students will have their shirts tucked in at the pants.

Female students will wear shirts/blouses long enough to cover the entire midriff area when their arms are fully extended above their heads and tucked in as appropriate. Shirts/blouses must provide adequate coverage of all private areas.

Shirts/blouses, tee shirts, and jerseys shall be sized and worn appropriately—not too tight, too small, too large, too loose, etc.

Sweaters and sweatshirts shall be no longer than hip length.

Sleeveless blouses/shirts, which reveal undergarments, (tank tops, spaghetti straps, muscle shirts, cut-off shirts, bare midriffs, halter tops, crop tops, and mesh shirts, etc.) shall not be worn.

Female tops must reach the edge of the shoulders and straps are to have a minimum width of 2”.

Male shirts are to have sleeves.

Thin, single knit, solid white T-shirts/undershirts are not to be worn as outer garments.

Sheer or see-through items are prohibited.

#### **PANTS:**

Pants/trousers are to be sized appropriately—not too tight, too small, too large, too loose, etc. — free of holes and/or frayed edges and must be of regular ankle length.

Pant/trousers/shorts shall be worn at the waist—not in a “sagging” manner.

Belts are to be buckled at all times with no part of the belt hanging out of the belt loops.

Shorts will not be more than 3” above the knee while standing and must be worn at the waist. *No cut-off shorts, swimming attire, P.E. shorts, short shorts, boxers, etc. may be worn.*

#### SKIRTS:

Skirts, skorts, jumpers, and dresses are permitted for female attire, provided that they meet the 3” rule in the front and back. No mini-skirts, sarongs, sundresses, backless, strapless, and/or cut-out/see-through dresses, etc. are to be worn.

#### SWEAT SUITS:

Warm-ups, jogging suits, wind suits, and/or sweat suits are not to be worn to school. They are permissible *only* in PE classes during cold weather and only as long as they are sized appropriately and are not sheer and/or see-through. (*Pre-K – 5<sup>th</sup> grade students may wear sweat suits, etc. to school in cold weather, as long as they are sized appropriately.*)

#### ADVERTISEMENTS:

Clothing that advertises alcoholic beverages, tobacco products, heavy metal, skull & crossbones/satanic type symbols/affiliation, drugs, or those with obscene or offensive printing are not to be worn to school.

#### CAPS/HATS:

No student is permitted to bring or wear caps, hats, skullcaps, ski caps, knit caps, and/or bandannas on school property, including school buses, except in cases listed below:

- *Caps may be worn as a part of an athletic uniform, and only when competing in that sport.*
- *During winter months, students may wear cold weather headwear outdoors. The headwear must be removed upon entering the building.*

Caps/hats brought or worn to school outside of these exceptions will be confiscated and returned to the owner at the end of the school year.

#### SHOES:

Appropriate footwear must be worn and kept on at all times during the school day. Footwear shall have backs or straps and must be secured around the heels at all times. Shoes with laces shall be kept tied and neat at all times. No swim, beach, pool footwear, flip-flops, etc. are allowed to be worn at school. Heels are discouraged, but if worn, the heel can not be more than 2” and not in a spiked fashion.

#### **Miscellaneous Dress Code Policies:**

Male students are not allowed to wear earrings. Female students are permitted to wear earrings in the ears only. No real or imitation rings, studs, pins, etc. are to be worn on the body, facial area, or mouth.

Visible body art (permanent or temporary tattoos or drawings on the skin, etc.) and body piercing are not permitted during school hours or any school-related function (including all sporting events).

Sunglasses (other than prescription) are not permitted.

Students will not be allowed to wear a chain, have a chain in their possession, or bring a chain of any kind to school or any school related activity—even those attached to a wallet, keys, or other items, or when attempted to be utilized as jewelry.

**CONSEQUENCES OF DRESS CODE VIOLATION:**

1<sup>st</sup> Offense – Warning and/or change attire

2<sup>nd</sup> Offense – 1 day ISS/Work Detail

3<sup>rd</sup> Offense – 1 day Suspension

Subsequent, excessive offenses: Multiple days suspension &  
possibility of expulsion

**\* \* Good “Rule of Thumb” \* \***

*If you are wondering if something might be questionable,  
then don't wear it!!!*

## **SCHOOL POLICIES AND INFORMATION**

### **ANNOUNCEMENTS**

Information in the form of announcements will generally be provided to the faculty and students at the beginning of the first period class each day, at approximately 7:47 *am*. It is the individual student's responsibility to listen to the announcements and act accordingly. Announcements and class interruptions will be kept to an absolute minimum, and all announcements must be approved by the administration.

### **APPOINTMENTS/CONFERENCE REQUESTS**

Parents are welcome at Simpson School. However, it is very necessary to keep disruptions and interruptions to the instructional process to a very minimum. Therefore, it is requested that arrangements for conferences and other meetings be made by appointment, if at all possible. Appointments for conferences and visits can be made by calling the school at 383-7810. Every effort will be made to accommodate appointments, conferences, and other requests. Everyone's cooperation and understanding is greatly appreciated.

### **ARRIVAL**

*No student* is to arrive at school *prior to 7:25 am*. Students are to be delivered to and be permitted to enter only through the main entrance of the school. Drivers delivering students to school must remain in their vehicle. Students who drive themselves and other students to school must park in the student parking lot and enter the school campus via the east sidewalks. Any student arriving at school later than *7:47 am* must check in through the office and receive an admit slip in order to be permitted to attend class.

### **AUTOMOBILES/STUDENT DRIVING & PARKING**

All vehicles parked on the Simpson High School campus during the educational day must have a valid parking permit appropriately displayed. Only students who have a valid driver's license, proof of insurance, and valid vehicle registration for each vehicle driven will be allowed to drive to school. Each student who drives to school will be assigned a parking location in the student parking lot. Each student wanting to drive to school must fill out a parking application. All vehicles must be properly parked in the assigned parking space. Students may not loiter in the parking lot at any time and have 60 seconds, after parking, to leave their vehicle and start moving toward to the school building. *The parking lots are off limits during the school day*, unless permission has been obtained from the school administration. Students who drive vehicles to school are not allowed to go to the parking lot until the first dismissal bell rings at 2:54 and then must depart from school. Students who become problematic in abiding by the student driving policies may be prohibited from driving to school.

## **BOOK BAGS/BACK PACKS**

Students in grades 6-12 will **not** be allowed to carry their book bags/back packs to any class except PE class. Students will carry only materials and books necessary for that particular class. ***Book bags/back packs are to be kept in each student's locker and not in the classroom, halls, or on top of any locker. Any book bag/back pack that will not easily fit into a locker is prohibited on campus. Athletic bags must be stored in the locker room each morning.***

## **BUSES**

Students must ride the bus to which they are assigned. Misconduct on a bus may forfeit the student's privilege to ride the bus. Permission to ride a bus other than the one assigned must be requested in writing by the parent/guardian and approved by the school administration. All students who ride a bus to school must unload at the front entrance of the school. Persons who drive students to school will drive up to the crosswalk, to the left of school buses, at the main entrance, to unload students. It is not necessary to line up behind the buses when unloading, except in inclement weather, when drivers must line up behind the buses and unload at the covered entrance. ***Vernon Parish School Bus Rules and Regulations must be followed at all times when being transported by a school bus.***

## **CAFETERIA**

All students will report to the cafeteria at their assigned time—***no exceptions***. Students who are consuming a meal from the cafeteria are to line up in an orderly fashion upon arrival in the cafeteria. There will be no cutting in line or excessive noise. No food items will be taken outside of the cafeteria. Students may purchase a meal or they may bring their lunches. All meals must be pre-paid. Students may pay on a daily basis or pay in advance. If paying in advance, kindergarten through sixth grade will turn in money to their teacher in a sealed envelope marked "Lunch Money" with the student's name, grade and/or cafeteria ID number. All other students will pay money directly to the cafeteria manager when proceeding through the serving line. Students may not leave the campus for lunch. Canned or bottled drinks are prohibited in the cafeteria. If a student wishes to bring a drink, it must be in a thermos-type container.

**Vernon Parish Meal Prices 2015-16**

	Regular Price Student	Reduced Price Student	VPSB Faculty and Staff	Guest
Breakfast	\$1.00	30¢	\$1.50	\$1.50
Lunch	\$1.75	40¢	\$2.85	\$3.10

Extra Milk – 50¢

## **CELL PHONES/PERSONAL ELECTRONIC DEVICES**

Any electronic device such as an E-Reader, Kindle, iPad, laptop computer, cell phone, smart phone, mp3 player, etc. not used for instructional purposes permitted by the teacher or administrator within the instructional setting to



include classroom, libraries, labs, or designated areas set by the school administration, is a violation of school board policy and would result in one of the following consequences:

1<sup>st</sup> Offense – Device is taken and the parent is allowed to pick up.

2<sup>nd</sup> Offense – Device is taken, parent is allowed to pick up, and detention or similar punishment is assigned.

3<sup>rd</sup> Offense – Device is taken, parent is allowed to pick up, and one day suspension is assigned.

## **CHEATING**

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

## **CHECK-IN/CHECK-OUT**

If a student arrives after 7:47 am, he/she must check in at the main office and **must be accompanied by a parent/guardian** or have a written excuse from a parent/guardian. The student will be required to sign documentation for checking in late and must receive an admit before attending class. If a student is to check out before regular dismissal time, the student will be required to sign documentation for checking out early and must have a note prepared by a parent/guardian stating the date and time of early checkout. This note will then be required to receive approval from the school administration. Parents who come to school to check out their children early must sign documentation for early checkout. Students will not be allowed to check out with friends, neighbors, or others unless a parent/guardian has clearly authorized such arrangements in writing. If a student becomes ill during the school day, permission to check out will not be granted until a parent/guardian or close relative has been notified.

## **CLUBS/ORGANIZATIONS/ACTIVITIES**

- **BETA:** The BETA Club is a non-profit, leadership/service club for grades 9-12 whose purpose is to encourage effort, reward merit, and to promote the qualities of character that make for good citizenship. Membership in BETA signifies that the student has been approved by the administration of the school as a student of good character and mentality, creditable achievement, and commendable attitude—“a student worthy of special recognition because of outstanding attainment and promise.” Students must maintain a 3.0 GPA with no failures in any subject.
- **JR. BETA:** The Junior BETA Club is affiliated with the National Honorary Beta Club. The purpose of the



organization is to promote the ideals of honesty, service, morality, ethical conduct, and leadership among students and to reward scholastic achievement among students in grades 5-8. Qualifications for membership include (a) worthy, moral, and ethical character, (b) creditable achievement, and (c) commendable attitude. According to national by-laws, all students must be performing at or above grade level. A minimum cumulative 3.3 GPA is required for admission. (Only academic subjects are included in this GPA requirement.) There is a one-time national membership fee of \$13 and yearly local dues.

- **CHARACTER COUNTS:** Character Counts involves students that exhibit the seven traits of good character, as determined by the faculty of Simpson School. These traits are trustworthiness, respect, responsibility, caring, fairness, citizenship, and decision-making. It is the responsibility of the Character Counts Team to be positive role models and to prepare and deliver lessons concerning the various character traits to students in grades 3-5. Selection of the Character Counts Team is conducted by the faculty and administration each school year.



- **FBLA (Future Business Leaders of America):** FBLA is an association of students preparing for careers in business and business-related fields. The FBLA-PBL Mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. The purpose of FBLA is to provide, as an integral part of the instructional program, additional opportunities for students in business and/or business-related fields to develop vocational and career competencies and to promote civic and personal responsibilities. Active members shall be 7-12 grade students who become members while enrolled in business and/or business-related fields, who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations, and possess qualities for employment. Active members shall pay dues as established by FBLA.



- **FCCLA (Family, Career, and Community Leaders of America):** FCCLA is the only student organization that promotes family, careers, and community service. Requirements for membership: must be currently enrolled or have successfully completed a Family & Consumer Sciences class.



- **Quiz Bowl:** Students on the quiz bowl team participate in academic competitions throughout the parish, region, state, and nation. Students interested in participating in Quiz Bowl are encouraged to try out for the Quiz Bowl Team. The sponsor will determine members on the team and alternates after try-outs.



- SADD (Students Against Destructive Decisions):**  
 The mission of SADD is to promote safe and sober lifestyles by educating youth and empowering them to take an active role in promoting traffic safety, positive decision-making, prevention of underage drinking, and the use of other drugs. SADD is an inclusive, not an exclusive, organization. SADD recognizes that the pressures on young people to drink, use illicit drugs, and engage in other unhealthy behaviors are strong. SADD seeks not to punish or alienate those students who make unfortunate choices but rather aims to inform, educate, support, and empower young people to make positive decisions in their lives. Membership requirements are: assist in promoting the mission of SADD, regularly attend club meetings, and pay membership dues by the deadline. Members are also expected to behave in a fashion that adheres to the purpose of SADD and follow guidelines published in the SHS student handbook. The faculty sponsor reserves the right to dismiss any member from the club, a club meeting, or club activity due to inappropriate or disruptive behavior.
- 4-H:** 4-H is offered to 4<sup>th</sup>-12<sup>th</sup> grade students in elementary (4-6 grades), junior (7-8 grades), and senior (9-12 grades) clubs. Youth participating in 4-H have an opportunity to learn necessary life skills such as communication, leadership, and team work through a variety of contests and activities at the school, parish, state, and national levels. At the school level, officers are elected in each club and are responsible for conducting monthly meetings (with the supervision of the organizational leader) and other duties such as fundraising, community service/service learning, etc. At the parish level, all youth have the opportunity to participate and compete in events such as Livestock Competitions, Judging Day, Demonstration Day, Teen Leader Club, Food Festival, and much more. To join 4-H, interested youth should contact the school sponsor and pay the required dues. The clubs will meet monthly with the parish 4-H agent.
- STUDENT COUNCIL:** The Student Council is a high school student government organization which assists with the organizing and administering of student and school activities, as well as community and parish service activities. It is composed of three students from each high school class—the president of each class, another representative of the opposite gender elected from each class, and a representative nominated by the homeroom teachers of each respective class. Qualifications are the same as for class officers.
- FCS (Fellowship of Christian Students):** The FCS meets each Tuesday morning, beginning at 7:30 am, for a time of fellowship, devotion, sharing, and inspiration.



Attendance and membership is open to any student desiring to participate.

### **CLASS OFFICERS**

Each grade-level of students in grades 9-12 will elect class officers, by majority vote in a class meeting at the beginning of the school year, to serve in the various capacities relative to the affairs of the respective classes. These officers will be: President, Vice-president, Secretary, Treasurer (*Jr. Class Only*), and Student Council Representative. Qualifications of class officers are: 2.0 minimum cumulative GPA, demonstration of capable leadership skills, and no out-of-school suspensions for the current school year. In the event a student is elected as a class officer and then receives an out-of-school suspension, that officer must then forfeit their position.

### **CLASS FAVORITES**

Class favorites for each grade-level of students in grades 9-12 will be elected by each respective class of students after the first semester each school year by a majority vote in homeroom. Class favorites to be elected are: Most Likely to Succeed, Best All Around, Most Studious, Best Personality, Most School Spirit, Most Athletic, and Wittiest. Qualifications for class favorites are: 1.5 minimum cumulative GPA, no grade of "F" in the preceding semester, and no out-of-school suspensions for the current school year.

### **CVC CLASSES**

Grades earned for Compressed Video Classes (CVC) classes will be solely determined by the CVC teacher (off-campus). Grading for CVC classes will follow the Vernon Parish Grading Scale. The CVC teacher will enter all grades for each six weeks. The administration of Simpson High School has no contact with the CVC instructor other than receipt of grades. Conferences with CVC teachers need to be scheduled with the teachers' home-based school.

### **CONSUMPTION**

The consumption of any candy, snacks, food or drink is prohibited in all areas of the school campus except in the cafeteria and designated concession areas during designated times. Chewing gum is prohibited in all areas and at all times.

### **CONTRABAND**

All of the following are prohibited on campus. **PLEASE BE ADVISED THAT THESE ITEMS WILL BE CONFISCATED:** *DVD players, mp3/iPod players, CDs, DVDs, electronic games, pagers, toys, radios, cameras, lasers, trading cards, personal items, super glue, liquid paper/white-out, or other items deemed inappropriate.*

The administration and faculty reserve the right to confiscate any above item or similar items which may be deemed to be hazardous and/or is a distraction to the

normal learning environment. Any confiscated item will be returned at the end of the school year.

### **COURTESY**

Students are to be considerate of the rights of others. Normal or conversational tones are to be used at all times. Students are not to loiter in the halls during class changes. Students are to move at a reasonable pace in the halls at all times. Running in the buildings is prohibited, except in the gym or during PE classes.

### **DISCIPLINE POLICY**

The Vernon Parish School Board Discipline Policy will be utilized when determining consequences for violations and misconduct.

### **DISMISSAL PROCEDURES AND ROUTINES**

Students will be dismissed from school each day according to the bell schedule. Parent pick-ups will be conducted in front of the auditorium at the designated time. Vehicles should line up behind the buses and to the left of the solid white line in front of school. Except in rare instances, no vehicles should pick up students at any other locations, *including the parking lots, shop, highway shoulder, or rear of school.*

Any *elementary student* who rides with a high school student is to remain in his/her classroom until the high school driver obtains the elementary student from the classroom.

*All requests for authorization to deviate from normal dismissal/departure routines, including early dismissal, must be done in writing prior to 2:30 pm each day.*

*No student will be allowed to be checked out of school after 2:30 pm. If a parent needs a child after 2:30, that parent may wait in the parent pickup line.*

### **DUAL ENROLLMENT**

Grades earned for Dual Enrollment classes will be solely determined by the Dual Enrollment teacher (off-campus). Students enrolled in a Dual-Credit course given by or through an accredited university will follow the grading scale from that university. The only grades a student will receive for a Dual class are a first semester grade and a final grade. (No six-weeks grade will be given.) The administration of Simpson High School has no contact with the Dual Enrollment instructor other than receipt of semester/final grades.

### **EXCUSED FROM CLASS**

Students must always report to their assigned teacher's class *prior to* requesting to go to the counselor, office, another teacher, etc. Any teacher or school personnel needing to see a student must make a written request and receive

written permission from the teacher to whom the student is assigned. **No student may leave a class without that teacher's written permission.**

### **FIELD TRIPS/PERMISSION FORM**

Field trips may be scheduled with the approval of the principal. Field trips are for the designated teacher's students **only**. Siblings/friends/relatives are not eligible to participate. Chaperones are by teacher request only. Permission forms must be completed and trip fees paid (if applicable) by a parent/guardian **by the teacher's scheduled due date** before a student will be allowed to participate in a field trip. Additions after this date are not allowed. Because student counts are due well in advance, once a student commits to the trip and all applicable fees are paid, fees cannot be refunded. If students are to bring a lunch/drink, the parent is responsible for providing such items prior to the student's arrival at school.

Because of insurance regulations, only students and faculty members of Simpson High School are allowed to ride on the buses.

### **FIGHTING**

Students involved in a fight at school, on school premises, or at any school related activity will be suspended according to the Vernon Parish School Board Discipline Policy. Law enforcement will be contacted if necessary.

### **FIRE DRILLS/FIRE ALARM**

Fire drills will be conducted on a scheduled basis. Any student pulling a fire alarm without permission from the administration or an actual fire will be suspended.

### **FIREWORKS**

The possession, use and/or discharge of any form of fireworks at school, on the school premises, or at any school related activity will result in any student involved in such activity being suspended for an appropriate length of time.

### **HARASSMENT, HAZING, BULLYING, THREATS**

Any and all forms of harassment are prohibited on the school campus and at any school related activity. When students feel that a harassment situation may be occurring, or has occurred, they are to inform a faculty member and/or a school administrator immediately, and appropriate steps will be taken to determine the credibility of the accusation and appropriate action can be taken.

Any hazing and/or initiating activities are prohibited on school campus and at any school related activity. Penalties will be issued to any student who hazes, initiates, or harasses another student.

Threats are serious, and will be considered as such. If a student is threatened, or hears or sees a threat, he/she should immediately inform a faculty member and/or school administrator. The principal should be contacted. If none of the above persons are available, notify the Vernon Parish Student Hotline (238-

1604). Although this call is anonymous, the call is routed into the parish 911 system. The school administration will investigate the report. If the threat could lead to serious injury, death, or property damage, the local law enforcement agency will be contacted. If a serious threat is verified, punitive measures will occur to include suspension and a hearing with the Child Welfare Supervisor.

### **ILLNESS**

In cases of student illness, the office staff or school nurse will contact the parent/guardian to make needed arrangements.

### **LEAVING CAMPUS/SKIPPING CLASS**

Any student leaving school campus, or a class, without permission, or without following proper check-out procedure, will be subject to disciplinary procedures.

### **LIBRARY**

Students are required to conduct themselves appropriately in the library at all times. Extreme care is to be taken with all property of the library. Any student owing library fines will not be allowed to check out any library materials until all fines are paid. If fines have not been paid by the end of the school year, report cards and other records may be held until all such fines are paid.

### **MAINTENANCE OF PERSONAL & SCHOOL PROPERTY**

Students are expected to be responsible and to keep binders, notebooks, and all other educational supplies neat, orderly, and properly stored. Textbooks, other books, and all other school or parish-owned materials are to be well maintained. If damage or loss of personal, school, or parish materials occurs, the responsible student will replace or compensate for such items promptly. Depending on the nature of the damage or loss of supplies, the administration may also impose further consequences. Lockers are to be kept orderly, cleared of unnecessary papers/materials, and able to be closed completely. No stickers, posters, etc., should be displayed on the exterior of a locker, unless approved by the administration.

### **MEDICATIONS**

Only medications prescribed by a physician for a student are allowed on school campus. These medications will be securely stored and administered only in the main office. Students are not allowed to possess any form of medication, prescription or otherwise, in their possession. All students taking prescribed medication must have the proper documentation that is required by the Vernon Parish School Board.

## **MR. /MISS SHS**

Mr. and Miss SHS will be elected each school year during the second semester. The names of all senior class students who meet the qualifications for Mr. & Miss SHS will be placed on a ballot, and each student in grades 9-12 and each faculty member of Simpson School will be entitled to one vote each for Mr. & Miss SHS. Mr. & Miss SHS will be elected by a plurality vote. Qualifications for Mr. & Miss SHS are: member of senior class, 2.0 minimum cumulative GPA, no semester grade of “F” in the first semester, and no out-of-school suspensions for the current school year.

## **PROFANITY**

The use of profane, obscene, or vulgar language, whether verbal, printed, or written, is prohibited on school campus or at any school related activity and will result in disciplinary action.

## **RESPECT**

Students are to display respect for all employees—teachers, substitute teachers, aides, bus drivers, cafeteria workers, custodians, office staff, and visitors at all times. Students are to conduct themselves as young ladies and gentlemen. Overt displays of affection are not allowed at school or any school related activity. A “no-touch” rule is in effect on campus.

## **“S” CLUB**

The “S” Club of Simpson School is an elite and prestigious club recognizing the academic excellence of high school students. It is based on students’ GPA for the current school year. Students who qualify for the “S” Club, along with their parents, are honored at the “S” Club banquet conducted at the end of the school year. Qualifications for the “S” Club are: 3.5 minimum GPA for the current school year, no more than one “C” for any grading period for the year, and no grade lower than “B” for the semester.

## **SAFETY**

**DRUGS & ALCOHOL:** The possession or use of alcohol or tobacco products, illegal or illicit drugs, drug paraphernalia, or any imitation of these is prohibited on school campus and at any school related activity. Violation of this policy will result in immediate suspension with the possibility of expulsion.

**WEAPONS:** Guns, knives, or any other instruments that can be used as weapons are not permitted on school campus or at any school related activity. Violators will be punished as prescribed by law.

**SEARCH & SEIZURE:** Students, lockers, book bags, gym bags, vehicles, etc. are subject to be searched in order to secure the health, safety, and welfare of students, faculty, and staff members or anyone on the campus.



**SURVEILLANCE:** Vernon Parish School Board policy authorizes the use of open and/or concealed video/surveillance cameras on school property. Video recordings may become a part of a student’s educational record.

**OFF LIMITS AREAS:** The following areas are off limits during the school day unless exceptions have previously been made:

- 1) Parking lots (except when arriving and departing school)
- 2) The front of the school campus
- 3) West of school
- 4) Area between old and new buildings (except for passage to classes)
- 5) Elementary portion of building—for high school students
- 6) High school portions of buildings—for elementary students
- 7) Business and residences adjacent to the school campus
- 8) Construction areas

### **SPORTSMANSHIP**

All athletes, students, fans, and spectators are expected to exhibit the highest qualities of sportsmanship at all contests. In the event that any Simpson student or Simpson fan is ejected from a contest, that person may be prohibited from attending any future contest in that sport for the remainder of the school year.

### **SUPPLIES**

Students are expected to be responsible and to have all necessary educational supplies and materials, i.e. textbook(s), paper, pencils/pens, notebooks, etc. for every class. Failure to do so will result in appropriate consequences being taken.

### **TARDINESS**

Tardiness to each class and to school is a violation of state and local policy and a distraction to the educational process. Violators will be subject to disciplinary actions following the **third tardy**.

### **TELEPHONE**

The school’s telephones are intended to be used for school business. Therefore, the telephones will generally not be available for student use. Students will not be excused from class to use the telephone, except in the case of an emergency. Only in the case of a bona fide emergency will a teacher allow a student to exit a class to go to the office to use a telephone. *Telephone messages from parents/guardians will be given to students only between classes, except in the case of an extreme/unusual emergency.*

### **TECHNOLOGY ACCEPTABLE USE POLICY**

#### ***(Code of Conduct)***

Each school year, the Vernon Parish School Board requires student and parent/guardian signatures on the “Technology Code of Conduct” and delineates

the “Acceptable Use Policy.” Please sign, return, and familiarize yourself with that document.

All students will be using technology as a matter of routine and will be utilizing the internet in the course of their studies due to the courses undertaken. Students are expected to take proper care and respect of the properties and rights of others and abide by the expectations and limitations of the “Acceptable Use Policy.” Violators will be dealt with accordingly and consequences will be enforced.

## **TEXTBOOKS**

Textbooks will be issued to students for use during the school year. Each student is responsible for maintaining all textbooks assigned to them. This is especially true for bar-coded textbooks. The bar-coded textbook turned in must match the one issued. It is recommended that students write their names and current school year in the appropriate section of each textbook. If a textbook is lost or damaged, the student will be required to make restitution. Students’ textbooks, notebooks, etc. must be kept in each individual student locker when not in use. These materials may not be stored in classrooms, locker rooms, hallways, **or other students’ lockers.**

## **TITLE I**

Title I is the nation’s largest federal assistance program implemented in Vernon Parish Schools. Title I has long been the selected vehicle for the federal government to implement the dual missions of the Department of Education: enforcing equity and promoting excellence in education. Schools may qualify for Title I assistance when a minimum of 40% of the students meet certain income guidelines. Simpson School has met those guidelines for the 2015 – 2016 school year. Most of the money allocated to Simpson School will be utilized to purchase and provide materials to enhance and supplement our educational process. Also, 1% of this funding will be utilized for parental involvement materials.

## **TRANSPORTATION**

Transportation to and from school is provided by the Vernon Parish School Board by school bus. Although formal classroom behavior is not required while being transported on a school bus, there are still required behavioral constraints while riding the school bus. All students are instructed in “Safe Riding expectations of behavior delineated by the Positive Behavior Support Plan, at the beginning of each school year. These must be strictly enforced to ensure safety for all concerned parties. Students may be prohibited from riding a school bus due to behavioral problems exhibited while being

transported on a school bus. Students are not required to ride a school bus, but instead may drive a private vehicle to/from school (*if properly licensed, insured, and registered*), ride to/from school with another student(s) or parent/guardian, or walk to/from school. A form to designate transportation preference will be provided to every parent/guardian for each student at Simpson School. This will assist the school staff in properly and safely monitoring student transportation.

**VANDALISM**

Intentional defacing and/or destruction of public, personal, or private property is prohibited. Violators will be required to make full compensation and restitution for any and all damages, be subjected to disciplinary action, and may be subject to criminal charges.

**VISITORS**

All visitors to the school are expected to abide by the student dress code. If visiting beyond the main office, visitors must record the date and time and be issued a visitor’s pass. This pass must be visible at all times in order for the visitor to gain access to a student or a classroom. Visitors will return the pass to the main office and sign out before leaving the campus.



## **PARENTAL INVOLVEMENT POLICY**

The administration, faculty, and staff of Simpson School recognize the importance of parental involvement in the goal of academic excellence for every child. Simpson School acknowledges that parents are an integral part of a student's educational career. Parents lay the foundation on which educators build character, integrity, independence, and knowledge. This policy will serve as a guide for the involvement of parents. Working together as a team, parents and the school staff will prepare students to become lifelong learners.

Simpson School encourages parental involvement in the following ways:

- To enhance and enrich classroom instruction through volunteer services,
- To serve as parent representatives in the development, review, and revision of the school's parental policy, PTO policies, school improvement plan, and other school wide plans,
- To express ideas and concerns by responding to surveys and questionnaires and through verbal communication with faculty and staff,
- To become actively involved in school wide activities as approved by the administration and/or club sponsors and teachers.

Parents play a very important role in their child's social and academic growth and development. With their cooperation and guidance, parents can help to promote a successful educational experience for their child. Simpson School recognizes the advantage that being an involved parent brings to a student's self esteem and positive learning experience.

### ***Parental Involvement Policy General Statements:***

It is the responsibility of Simpson School to develop a Parental Involvement Policy to ensure the following:

- Provide opportunities for parents to share their concerns, suggestions, and options regarding the design and implementation of Simpson School programs,
- Provide ongoing, systematic communication and consultation with parents regarding decisions about student performance, instructional programs, and school policies,
- Provide opportunities for parents to become actively involved in all school matters that will assist them with the education of their children.

### ***Parental Involvement Policy Procedures:***

- \* Invite parental input in policy development.

- \* Provide copies of all written policies to parents.
- \* Involve parents in the review and revision of policies.
- \* Specific activities for parental involvement include the following:
  1. Provide parents with reports of their child’s progress at regular intervals. (Mid-six weeks progress reports, report cards, LEAP reports, monthly newsletters, etc.),
  2. Provide access to the parent command center as a way of accessing the students’ grades at any time (grades will be updated at least weekly),
  3. Provide opportunities for parent/teacher conferences,
  4. Provide opportunities for parents to learn about the curriculum, standards, and assessment measures through special documented meetings,
  5. Invite parents to dine with their children at any time and on “Special Days,”
  6. Extend invitations for parents to attend all school events, such as PTO meetings, parent orientation, social studies fair, Open House, music programs, school assemblies, student recognition programs, and book fairs,
  7. Provide opportunities for parents to visit classrooms during formal instruction and also observe during student socialization while at lunch, P. E., and recess,
  8. Distribute parent/student handbooks that outline responsibilities of students and parents.

***Parental Involvement Policy School Responsibility:***

- To inform parents of all meetings, assemblies, programs, and conferences in a timely manner,
- To provide written documentation of all meetings and conferences,
- To address concerns about any school policy in a timely manner,
- To provide a sign-in log for parent volunteers.

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**ATTENTION:**

THIS PAGE, CONTAINING THE FOLLOWING STATEMENT, MUST BE SIGNED AND DATED BELOW AND RETURNED TO THE HOMEROOM TEACHER WITHIN ONE WEEK OF RECEIVING THIS HANDBOOK. YOUR COOPERATION IN EXPEDITING THIS MATTER IS GREATLY APPRECIATED.

REMOVE THIS PAGE, SIGN THE FORM AT THE BOTTOM OF THE PAGE IN THE APPROPRIATE SPACES, AND RETURN IT TO THE STUDENT'S HOMEROOM TEACHER. RETAIN THIS HANDBOOK FOR FUTURE REFERENCE FOR YOU AND YOUR FAMILY.

“AS STUDENTS AND PARENTS/GUARDIANS, WE HAVE READ THE INFORMATION INCLUDED IN THIS HANDBOOK AND AGREE TO COMPLY WITH THE RULES, REGULATIONS, POLICIES, GUIDELINES, AND ROUTINES AS STATED HEREIN.”

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Parent's/Guardian's Printed Name

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Student's Printed Name

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Parent's/Guardian's Signature

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Student's Signature

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