

West Feliciana High School Student/Parent Handbook 2009-10



West Feliciana High School
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Nondiscrimination Statement:

The West Feliciana Parish School Board adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, or national origin (Title VI the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact Nancy Dreher, Title IX Supervisor at (225)635-3891.

WEST FELICIANA HANDBOOK

GENERAL INFORMATION

Welcome

We welcome you as a student to our school. As a citizen of this school and of this community, you will follow the rules that are established for the well-being of the entire student body.

Be proud of your school. Take good care of it and feel free to make constructive suggestions for improving it. As a school citizen, you must behave properly. You will have the opportunity to learn necessary and useful skills for the future. As a new student, you may find some things unfamiliar at first, but you will soon become accustomed to them.

To Student

You must read the handbook carefully and consult with teachers and administrators about any part you do not understand. Knowing and understanding the contents of this booklet will help you not only enjoy your school days more, but also to be a better citizen of West Feliciana High School. Any situation that is not covered in this student-parent handbook will be decided by a **member of the administrative staff of West Feliciana High School.**

As a student you should:

- ✦ attend all classes daily,
- ✦ be punctual,
- ✦ be prepared with appropriate material,
- ✦ be respectful of all individuals and property,
- ✦ be properly dressed and groomed,
- ✦ abide by all rules and regulations,
- ✦ conduct yourself in a respectful, responsible manner and,
- ✦ **be where you are supposed to be, when you are supposed to be there, doing what you are supposed to be doing.**

To Parent

All of us at WFHS have the same goal for your children as you do: to give every one of them the opportunity and the guidance needed to realize their highest capacities. To accomplish that goal, full cooperation between home and school is essential.

The following statements are to help you make the fullest possible contribution to your child's success in school:

- ✦ **maintain regular communication with the school regarding academic progress and conduct,**
- ✦ **ensure daily attendance, (Call the office to report any and all absences.)**
- ✦ **assure your child's proper dress and grooming,**
- ✦ **maintain current home, work, and emergency telephone numbers and other emergency information,**
- ✦ **require a report card at the end of each six-week period,**
- ✦ ***refrain from telephoning students during school hours. Contacting a student on his/her cell phone will result in disciplinary action for the student, including Saturday detention.***
- ✦ **read and familiarize yourself with the contents of this handbook.**

Conflict Resolution

Conflicts occur in a school setting in spite of our best efforts to avoid them. Sometimes these conflicts are a result of a misunderstanding or a lack of communication or poor judgment or an honest mistake. Our goal is to avoid these problems whenever, and wherever possible. When they do occur we would like for the following steps to be followed:

- ✦ Student conference with teacher.
- ✦ Parent conference with teacher/counselor/assistant principal.
- ✦ Parent conference with Principal.

Philosophy

The purpose and responsibilities of the school are to teach students the democratic principles and to equip them with the essentials that will permit them to live a happy, successful, useful, and abundant life in our democratic society.

Students will be given opportunities to think logically and to express themselves. They will be offered guidance to enable them to make wise decisions, and encouragement in order to realize their capabilities and limitations.

Students will be provided with programs that will allow them to mature academically, physically, and emotionally, and which will enable them to show leadership, creativity, initiative, teamwork, and cooperation. Students will also be encouraged to take pride in, and show respect for their school, their community, their country, and themselves.

School Objectives

The general objectives of self-realization, healthy relationships, civic responsibility, and economic efficiency are accepted by the faculty at West Feliciana High School. The curriculum, as well as the extra-curricular activities, is planned to contribute to these ends.

In order to prepare individuals for the competitive society in which they live, we must evaluate the progress made toward certain goals. The following statement of specific objectives is imperative to such an evaluation.

- ✦ To help all students develop basic computation, reading, and communication skills that will enable them to function in the community.
- ✦ To maintain a disciplined environment in which teachers and students will be able to work efficiently.
- ✦ To provide counseling and classroom activities that will assist students in making wise career choices.
- ✦ To provide a sound testing program that will assist students in assessing their capabilities and limitations.
- ✦ To communicate with parents frequently for the purpose of achieving closer cooperation with teachers.
- ✦ To promote the high qualities of citizenship by teaching individual responsibilities, and cooperation through class work in civics, project work, band and choral activities, competitive sports, and student social activities within the school.
- ✦ To give basic training in reasoning through class work in mathematics, home economics, agriculture, industrial arts, and business education, and to acquaint young people with the biological and physical principles which govern the world in which they live through class work in biology and other sciences, physical education, agriculture, industrial arts, and home economics.
- ✦ To stress in all class work, legible writing, clear speaking, good sentence structure, accurate spelling, and accepted forms of punctuation and capitalization, in order that the student be properly prepared to communicate effectively in the world, and as a citizen.
- ✦ To teach the importance of health, safety, and sanitation through classes in physical education, general science, agriculture, biology, services of the cafeteria, athletics, and the sanitation and safety measures taken in the school plant.
- ✦ To prepare young people for leisure-time activities in later life by offering worth-while examples in physical education, band and choral activities, arts and crafts, library, intramural and competitive sports, and other student activities.
- ✦ To develop salable skills, understanding, and attitudes of respect for one's peers and for cultural ideas different from one's own, which make the worker an intelligent and productive participant in economic life.

Our Beliefs

- 1. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.**
- 2. Students learn best when they are actively engaged in the learning process.**
- 3. Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.**
- 4. Teachers, administrators, parents, and the community share responsibility for the school's mission.**
- 5. A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.**

6. **A safe and physically comfortable environment promotes student learning.**
7. **Students' learning needs should be the primary focus of all decisions impacting the work of the school.**
8. **All students can learn.**

Our Mission

West Feliciana High School's commitment to continuous improvement shall be evidenced by providing all students with a safe environment and a variety of instructional approaches that will reinforce their physical, social, emotional, and intellectual opportunities.

ATTENDANCE

Regular attendance is not only a matter of state law, but is essential for success in your school work. While enrolled at West Feliciana High School, your number one job is attending classes regularly and fulfilling all class requirements. Regular and punctual attendance is a habit and should be cultivated early in your career. Excessive absences will negatively affect class performance and grades.

State law requires that any student who misses more than seven days first semester or seven days second semester, without a doctor's excuse or permission from the Supervisor of Child Welfare and Attendance, shall not receive credit for that course, regardless of the grade earned. In addition, students with excessive absences must attend a hearing with the Supervisor of Child Welfare and Attendance as mandated by "No Child Left Behind".

Perfect Attendance

In order to achieve perfect attendance, a student cannot miss any part of any class period except to participate in a school activity or field trip.

Temporarily Excused Absences

Students shall be considered temporarily excused from school for personal illness, serious illness in the immediate family, death in the family (not to exceed one week), or for recognized religious holidays for the students' own faith. Any absence of five days or more must be verified by a physician. Notes requesting such absences must be written and signed by a parent or guardian in order for make-up work to be allowed. All other absences shall be considered unexcused. No make-up work will be allowed, and failing grades shall be given for any work missed due to unexcused absences. Forged notes from home will result in an unexcused absence being recorded, as well as other disciplinary action.

The only exception to the attendance regulation shall be if extenuating circumstances are approved and verified by the Supervisor of Child Welfare and Attendance. Extenuating circumstances are as follows:

- ✦ extended illness, hospital stay, or recuperation from an accident verified by a physician
- ✦ educational travel which has been approved **in advance** by the school system
- ✦ natural catastrophe and/or disaster

Absences due to School Activities

Absences due to participation in school activities shall be counted as excused, with make-up work allowed. A school activity shall not count against perfect attendance.

BMC

Students in BMC shall be counted as present.

Returning To School After An Absence

Students returning to school after a day's absence or the absence of a class period must bring a signed note from a parent or guardian stating the reason for the absence. The note must be turned in to the attendance office and an admit will be given. The admit will be signed by all teachers whose classes were missed. The note must contain the reason for the absence, date of absences, signature of parent or guardian, and a phone number where that parent or guardian

can be reached. Unacceptable notes will result in an unexcused absence, and the student shall be given failing grades for all work missed. **Parents are asked to phone the attendance office whenever the student is absent. Notes from home do not excuse absences for state attendance records. They only allow students to make up work missed during an excused absence.**

Doctor excuses must be submitted by the final day of the semester exams.

Make-up Work

After an excused absence, it is the responsibility of the student to make arrangements with the teachers immediately upon return to make up work missed. Students will be allowed to make up all work including tests and other graded material unless they received an unexcused absence. The make-up work does not have to be an exact duplication of the work missed. Teachers shall establish the time and place of the make-up work.

Students who are in school when a test or assignment is announced and who miss only the day of the activity and return the next day, will be expected to take the test or complete the activity upon the day of their return. Students who miss more than one day consecutively will be allowed a minimum of one day for each day missed before being required to make up a test, turn in material, or complete an activity. This will not exceed five days. If after notification, the student fails to accomplish make-up in the allotted time, a grade of "0" will be recorded. Students who have been suspended will not be allowed to make up work missed and shall be given a "0" for any assignments. The same rule applies for students who skip class or have an unexcused tardy, whether they are suspended or not. A student who misses one day, in which an unannounced quiz was given, shall take the quiz upon their return, unless the teacher deems otherwise.

Checking In

All late arrivals must check in at the attendance office immediately upon arrival on campus. Any student arriving during first hour, but after 8:00A.M., must be accompanied by a parent, or the parent must have notified the attendance office before the student arrives on campus. Students will not be allowed to check in after first hour unless accompanied by a parent, or by having a doctor's or dentist's excuse. Students enrolled in a first hour study hall must adhere to regular attendance requirements. A student on campus without officially checking in shall be found in violation of school policy and subject to suspension.

Once a student arrives on campus, he/she is officially here and cannot leave the campus until the school day is over, or he/she officially checks out.

Checking Out

West Feliciana High School is a closed campus. Students may not leave the campus before the end of the day without doing so officially. Students may check out only in the custody of their legal guardian or after the office has obtained permission from their guardian. No other person can check a student out of school without the permission of the legal guardian.

Students checking out during the school day will remain in class until they are called by school personnel. Exceptions may be made in the case of illness or other emergencies.

Students who wish to check out because of a doctor's appointment, funeral, etc. must bring a written note from a parent or guardian indicating time, reason, and a phone number where they can be reached. **This note should be brought to the attendance office before the start of school.**

Reasons other than medical appointments, funerals, or sickness will be unexcused absences. Students checking out for any other reason may not return to campus for the remainder of the day. **Students will not be allowed to check out, and then check back in later in the day, other than for medical appointments, funerals, or with administrative permission.**

Students who feel the need to check out due to illness must report to the attendance office. The attendance clerk will try to contact the parent by phone. Phone check outs will be limited to emergencies only. Any student who checks out must depart immediately.

Tardies

Being tardy, or late for class, is considered a distraction and will not be tolerated. If a student is more than five minutes late without proper cause, the student will be considered as cutting class. Students are to be in their assigned classes at the designated times. No student should be in a class not scheduled, nor out of a class scheduled in, **without a hall pass or permission from the office.**

ACADEMICS

Alternative Placement

A G.E.D. program is offered at the high school level. Applications for this program are available in the spring. For information, please contact the guidance office.

Options Program

West Feliciana High School will offer an Options Program for students who do not plan to receive a regular high school diploma, but are interested in a skills certificate or GED. Information is available through the Guidance office. All school rules and policies must be adhered to by students participating in this program.

Accelerated Mathematics Program

Students receiving a Carnegie Unit in Algebra I in the 8th grade are expected to continue the accelerated mathematics program in grades 9 through 12. Those students will take geometry (A), Algebra II (A), pre-calculus, and Calculus AP.

Students who complete Algebra I in the 8th grade with a B or better will receive a “P” (**Proficient**) on their transcript.

Special Mathematics Requirements

Students who must repeat a semester of Algebra I, Geometry, and English II will automatically be enrolled in Algebra I, Geometry and English II Recovery class. This course will be taken in place of an elective.

Correspondence Courses

Correspondence courses are designed for those students who need to remove academic deficiencies in order to meet high school graduation requirements. The following guidelines for correspondence course work are effective for students in grades 9-12:

- ✦ Students may enroll in a correspondence course only after the student and parent consult with a counselor and the principal, and the principal grants approval.
- ✦ Students may not enroll in a correspondence course prior to the 2nd semester of their junior year.
- ✦ Students may not enroll in a correspondence course in a subject **REQUIRED** for graduation unless that course has already been attempted at the school level. Ninth grade level required courses may not be taken through correspondence, even though the student has reached 2nd semester junior status.
- ✦ If a student is enrolled in a correspondence course that is a prerequisite to a course that will be taken during the regular school year, at least ½ credit must be earned in the correspondence course before the student is allowed to enroll in the next level course. The grade and credit earned must be received at the school no later than one week prior to the date of registration for the next school term.
- ✦ Seniors enrolled in correspondence courses must complete all course work no later than April 24. Grades and credits earned must be received at the school no later than the last day those senior grades are due to be turned in to the guidance office. Grades received after that date will not be considered, and students **WILL NOT** be eligible to participate in the graduation ceremony.
- ✦ Parents may appeal for a waiver to the above requirements based on extenuating circumstances to the School Building Level Committee. The SBLC will interview the parent and review the request within ten school days of the receipt of the appeal, and will make a recommendation to the principal. The principal will make the final decision.

Senior Project

Seniors must enroll in the Senior Project class if;

- ✦ They are enrolled in an AP course.
- ✦ They are enrolled in a dual enrollment course.
- ✦ They have a composite of 20 or better on their ACT.

If a Senior who meets the above criteria is scheduled into 7 academic courses, that student may not have to take the Senior Project class, with the principal's permission; but must complete a senior project through his/her English class. The student will not receive a credit for the Senior Project class.

ACT Assessment

- ✦ Students **MAY NOT** register for the ACT until their JUNIOR year.
- ✦ Juniors who took Algebra II in the 10th grade may take the ACT beginning with the October test.
- ✦ Juniors currently enrolled in Algebra II may take the ACT beginning with the February test.
- ✦ Students who have not taken a college preparatory curriculum must meet with a counselor before registering for the ACT.
- ✦ Students are responsible for meeting the ACT requirements of the college/university in which they are interested. Non-credit developmental courses may be required if students do not meet ACT requirements in English, math, and reading.

NCAA Eligibility

Students interested in participating in collegiate athletics must register with the NCAA Clearinghouse. There are minimum ACT, core curriculum, and GPA requirements that must be met. Students are responsible for making certain that all Clearinghouse information is submitted and that all other requirements are met. This information is available in the Guidance Office.

Advanced Placement and Honors Classes Grading Policy/Pre-Requisite

Extra quality points will be awarded for honors and advanced placement courses **pending the completion of the Advanced Placement examination**. No extra quality points will be awarded if advanced placement examinations are not completed. The grading scale for those courses will be the same as for other courses. However, an extra quality point will **only** be awarded for a grade of "C" or higher.

Calculation of Grade Point Average

The grade point average (GPA) is very important for students. It is used for determining class rank during the senior year and for other academic awards.

Please note that EVERY semester grade (1st, 2nd, Summer) is used in calculating cumulative GPA for grades 9-12. Cumulative GPA is determined in the following manner:

Total number of quality points earned in grades 9-12 divided by
Total number of grades earned each semester in grades 9-12

Semester GPA is determined in the following manner:

Total number of quality points earned during semester divided by
Total number of grades earned for the semester

Grading Policy

Grading periods will be on a semester basis. Students will receive a report card at the end of each semester. Progress reports will go out at the end of the 1st, 2nd, 4th, and 5th six weeks. The grading scale is as follows:

- A - 94-100
- B - 87-93
- C - 76-86
- D - 65-75
- F - 64-below

These marks are derived from the cumulative grades earned by the student during the grading period. Only two grades will be given; one at the end of each semester. A numerical average will be assigned for each semester for the

report card. The letter grade equivalent will be used on cumulative records for determining the grade point average. Semester grades of .5 and above will be rounded to the next whole number. For example, 64.8 rounds to a 65 but a 64.4 remain a 64. Grades 9-12 are on a semester system. A ½ Carnegie Unit is earned for completion of each semester passed (minimum grade of “D”). In order to receive one credit for a course, both semesters must be passed. If a semester is not passed, it must be repeated. Semesters are not averaged together.

Quality Point Calculation

Quality points are earned in the following manner:

Grade	Honor/AP classes	Regular classes
A	5	4
B	4	3
C	3	2
D	1	1
F	0	0

Students may repeat a course which they previously passed in order to improve their knowledge or skill in a particular class, with the approval of the administration. However, the grade(s) and credit received in the course the first time it was taken will be the official grade(s) and credit recorded on the transcript. Students will receive grades for the repeat course, but cannot count the repeat course for credit. All grades received in a course will be computed in the student’s overall grade point average.

Class Rankings

West Feliciana High School students are ranked on a scale of 4.00 from highest to lowest. Only seniors who are addressing the regular high school diploma are ranked in the group. In computing the grade point averages, all letter grades earned by a student from grades 9th-12th are figured in the total number of grade points earned. The total number of quality points is then divided by the total number of letter grades earned. All averages are rounded to thousandths. For example, 3.7991 = 3.799 and 3.8635 = 3.864. Starting with the graduating class of 2011, valedictorian/salutatorian rankings will be determined by total quality points.

The following grading scales are used:

- A - 4 quality points
- B - 3 quality points
- C - 2 quality points
- D - 1 quality points
- F - 0 quality points

An additional quality point is given for each letter grade beyond a “D” for grades which are earned in honors and advanced placement courses. For these courses the following values are given:

- A - 5 quality points
- B - 4 quality points
- C - 3 quality points
- D - 1 quality point
- F - 0 quality points

Calculating GPA for Transfer Students

When calculating the grade point average for students who transfer into the system, extra quality points will be accepted only in those courses in which they are awarded at West Feliciana High School.

Schedule Change

Any schedule changes made after the second full week of the semester (10th day), shall result in a grade of WP (withdraw/pass) or WF (withdraw/failed), which will be noted on the cumulative record. A withdrawal shall result in the scheduling of a study hall in the place of the dropped class.

Early Graduation

West Feliciana High School does not allow students to complete graduation requirements in fewer than four years, regardless of the number of Carnegie Units they have earned. Students may be eligible for Early College Admission or Dual Enrollment provided they meet the criteria outlined in the **WFPSB Pupil Progression Policy**. The School Building Level Committee will review any evidence of extenuating circumstances provided by a parent/guardian, and will make a recommendation to the principal.

Foreign Exchange Student Policy

As a participant in the Foreign Exchange Student Program, West Feliciana High School has established the following guidelines for agencies and host families. Students will be accepted only under these conditions:

- ✦ No more than three exchange students per school year will be admitted.
- ✦ Students will be admitted for cultural exchange only. Credits will not be awarded toward a Louisiana High School Diploma. A student's home school will make the determination whether or not to accept the course work for credit toward a high school diploma or certificate in the student's home country. **EXCHANGE STUDENTS WILL NOT BE ALLOWED TO PARTICIPATE IN COMMENCEMENT/GRADUATION EXERCISES.**
- ✦ Students, regardless of grade placement in their home country, will not be placed in any grade higher than grade 11.
- ✦ Students who have graduated from high school in their home country will NOT be accepted as an exchange student.
- ✦ It is the responsibility of the agency placing students with a host family to contact the school prior to such placement. West Feliciana High School has the authority to accept or reject any applicant.
- ✦ Exchange students will be accepted only under the conditions noted above.

GRADUATION

The administration reserves the right to deny participation in graduation to students who may be deemed disruptive to the ceremony. Anyone attending graduation must have a ticket.

INCLEMENT WEATHER

The principal has the authority to change the time and date of graduation in the event of unforeseen weather conditions.

Graduation Requirements

English	4.0
Math	3.0
Science	3.0
Social Studies	3.0
P.E.	1.5
Health	0.5
Electives	<u>8.0</u>
Total	23.0 (thru graduation class of 2011) (Starting in 2012 – 24 Units)

****In addition to the above 23 Carnegie Units, a student must also pass the English-Language Arts, Mathematics and either Science or Social Studies part of the GEE to be eligible for and participate in graduation.**

Board of Regents Requirements

The Board of Regents curriculum mirrors that of TOPS with the exception that students must maintain a minimum cumulative GPA of 3.5 beginning with the class of 2001.

State Scholars Requirements

The State Scholars curriculum mirrors The Regents core. However, the three sciences must be Biology, Chemistry, and Physics.

TOPS Core Curriculum

UNITS COURSES

- 4 English I, II, III, and IV
- 1 Algebra I (one unit) or Applied Algebra IA and IB (two units)
- 1 Algebra II
- 1 Geometry, Calculus or an approved advanced math substitute
- 1 Biology
- 1 Chemistry
- 1 Earth Science, Environmental Science, Physical Science, Biology II, Chemistry II, Physics, Physics II or Physics for Technology (one unit) ***Beginning with the graduating class of 2008 and thereafter, Agriscience I AND Agriscience II (2 units) maybe substituted for one unit required from among these science courses.**
- 1 American History
- 1 World History, Western Civilization or World Geography
- 1 Civics and Free Enterprise (one unit combined) or Civics (one unit, non-public)
- 1 Fine Arts Survey (or substitute two units of performance courses in music, dance and/or theater; or two units of visual art; or two units of studio art; or one unit of an elective from among the other subjects listed in this core curriculum)
- 2 Foreign Language (two units in the same language)
- *½ Computer Science, Computer Literacy or Business Computer Applications (or substitute a least one-half unit of an elective course related to computers approved by the State Board of Elementary and Secondary Education or one-half unit as an elective from among the other subjects listed in this core curriculum)

16.5 Units (Beginning in 2008, 17.5 Units will be required)

****Beginning with the graduating class of 2008 and thereafter, an additional unit of advanced math or advanced science for a total of 17.5 units, will be required. The additional unit must be from among the following: Geometry, Calculus, Pre-Calculus, Algebra III, Probability and Statistics, Discrete Mathematics, Applied Mathematics III, Advanced Mathematics I, Advanced Mathematics II, Integrated Mathematics III, Biology II, Chemistry II, Physics, or Physics II.**

Graduation requirements beginning with Graduating Class of 2012.

LA Core 4 Curriculum

English – 4 units

- English I, II, III, and IV

Math – 4 units

- Algebra I or Algebra I – Pt. 2
- 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.

Science – 4 units

- 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.*

Social Studies – 4 units

- 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 Students*

Health – ½ unit

Physical Education – 1 ½ units

Foreign Language – 2 units

- 2 units from the same foreign language or 2 units of speech

Arts – 1 unit

- Fine Arts Survey or one unit of Art, Dance, Music, or Theatre*

*Approved IBC – related course may be substituted.

Electives – 3 units

Total – 24 units

Proposed Graduation Requirements (Students who opt out of LA Core 4)

English – 4 units

- English I, II, III, and IV or Senior Applications in English

Math – 4 units

- Algebra I or Algebra I – Pt 1 and Algebra I – Pt 2
- Geometry
- Remaining units shall come from the following: Algebra II, Financial Math, Math Essentials
- Advanced math – Pre-Calculus, Advanced Math-Functions and Statistics, Discrete Math, or a locally-initiated elective approved by BESE as a math substitute

Science – 3 units

- 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.

Social Studies – 3 units

- 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

Health – ½ unit

Physical Education – 1 ½ units

Electives - 7 units

Total - 24 units

WHAT IS TOPS?

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 five award components. See a counselor for eligibility and renewal requirements of each award. The Tech and Tech Early Start awards, which are presented in separate brochures may be obtained from the guidance office.

HOW AND WHEN TO APPLY FOR TOPS?

To apply for all TOPS awards a student must submit the Free Application for Federal Student Aid (FAFSA) for the academic year following the year he/she graduates from high school. For example, if a student will graduate from high school this year, submit next year's version of the FAFSA. The name of a Louisiana postsecondary school must be listed for the application to be considered. An abbreviated FAFSA may be filed in its paper form by students who do not qualify for federal grant aid. The FAFSA may be filed after January 1, and should be received by May 1 for priority consideration and, to avoid penalties, must be received by the final state deadline of July 1.* A FAFSA may be obtained from the high school counselor or college financial aid office or by call the Office of Student Financial Assistance at (800)259-5626, Ext. 2012 or a student may apply over the Internet at www.fafsa.ed.gov.

*A qualified student who enlists in the Armed Forces within one year of graduation from high school must enroll in an eligible college within five years of the date of graduation or within one year of separation from active duty, whichever is earlier. The veteran must not have been discharged with an undesirable, bad conduct or dishonorable discharge. A student, who meets these requirements and did not previously apply, must file a FAFSA within one year of separation from active duty.

Requirement for various TOPS Award - (computed on core courses only)

TOPS Opportunity Award: 2.50 GPA and an ACT score of 20

TOPS Performance Award: 3.0 GPA and an ACT score of 23

TOPS Honors Award: 3.0 and an ACT score of 27

What is the TOPS Tech Award/Tech Early Start Award

Unique among the TOPS scholarships, the TOPS Tech Award was created by the Louisiana Legislature with the sole intention of promoting a skilled workforce in Louisiana. The TOPS Tech Award is offered to qualified high school graduates and provides up to two years of skill or occupational training, to be pursued at an accredited Louisiana postsecondary institution that offers a vocational or technical education certificate, diploma or non-academic degree.

Requirement for Tech Award - 2.50 GPA (computed on core courses only and 17 or better on ACT) See the guidance counselor for a TOPS bulletin with detailed information on these two awards.

Old Graduation Exit Exam

In addition to completing the required number of Carnegie Units of credit, students shall be required to pass the **Graduation Exit Exam (GEE)**, beginning with the class of 1991. The Exit Exam will consist of five sections: Written Composition, English, Mathematics, Social Studies, and Science. Students will take the first three parts during their sophomore year(10th grade), and the remaining two tests during their junior year. Students who fail any portion of the GEE will be provided opportunities for remediation. After the remediation has been completed, the students will be allowed to retake the test. **A senior who fails any portion of the GEE cannot participate in graduation exercises even though he/she may have completed all other graduation requirements.** However, if a senior who has failed a portion of the Exit Exam passes the retest within one year of their original graduation date, they may participate in Commencement the following year. It is the student's responsibility to notify the office of their decision concerning such participation, and to make certain that all supplies have been ordered. Students in this category would also be required to participate in graduation practice.

iLEAP, Graduation Exit Exam, 21

Students will take the **Integrated-LEAP** in the 9th grade and the new **GEE 21** in grades 10 and 11. Student performance on these tests will be used, along with other data, to determine West Feliciana High's **School Performance Score**.

Senior Exams

Seniors can be exempt from their mid-term and final exam if they have an "A" average **or if they meet the criteria as outlined in the Test Incentives Program.**

Honor Roll

In order to make the honor roll:

- ✦ The student's semester grade point average must be 3.0 or above.
- ✦ The student must be enrolled in a minimum of five courses.
- ✦ At least three of the student's courses must be academic courses; that is, in the areas of English, math, science, social studies, or foreign language.
- ✦ The student must have no grade lower than a "C".

Honor Graduates

In order to be eligible for honor graduate status, a student must have a minimum cumulative GPA of 3.0 for grades 9-12.

Valedictorian/Salutatorian

Only those students who are 4th year seniors and who have successfully completed a minimum of one advanced placement or honors level course are eligible to be valedictorian or salutatorian of their graduating class.

In order to be eligible for valedictorian or salutatorian status in the graduating class, a student must be enrolled at WFHS for the last three semesters prior to graduation. This requirement, however, does not affect a student's class ranking.

Starting with the graduating class of 2011, valedictorian/salutatorian rankings will be determined by total quality points. Guidelines are listed in pupil progression.

Pupil Progression Grades 9-12

Grade assignments will be based on the number of Carnegie Units earned and years in high school. (Students must meet both requirements.)

	2009	2010	2011	2012
9 th	0 – 5	0 – 5	0 – 5	0 – 5
10 th	5.5 – 9	5.5 – 9.5	5.5 – 10.5	5.5 – 10.5
11 th	10 – 15.5	10 – 15.5	11 - 15.5	11 - 16.5
12 th	16 – 23	16 – 23	16 - 23	17 - 24

AND have received a score of “Approaching

basic” or above on TWO of the THREE required sections of the Graduation Exit Exam 21 (GEE 21). Beginning with graduating class of 2003, students must receive a score of “Approaching Basic” or above on English Language Arts, AND mathematics, and EITHER science OR social studies in order to be eligible for a high school diploma.

STUDENT DRESS CODE

General Appearance

The object of the dress code is to create a safe environment that will be conducive to learning. Any form of dress or grooming that attracts undue attention, disrupts school, or detracts from the learning process is not acceptable. **The final interpretation of the dress code will be at the discretion of the administrators as to whether or not the infraction will impair the learning environment.**

Mandatory Uniform Policy

Shirts

- ✦ **Color must be solid white or navy blue, with no logo, emblem, or decoration. White shirts may be worn with navy or khaki pants. Navy shirts may only be worn with khaki pants.**
- ✦ Style may be pull-over, button-up, or turtleneck (short or long sleeve), but all shirts must have collars.
- ✦ **No colored undershirts, only white undershirts** or T-shirts may be worn underneath the mandatory approved shirt.
- ✦ **All shirts must be tucked in at all times.**
- ✦ No bare midriff, see-through, strapless, sleeveless shirts or blouses, or tank tops.
- ✦ Shirts that expose the midriff when arms are extended above the head are not permitted.

Pants

- ✦ **Color must be khaki or navy blue. White shirts may be worn with navy or khaki pants. Navy shirts may only be worn with khaki pants.**
- ✦ Style must be traditional, standard trousers, or capri pants.
- ✦ Pants with belt loops must be worn with a belt at the natural waistline.
- ✦ Belts shall be black, brown, navy, or khaki. Belt buckles must be plain standard buckles.
- ✦ Excessively tight or loose clothing will not be permitted. **Pants worn below the waistline are prohibited.**
- ✦ No jeans, cargo, painter, carpenter, overalls, or coveralls.

Shorts/Skirts/Skort/Jumpers

- ✦ **Color must be khaki or navy blue, or navy and white plaid for girls.**
- ✦ Style must be walking shorts; must have a hem or cuff.
- ✦ Length should not exceed **four (4) inches above the knee**, when being measured from the floor, while on knees.
- ✦ No cargo, “Umbro”, boxers, gym shorts, biker’s shorts, spandex, leggings, or frayed hems are allowed.

Outerwear

- ✦ Curricular/Extra-Curricular jackets must be approved by the principal.
- ✦ **Sweatshirts and sweaters must be solid white, navy blue or khaki, with no logos, emblems, or decorations.**
- ✦ No trench coats or **denim jackets** will be allowed.
- ✦ Coats should be solid white, navy, or khaki *with no logos, emblems, or decorations.*

Exceptions

- ✦ School logos or emblems may be worn with **approval of the principal.**
- ✦ Sports uniforms may be worn on uniform days, or special occasions, **if approved by the principal.**
- ✦ Spirit shirts may be worn with approved pants/shorts/skirts/skort on designated days **set by the principal.**
- ✦ Special “dress-up days” may be **designated by the principal.** Students will have the option of “dressing up” or wearing their mandatory uniform.

Other

- ✦ No extremes in style of dress/grooming/color/accessories will be permitted.
- ✦ **“Flip-flops”, thong sandals, shower shoes, house slippers, and beach shoes are prohibited.**
- ✦ Visors, scarves, or skull caps will not be permitted in the buildings.
- ✦ **Sunglasses will not be permitted.**

- ✦ Hair should be clean, combed, and well-groomed at all times. No extreme or unusual hair length, style, or color will be permitted.
- ✦ Bandanas, head bands, rollers, or combs may not be worn in the hair.
- ✦ Jewelry that is showy, distracting to the learning environment or a safety hazard will not be permitted.
- ✦ Piercing of body parts, which includes but is not limited to the tongue, nose, navel, eyebrows, or excessive piercing of the ear or ear lobe shall be forbidden.
- ✦ Any style or object which suggests violence, gang activity, drug or alcohol use, profanity, or vulgarity is prohibited.
- ✦ Students should be clean-shaven. No beards or goatees will be permitted. Sideburns cannot be below the earlobe.
- ✦ **Facial hair will not be permitted.**

All decisions as to whether or not there is an infraction of the dress code shall be at the discretion of the administration.

Consequences for Dress Code Violations

- ✦ Students will not be allowed in class without proper dress; this is considered an unexcused absence and make-up work will not be allowed.
- ✦ 1st violation - The student can correct the problem/call home/BMC.
- ✦ 2nd violation - Saturday Detention.
- ✦ 3rd violation (and subsequent violations)- 1 day at-home suspension.

DISCIPLINE

Jurisdiction

West Feliciana High School has jurisdiction over its students during the regular school day and while they are going to and from school on school transportation. The school's jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, and any other school-related activity regardless of time or location. (**La. Revised Statute 17:416**)

Student Code of Conduct

All students shall be afforded the basic rights of citizenship recognized and protected for persons of their age and maturity. West Feliciana High School will foster a climate of mutual respect for the rights and privileges of students, teachers, and staff. Students shall exercise their rights and responsibilities in accordance with rules established for the orderly conduct of the school's mission. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained.

Disciplinary Action

The ultimate responsibility for determining the disciplinary action shall be left to the discretion of the administration. Disciplinary action includes, but is not limited to, the following:

- ✦ **Warning/Probation** -students are counseled and placed on behavioral probation.
- ✦ **Restitution** -reimbursement due to vandalism, damage, or theft.
- ✦ **Loss of Privilege** -denial of specific opportunities or rights.
- ✦ **Work Assignment** -a specific act or required action involving physical or mental labor.
- ✦ **Lunch Detention** -assignment to a specific area during lunch break.
- ✦ **After-School Detention** -assignment to a specific area on designated afternoons for one to two hours. Parents will be required to pick up students at the appropriate time. Failure to attend an assigned ASD shall carry a ***Maximum Penalty*** of Saturday Detention.
- ✦ **Behavior Modification Clinic (BMC)** - Students must report to the BMC room immediately upon arrival to school and remain there the entire day. Students are required to bring all books and materials needed for school work. Students will not be allowed to participate in activities during the day while being assigned to BMC, and any behavior problems may result in an at-home suspension.

- ✦ **Saturday Detention** -assignment to a classroom for school work on Saturdays from 8:00 a.m. until 12:00 noon. Failure to report to an assigned Saturday detention without advanced notification of an administrator shall result in an at-home suspension the next school day. **The student could receive a 2 day suspension at home.** If an extenuating situation or emergency is the reason for the absence and an administrator is contacted before 9:30 a.m. of the assigned Saturday Detention, the student may be re-scheduled on the next available date. **School uniforms must be worn for Saturday Detention.**
- ✦ **Alternative School Placement** -assignment to the Alternative School setting for a designated period of time. Parents must provide transportation to and from the Alternative School unless approved by an administrator. School work will be sent from the classroom when, and if, possible. **Certain subject areas cannot have work provided and could result in failure and/or loss of credit in that course. School uniforms must be worn when assigned to the Alternative School.** Students are prohibited from participating or attending any school activity during the duration of their assignment to the Alternative School.
- ✦ **At-Home Suspension** -removal of the student from the school campus for a designated period of time. Students may not make-up or receive credit for work missed due to a suspension. Students are prohibited from participating or attending any school activity during the time of the suspension. The suspension officially begins either immediately, or at the close of the school day, and lasts until the beginning of the day the student may return to school. Students on campus at any time during a suspension shall be considered trespassing and may be prosecuted. **All at-home suspensions are followed by at least one day in BMC in order to matriculate back into the school environment.**
- ✦ **Expulsion** -removal of a student from the school campus for a semester or longer. A hearing must be held in order for an expulsion to be administered. The at-home suspension rules apply for expelled students.

ACT 732

ACT 732 provides for the suspension of driving privileges of a student who is expelled or suspended from school for 10 or more consecutive days for committing certain infractions or who withdraws from school under certain circumstances. The infractions are as follows: the sale or possessions of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff.

Violations/Infractions

The following is a list of disciplinary infractions which are violations of the discipline code. Other infractions may exist and will be handled at the discretion of the administrators.

- ✦ **Disobedience** - failure to follow instructions; includes but not limited to, refusal to respond, not prepared for class, or violation of class rules. **Maximum penalty**- 3 days BMC.
- ✦ **Disturbance or Disruption** - anything that interferes with the learning environment or campus safety. (Some disturbances may be listed as *Other Misconduct*). **Maximum penalty**- Suspension 1-10 days.
- ✦ **Disrespect** - disregard of authority by words, actions, or attitude. **Maximum penalty** -Suspension 1-10 days.
- ✦ **Other Misconduct** - action or types of misbehavior not listed or that have special rules or penalties imposed.
- ✦ **Tardiness** - late arrival to class. Students shall be given 3 warnings per semester before being referred to the office. The following ladder will be used for referrals:
 - 1st referral -- 1 after-school detention
 - 2nd referral -- 2 after-school detentions
 - 3rd referral -- 1 Saturday detention
 - 4th referral -- 2 Saturday detentions
 - 5th referral -- 1 day at-home suspension, 1 day BMC
 - 6th referral -- 2 days at-home suspension, 1 day BMC
 - 7th referral -- 3 days at-home suspension, 1 day BMC

Subsequent referrals--recommended expulsion

According to “No Child Left Behind”, on the 7th tardy there will be a hearing with the school principal or his/her designee, the student, and the parent prior to the student returning to school. On the 10th tardy there will be a truancy hearing with the Supervisor of Child Welfare and Attendance at the West Feliciana Parish School Board Office to determine the disposition of the student.

- ✦ **Dress Code Violations** (see consequence for dress code violations, page 14-15)
- ✦ **Tobacco Violations** - possession or use of any tobacco product or look-alike product. *Maximum penalty* - Suspension 3 days, charges filed with authorities.
- ✦ **Vandalism/Graffiti/Littering** - malicious abuse and/or damage or destruction of property. *Maximum penalty* -Suspension 1-10 days and restitution, recommended expulsion, charges filed with authorities.
- ✦ **Pranks** – a mischievous trick or practical joke which violates handbook policies.
- ✦ *Maximum penalty-* suspension/recommended expulsion. **Senior pranks will not be tolerated.**
- ✦ **Stealing** - taking or being in possession of another’s property without their permission. *Maximum penalty* - Suspension 1-10 days, recommended expulsion, restitution.
- ✦ **Skipping** - leaving or not being in class without permission. *Maximum penalty* - Suspension 5 days.
- ✦ **Leaving campus** - unauthorized departure from campus without permission or without following proper procedures. *Maximum penalty* - Suspension 1-10 days.
- ✦ **Unassigned Area** - being in a location designated as off-limits, including, but not limited to, the parking lot, behind the gym, behind the auditorium, behind the agriculture building, beyond the bus ramp, by the softball field, and between the T-buildings. Other areas may be designated off-limits at certain times. Students must remain within eyesight of teachers on duty at all times. *Maximum penalty* - Suspension 3 days.
- ✦ **On Campus Unauthorized** - being on campus without following check-in procedures. *Maximum penalty* - Suspension 1-10 days.
- ✦ **Gambling** - participating in games for money or other stakes. *Maximum penalty* - Suspension 5 days.
- ✦ **Parking/Driving Violations** - any violation of the school parking/driving policy **including loud/and or obscene music is prohibited.** *Maximum penalty* - Suspension 3-5 days, denial of parking privilege, charges filed with authorities.
- ✦ **Bus Misconduct** - any act which poses a health or safety threat while loading, unloading, or on a school bus. *Maximum penalty* - Suspension 1-10 days, denial of bus privilege.
- ✦ **Cheating/Plagiarism** - unauthorized help on a test or assignment. *Maximum penalty* - an “F” or “0” on the assignment, removal from an office or position of responsibility, ineligibility to hold any office or position of responsibility, loss of eligibility for scholarship consideration, or special awards or recognition, 3 days BMC.
- ✦ **Forgery** - the act of counterfeiting documents, signature, or other work in an attempt to deceive. *Maximum penalty* - Suspension 3 days.
- ✦ **Alcohol/Drugs/Drug Paraphernalia** - use or possession of alcohol, drugs, drug paraphernalia, or their **look-alikes.** *Maximum penalty* - Suspension/Recommended Expulsion, and/or arrest, charges filed with authorities.
- ✦ **Weapons/Explosives** - use or possession of any instrument or device which may cause injury or create fear. *Maximum penalty* - Suspension/Recommended Expulsion, arrest, charges filed with authorities.
- ✦ **Electronic Devices** - use or possession of devices such as, but not limited to, radios, iPods, Walkmans, CD players, beepers, headphones, tape recorders, laser lights, games, or other technical gadgets. *Maximum penalty* - Confiscation of item for remainder of school year and suspension 1-5 days.
- ✦ **Cell Phones** – **The use of cell phones for calls or texts is prohibited and shall result in confiscation of the phone and assignment to Saturday Detention. Parents must retrieve the cell phone during school hours. 1st Offense – Saturday Detention; 2nd Offense – 2 Saturday Detentions; 3rd Offense – 1 Day at home suspension. Refusal to turn over cell phones shall result in suspension.**
- ✦ **Fighting/Assault** - verbal or physical exchange between persons. *Maximum penalty* - Suspension/Recommended Expulsion, arrest, charges filed with authorities.
- ✦ **Bullying/Threats/Harassment/Stalking/Retaliation** - any comment or action used to tease, intimidate, disturb or warn of revenge or danger committed against another student or adult. *Maximum penalty* - Suspension/Recommended Expulsion, arrest, charges filed with authorities. *All threats will be taken seriously and dealt with accordingly.*
- ✦ **Hazing** – Any form of initiation which may be deemed harmful to a student in any way is prohibited. *Maximum penalty* – Suspension/Recommended Expulsion, charges filed with authorities.
- ✦ **Terrorism** - use of terror or fear to intimidate or enforce demands. *Maximum penalty* - Suspension/Recommended Expulsion, arrest, charges filed with authorities.

- ✦ **Offenses against Faculty/Staff** – Any on or off campus acts carried out against school staff may result in expulsion and charges filed.
- ✦ **Habitual Violation of School Rules** - two or more infractions of any school rule or policy. *Maximum penalty* - Suspension/Recommended Expulsion.
- ✦ **End of Year Infractions** – Violations which occur on the last day of school shall be carried over into the next school term.
- ✦ **Obscenity/Pornography** – All obscene/pornographic material on school property is prohibited. *Maximum penalty* – Confiscation, suspension/recommended expulsion, charges filed with authorities.
- ✦ **Other violations** - Any other infraction not specified shall be dealt with at the discretion of the administration.

OTHER INFORMATION

After School Activities

Positively no loitering in the school building after hours or during school related activities. Students involved in extracurricular activities are not allowed in the building after school hours unless accompanied by their sponsor.

Appointments

Conferences with administrators, counselors, coaches and teachers should be by appointment only.

Automobiles and Parking

Students who drive to school and park on campus must register their vehicle and pay a \$3.00 registration fee **and park in the student parking lot only**. **Students are not allowed in the parking lot without administrative permission during scheduled class-time, including moving vehicles from one area to another**. No unregistered vehicles will be allowed to park on campus. **A \$5.00 late fee will be charged for not registering a vehicle**. The “Parking Policy” will be distributed upon registration of the vehicle. **Loud and/or obscene music is prohibited**.

Book Bags

See-through/mesh book bags are allowed on the halls and in classrooms. **Solid book bags and rolling book bags are not permitted on school grounds**.

Bus Privilege

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

Permission to ride another bus temporarily must be approved by an administrator. Permanent changes must be approved by the Supervisor of Transportation.

Cafeteria

Students should report to the cafeteria promptly at the designated time. The rights of others shall be respected by not breaking line and by using proper table manners. Improper behavior, breaking in line, and leaving items on the table shall result in strong disciplinary action. Students are not allowed in the building during the lunch period, except if inclement weather occurs. Students are restricted to certain areas of the campus during the lunch period so as not to disrupt the learning environment. **Soft drinks may not be consumed inside the cafeteria. (cokes, gatorades, etc).** **No food may be consumed anywhere other than in the cafeteria. STUDENTS MAY NOT BRING FOOD, DRINKS, OR DRINK CONTAINERS IN THE SCHOOL BUILDING.**

Change of Address/Phone Number

Emergency data forms are to be completed at the beginning of the school year. *New forms should be filled out if a change of address or phone number occurs.*

Change of Schedule

Schedule changes will not be made after the first ten days of each semester. Students should report any schedule change immediately to the Attendance Office.

Debts

Debts owed to West Feliciana High School must be paid as soon as possible. Failure to do so may result in legal action.

Deliveries

Deliveries of food, flowers, balloons, or gifts of any kind are prohibited.

Drug Policy

Any student with illegal drugs or controlled substances (as defined by La.R.S. 40:961), in his/her possession on school grounds, school bus, or school-sponsored activities, shall be recommended for expulsion.

Drug Testing

Mandatory, random drug testing of athletes is required by the Louisiana High School Athletic Association. This policy will be made available to all athletes by their coaches.

Eligibility for Extracurricular Participation

In order to be eligible for extracurricular activities, including athletics, clubs, organizations, or other after-school activities, a student must pass five subjects, which count toward graduation, and must earn at least a 1.5 grade point average.

Field Trips

Students who go on field trips, whether during the school day or at other times, remain under the jurisdiction of the school. Therefore, all school rules and regulations apply and shall be enforced.

Food and Drink

All food and drink must be consumed in the cafeteria only. **NO DRINKS OR DRINK CONTAINERS SHALL BE ALLOWED IN THE SCHOOL BUILDING.**

Hall Passes

Students who are not in their assigned classroom during class periods must have a hall pass signed by their teacher.

Hallway

Due to the traffic on the hallways, common courtesy rules shall apply. Students should walk on the right side of the hall and keep their hands to themselves. Grouping on the hallway disrupts the orderly flow and shall be prohibited.

The Halo

The Halo is a student-produced publication which documents the school year. All students, faculty and administrators are given the opportunity to have their picture taken and included in the publication. Students will be grouped according to the homeroom to which they are assigned. To be featured in the senior section, a student must be in a senior homeroom, or be a candidate for graduation at the time pages are submitted for production.

Homecoming Criteria

Students at West Feliciana High School are eligible for selection to the homecoming court provided that:

- ✦ The student is enrolled at WFHS.
- ✦ The student has not previously served on the homecoming court.
- ✦ The student has a minimum of 17 credits by the first day of registration of the current school year and is beginning the fourth year in high school.
- ✦ The student must meet the academic eligibility requirements. (1.5 GPA and pass five subjects)

Students suspended or expelled from school during the time of the scheduled homecoming activities will not be permitted to serve on the court or attend any school function related to homecoming. Should a student be unable to serve on the court for this or any other reason, the Homecoming Committee will have the authority to determine whether or not a replacement will be selected.

Homeless

Any family having children in the West Feliciana Parish School System and having no fixed monthly income, fluctuating monthly income, or lacking a regular and adequate resident with appropriate utilities should contact the Supervisor of Special Education, who is also responsible for overseeing the homeless students. You can contact the supervisor at the West Feliciana Parish School Board Office, 225-635-3891, for any available assistance.

Insurance

Student insurance is available at no cost to parents. The first \$150.00 of Covered Medical Expenses incurred will be paid according to the Policy Schedule of Benefits in addition to the Insured's other insurance. Students who are not insured through a family policy will be insured for school hours. Families may purchase 24-hour coverage if they wish.

Lockers

Lockers may be rented at a cost of \$3.00 per year. Students are not allowed to share lockers or locker combinations. Lockers should be kept locked at all times. Students who accept the lockers do so with the understanding that they will be subject to periodic locker checks. ***The school is not responsible for valuables kept in the locker.***

Lost and Found

Articles found in a classroom should be given to the teacher in charge of that room. Articles found in other parts of the school campus should be turned in at the front desk.

Medication

No student can be given medicine at school unless a consent form is filled out by the parent, and signed by the physician, allowing the medication to be administered at school. Please note the following:

- 1) The doctor must send written consent that the medicine has to be given during school hours or kept there for emergencies.
- 2) The medicine must be brought to school by the parent/guardian. **DO NOT SEND MEDICINE WITH THE STUDENT ON THE BUS.**
- 3) It must be in its original container labeled by a pharmacist.
- 4) Any time there is a change in medication, a new consent form must be filled out.
- 5) Students shall not be allowed to have medication **of any kind** in their possession.
- 6) Over-the-counter medications will not be administered to students.

Parties

Class parties during the school day shall be prohibited.

Physical Education

Students in physical education classes are required to wear the proper uniform because of health reasons. These uniforms must be worn in P.E. classes only. The student should place his/her name on the shorts and the shirt and not allow others to wear the uniform. **Hard sole shoes will not be allowed on gym floors. Valuables should not be brought to class or left in lockers. West Feliciana High School is not responsible for any items stolen, damaged, or misplaced on campus.**

Restrooms

Restrooms are to be used for their designated purpose only. Misuse or abuse of restroom privileges or facilities shall result in strong disciplinary action. Restrooms are labeled by gender and shall be used accordingly.

Search and Seizure

Random searches may be made of all school property and moveable property located on the school campus. A personal search may be conducted if the administration has a reasonable suspicion. The *Random Search and Seizure Procedure* and the *Procedure When Prohibited Substances Are Discovered* policies are available in the office.

Telephone Use

Telephones are for school personnel use only. **Students are only permitted to use the office telephone in case of an emergency and with the permission of an administrator. Students will not be allowed to receive personal telephone calls.** Prank phone calls (especially 911 phone calls) are a serious offense and law enforcement officials will be notified in addition to a long term suspension. **Students may not use cell phones to make or receive calls or text messages during the school day.**

Textbooks

Students will be held responsible for the books they receive and must pay for books lost or damaged. Textbooks must be turned in to the classroom teacher before semester exams may be given.

Valuables

Students are advised to leave all valuables, including **large** sums of money, at home. **West Feliciana High School is not responsible for any items stolen, misplaced, or damaged on campus; however, every effort will be made to assist in the recovery of these items.**

Dear Parents/Students:

This letter is to advise you of a change in the West Feliciana High School attendance policy, due to “No Child Left Behind,” as authorized by the Federal Government. Each school and school system is required to address the issues of truancy and tardies. Our school system has adopted the following policy regarding tardies:

- **Tardies and absences will continue to be addressed according to the Student Handbook.**
- **In addition, on the 7th tardy, there will be a hearing with the school principal or his/her designee, the student, and the parent prior to the student returning to school.**
- **On the 10th tardy there will be a truancy hearing with the Supervisor of Child Welfare and Attendance at the West Feliciana Parish School Board Office to determine the disposition of the student.**

West Feliciana Parish School Board 1 of 5

TECHNOLOGY USAGE – STUDENTS

In an effort to provide students the vast resources accessible through a computerized information resource such as the Internet, the West Feliciana Parish School Board believes it is necessary for all persons to become aware of acceptable uses of technology. The academic benefit of having access to resources from all over the world must be weighted against objectionable materials found on the Internet.

ACCOUNTABILITY

Students' use of school computers or the School Computer System (SCS) shall be reserved for academic purposes only. All students using a school computer or a computer network located on school property, or computers accessing the Internet shall be accountable for its use. This shall include, but not be limited to: (a) unauthorized use resulting in expenses to the school; (b) equipment damage; (c) use of unauthorized software; (d) privacy and copyrights; (e) tampering; (f) accessing obscene and objectionable materials; (g) sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language; (h) disregarding established safeguards which align the district's technology systems to the Children's Internet Protection Act; (i) using another's password or sharing passwords with others; and (j) any action that is deemed inappropriate by supervisory personnel. Email and student or class files on the network are analogous to school lockers, that is, these accounts will be treated as district property subject to control and inspection, rather than private property which cannot be searched without just cause. Access codes or passwords shall be assigned by the network systems manager if and/or when it is needed. The network systems manager shall keep a record of these accounts in case an inspection is warranted. Use of the Internet and/or the SCS is considered a privilege and any inappropriate use may result in a disciplinary action and loss of privileges to use the Internet and/or the SCS. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the district's systems may result in one or more of the following consequences: (a) temporary or permanent loss of privileges, (b) payments for damages and repairs, (c) discipline as outlined in the district policy manual, (d) suspension, expulsion, and/or (e) civil/criminal liability under other applicable laws.

UNAUTHORIZED AND ILLEGAL USE

Students must be under the supervision of a teacher, monitor, principal, librarian, or supervisor while using the School Computer System (SCS) or any school computer. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the SCS that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. The computer system shall not be used for commercial, political, or religious purposes.

Use of the network for any illegal activities shall also be prohibited. Illegal activities include: (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activities are considered a crime under state and federal law. The use of personal hardware (such as laptop computers, PDAs, MP3 players, iPods, etc.) and software is prohibited. This does NOT include consumables such as CDs, flash/pen/thumb drives, and floppy disks.

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Use of the network for any illegal activities shall also be prohibited. Illegal activities include: (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activities are considered a crime under state and federal law. The use of personal hardware (such as laptop computers, PDAs, MP3 players, iPods, etc.) and software is prohibited. This does NOT include consumables such as CDs, flash/pen/thumb drives, and floppy disks.

PRIVACY AND COPYRIGHTS

ALL students must adhere to the Copyright Laws of the United States (P.L. 94-533) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. Reposting personal communications without the original author's prior consent shall be prohibited. To do this is a violation of the author's privacy. All persons who willfully violate copyright laws do so without the sanction of the Board and at their own risk and will assume all liability and responsibility. However, all messages posted in a public forum such as news groups or list serves may be copied in subsequent communications, so long as proper attribution is given.

The School Board directs that:

1. Unlawful copies of copyrighted materials shall not be produced on Board-owned equipment or within Board-owned facilities.
2. Unlawful copies of copyrighted materials shall not be used on Board-owned equipment, within Board-owned facilities, or at Board sponsored functions.
3. Information about copyright law and guidelines shall be made available.

INSTALLING PRANK SOFTWARE

Students should avoid the knowing or inadvertent spread of computer viruses.

Computer viruses are programs that have been developed as pranks, and can destroy valuable programs, and data. To reduce the risk of spreading a computer virus, students shall not import files or programs from unknown or disreputable sources. If a student obtains software or files from remote sources, proper procedures should be followed to check for viruses before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or spreading of computer viruses shall be considered criminal activity under state and federal law. No software shall be loaded except by certified personnel or designee.

OBJECTIONABLE MATERIALS

West Feliciana Parish School Board, in compliance with the Children's Internet Protection Act, will use its best efforts to prevent access to material reasonably believed to be obscene or child pornography, conducive to the creation of a hostile or dangerous school environment, pervasively vulgar, excessively violent, sexually harassing, or disruptive in the school environment. The Board shall enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter access for minors and adults to certain visual depictions and materials as mentioned above. It should be understood that no matter how much supervision and monitoring West Feliciana Parish Public Schools provides, there will always be the possibility of a user coming into contact with

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inappropriate material. Profanity or obscenity shall not be tolerated on the network. All persons should use language appropriate for school situations. Offensive or inflammatory speech should be avoided. The rights of others must be respected both in the local network and the Internet at large. Personal attacks are an unacceptable use of the network. If a user is the victim of a “flame,” a harsh, critical, or abusive statement, the user should bring the incident to the attention of the teacher or network systems manager. It is usually better not to respond. Furthermore, retrieving and/or viewing pornographic or obscene materials shall not be allowed. The SCS shall be used for academic purposes only. Conduct that is in conflict with the responsibilities as may be outlined in this document shall be subject to disciplinary action. Special restrictions by the school or District may be implemented in order to meet special needs provided that School Board policy is not violated.

USE OF THE INTERNET

The Internet is a vast global computer network that provides access to major universities, governmental agencies, other school systems, municipalities, commercial providers of data banks, and marketing services. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the West Feliciana Parish School Board. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner and must have a consent form on file. The Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

1. Appropriate language and manners which demonstrate honesty, ethics, and respect for others shall be required.
2. Individual students shall be permitted to have e-mail accounts created by the District upon request by a teacher. The requesting teacher will be responsible for monitoring the student’s email. Student email accounts shall not be considered private.
3. Two-way, real-time electronic communication technologies such as Internet based instant messaging and Internet chat shall not be allowed within the District. Furthermore, the participation by students in asynchronous electronic forums or bulletin boards shall be prohibited. The exception to this is pre-approved access to such technologies and/or sites for a specific educational need.
4. No personal addresses or personal phone numbers shall be permitted on the Internet. Impersonations are not permitted. All identified photos shall be identified using first name and last initial only. No full names of students shall be used.
5. Illegal activities, including copyright or contract violations, shall not be permitted on the Internet.
6. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or administrator immediately.
7. Threatening, profane, harassing, or abusive language shall be forbidden.

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8. Use of the network for any illegal activities is prohibited. Illegal activities include: (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

9. No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No software shall be installed except by certified personnel or designee.

10. Resources offered by the Internet and paid for by the Board may not be willfully wasted.

11. Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.

12. Accessing pornographic or obscene materials or using or sending profanity in messages shall be forbidden.

13. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.

14. Email, web access, and other electronic communications should not be considered private. While it is a violation of policy for a user or student to attempt to gain access to information for which they do not have authorization, authorized staff may monitor or examine email, file folders, and communications to maintain system integrity, to ensure users are using the system responsibly, or for any other reasonable purpose.

15. All web pages or electronic publications created by any organization, staff, student, or other person that are housed on the District's computer systems shall be subject to treatment as District-sponsored publications. Therefore, the District reserves the right to exercise editorial control over the content of these web pages or publications. Only content that supports the administrative, instructional, or other legitimate mission of the school or department shall be allowed on District or school web sites. Content of all District and school web sites shall conform to pertinent regulations.

Additionally, no web page that represents any school, department, or organization of the West Feliciana Parish School Board may be published on a web server that is outside of the District network without written permission of the Director of Technology.

Use of the Internet is a privilege, and any inappropriate use may result in disciplinary action and loss of privileges to use the Internet. Disciplinary action may include, but is not limited to, loss of computer use, monetary reimbursement, suspension, detention, or

suspension, or assignment in Behavior Modification Class. This shall apply to all students. No student shall be permitted to use the Internet unless a completed and signed consent form is on file. A parent or guardian may choose to have their child's photo and name excluded from all District and school websites. This does not include unidentified photos of individuals or groups. A signed "Request to Not Publish" form must be signed each year and kept on file at the school. The form is available upon request or may be downloaded from the District's website.

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WARRANTY OF SERVICE

The West Feliciana Parish School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The West Feliciana Parish School District shall not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the district's negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's risk. The West Feliciana Parish School District specifically denies any responsibility for the accuracy or quality of material or information obtained through its services.

Revised: September, 1999

Revised: July, 2003

Revised: August, 2007

Ref: 47 U.S.C. '254(h), *Children's Internet Protection Act* (CIPA); La. Rev. Stat. Ann.

'17:81, 17:100.7; Board minutes 10-28-97, 7-22-03.

WEST FELICIANA PARISH SCHOOLS

STUDENT TECHNOLOGY USE AGREEMENT

School (Circle one):

Bains Lower Elementary School/ Bains Elementary School/ Tunica Elementary School

West Feliciana Middle School/West Feliciana High School

Student Section

Student's Name (Please Print) _____ Grade _____

I have read and/or had the District's *Technology Usage* policy explained to me. I agree to follow the rules contained in this policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

Student's Signature _____ Date _____

(Grades 5-12 only)

Parent or Guardian Section

Please check the appropriate box(es): (Middle or High school only)

My child may have an individual Internet access account.

My child may not have an individual Internet access account.

I have read the District's *Technology Usage* policy.

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District computer system.

I also recognize it is impossible West Feliciana Parish Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District's *Technology Usage* policy. I will emphasize to my child the importance of following the rules for personal safety.

Parent/Guardian's Signature _____ Date _____

Parent/Guardian's Name (Please Print) _____

WEST FELICIANA SCHOOL SYSTEM

FAMILY SERVICE CENTER

LOUISIANA UNIFORM CONSENT FORM FOR SCHOOL-BASED HEALTH CENTERS

Student's Name: Last		First		Middle	ID# (Office use only.)
Student's Address:					Zip Code:
Student's Date of Birth:		Age:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Race:	
Student's Social Security Number:		School:		Student's Grade:	
Name of Mother (include maiden name) or Legal Guardian:		Home Phone: ()	Work Phone: ()	Cell Phone: ()	Employer:
Name of Father or Legal Guardian:		Home Phone: ()	Work Phone: ()	Cell Phone: ()	Employer:
Emergency Contact:			Relationship:	Phone: ()	
Emergency Contact:			Relationship:	Phone: ()	
Student's Primary Care Physician:				Phone: ()	
Student's Dentist:				Phone: ()	
Preferred Pharmacy:	Names of siblings enrolled in School-Based Health Center:				
Please check the type of health insurance your child has:	<input type="checkbox"/> Medicaid/LaCHIP #: _____ <input type="checkbox"/> No insurance				
	<input type="checkbox"/> Private/Other Insurance Co. Name: _____				
	Co. Address: _____ Phone #: _____				
	Policy #: _____ Group#: _____ Effective Date: _____				
Name of policy holder: _____ Relationship to student: _____					
Policy holder date of birth: _____ Policy holder Social Security #: _____					
Does your insurance pay for prescriptions? No Yes					
If your child does not have health insurance, would you like information on no cost health insurance? Yes No					
Is your child allergic to any food or medicine? No Yes If yes, list:					
List of current medications student is on:					
The SBHC RN can administer, when indicated, the following OTC medications under standing orders of the SBHC physician.					
<ul style="list-style-type: none"> • Acetaminophen(Tylenol) * Ibuprofen * Pepto Bismol/Antacid * Cough Syrup/Drops • Antihistamine * Anti-itch Cream * Triple Antibiotic Ointment * Decongestant • Hydrocortisone Cream * Orajel * Antifungal Cream 					
List any OTC medications you do NOT want your child to receive:					
ALL SERVICES ARE PROVIDED BY LICENSED PROFESSIONALS					

WEST FELICIANA PARISH SCHOOLS
FAMILY SERVICE CENTER
HEALTH HISTORY

Date _____ School/grade _____
Student's name _____ DOB _____ Sex _____
Parent/guardian _____ Home Phone _____ Work Phone _____
Student's physician _____ Student's dentist _____
Date of last Dr. visit _____ Date of last dental visit _____

People in Household	Age	Relationship	Health problems
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

STUDENT HEALTH

Allergies to medications _____

Other allergies _____

Current or past medical problems _____

Hospitalizations, Surgeries, Serious Accidents, Broken Bones _____

List any medication the student is taking _____

Has your child had chickenpox? 9Yes 9No If so at what age _____

PREGNANCY/ BIRTH/DEVELOPMENTAL HISTORY

_____ Full term _____ Premature Weeks premature _____ Birth weight _____

Did the child have any problems at birth? _____

Health problems of mother during pregnancy? _____

Did your child perform these task at a normal age, early or delayed. Mark N, E or D.

smile_____ sit_____ crawl_____ walk_____ talk_____ toilet trained_____

FAMILY HISTORY

Is there any family history of the following?

Heart Disease_____ Cancer _____ Diabetes_____ High Blood Pressure_____ Asthma/Allergies_____ Kidney
Problem_____

Are there any other health problems or concerns that we should know about your child?

Parent Signature

FSC Staff Signature

**THE SCHOOL HEALTH CENTER SERVICES WILL BE PROVIDED ONLY WITH THIS
CONSENT SIGNED BY THE PARENT/LEGAL GUARDIAN.**

School-Based Health Centers offer the following services:

- ◆ Primary and preventive health care
- ◆ comprehensive history and physical examinations
- ◆ immunizations
- ◆ health screenings
- ◆ laboratory/diagnostic testing
- ◆ acute care for minor illness and injury
- ◆ management of chronic diseases
- ◆ behavioral health services
- ◆ health education and prevention programs
- ◆ case management
- ◆ referral and follow-up for emergencies
- ◆ referral to specialty care
- ◆ Administration of approved over-the-counter medications

I, as parent/guardian, understand that I will not be charged for any of the services provided through the health center. I also understand the Family Service Center or the physician may bill Medicaid or other insurance providers for these services. I authorize/assign payments of authorized benefits directly to the Family Service Center.

We (student and parent/guardian) have read and understand the services to be offered at the school health center. We both give permission for this student to receive the services including OTC medications offered by the program.

We also understand that the school health center is operated by West Feliciana Parish School System and its employees and contractors are governed by the West Feliciana School Board.

	Relationship: _____
Printed Name of Parent/Legal Guardian	
	Date: _____
Signature of Parent/Legal Guardian	
	Date: _____
Signature of Student	
	Position: _____
Printed Name of School Health Witness/Verify	
	Date: _____
Signature of School Health Witness/Verify	

This consent may be withdrawn or modified at any time with written permission of the parent/guardian and student to the entity referred to above. A duplicate copy of this document will be given to parents or guardians upon request.

Louisiana state law prohibits health centers in schools from:

1. Counseling or advocating abortion or referral of any student to an organization for counseling or advocating abortion.
2. Distributing any contraceptive or abortifacient drug device, or similar product.

To report violations of the prohibitions against abortion counseling, advocacy, or referral; or distribution of contraceptives, abortifacient drugs, devices or other similar products, contact the Adolescent School Health Program at the Office of Public Health at 504-361-6900.

Note: If you do not consent to these services, your child will still receive limited health services through the School Nurse, including vision and hearing screening. Your child will not be able to receive over-the-counter medications, physician services, or counseling through the Family Service Center.

School Calendar 2009-10

August 7, 2009	Staff Development Day (No Students)
August 10, 2009.....	Staff Development Day (No Students)
August 11, 2009.....	Staff Development Day (No Students)
August 12, 2009.....	Staff Development Day (No Students)
August 13, 2009.....	Students' First Day of School
September 3, 2009.....	Open House (6:00 p.m. - 8:00 p.m.)
September 7, 2009.....	Labor Day Holiday
September 16, 2009	Staff Development Day (No Students)
October 21, 2009.....	Staff Development Day (No Students)
October 30, 2009.....	Early Dismissal Homecoming (12:00)
November 23-27, 2009.....	Thanksgiving Holidays
December 17, 2009.....	Early Dismissal for Exams/Staff Development
December 18, 2009.....	Early Dismissal for Exams
December 21, 2009 -January 4, 2010.....	Christmas Holidays
January 18, 2010.....	Martin Luther King Holiday
January 20, 2010.....	Early Dismissal/Staff Dev Day
February 15– 16, 2010.....	Mardi Gras Holidays
February 17, 2010.....	Staff Development Day (No Students)
April 2- 9, 2010	Easter Holidays
April 20, 2010.....	Early Dismissal/Staff Development
May 21, 2010.....	Early Dismissal/Exams
May 24, 2010.....	Students Last Day/Early Dismissal/Exams
May 25, 2010.....	Staff Development/Work Day
May 26, 2010.....	Staff Development/Work Day/Teachers Last Day
May 31, 2010.....	Memorial Day Holiday

Early dismissal for Staff Collaboration, Development and Planning Wednesday, January 20, 2010 and April 20, 2010

Report Card Dates:	1 st Six Weeks	October 2, 2009
	2 nd Six Weeks	November 13, 2009
	3 rd Six Weeks	January 15, 2010
	4 th Six Weeks	March 5, 2010
	5 th Six Weeks	April 16, 2010
	6 th Six Weeks	Will be mailed by May 28, 2010



West Feliciana High School

Home of the Saints

2009

August 21, 2009	Scrimmage (H)	6:00P
August 28, 2009	Central Jamboree	7:00P
September 4, 2009	Zachary (H)	7:00P
September 11, 2009	Pearl River (A)	7:00P
September 18, 2009	Broadmoor (H)	7:00P
September 25, 2009	CHPC (A)	7:00P
October 1, 2009	Independence (A)	7:00P
October 9, 2009	Redemptorist(H)*	7:00P
October 16, 2009	Northeast (A)*	7:00P
October 23, 2009	Parkview (A)*	7:00P
October 30, 2009	Jesuit(Homecoming)	7:00P
November 6, 2009	Baker (H)*	7:00P

*Denotes District Games

Homecoming pre-game festivities will start at 6:30P

Geaux, Saints!

High School Bell Schedule

Regular Dismissal “A”

7:25	Bell
7:30-8:24	1 st
8:28-9:21	2 nd
9:25-10:18	3 rd
10:22-11:15	4 th
11:19-11:48	Lunch
11:52-12:46	5 th
12:50-1:43	6 th
1:47-2:40	7 th

Morning Activity “A”

7:25	Bell
7:30-8:19	1 st
8:23-9:11	2 nd
9:15-10:03	3 rd
10:06-10:38	Activity
10:42-11:30	4 th
11:33-12:03	Lunch
12:07-12:56	5 th
1:00-1:48	6 th
1:52-2:40	7 th

Afternoon Activity “A”

7:25	Bell
7:31-8:19	1 st
8:23-9:11	2 nd
9:15-10:03	3 rd
10:07-10:55	4 th
10:59-11:28	Lunch
11:32-12:21	5 th
12:25-1:13	6 th
1:17-2:05	7 th
2:09-2:40	Activity

Regular Dismissal “B”

7:25	Bell
7:30-8:24	1 st
8:28-9:21	2 nd
9:25-10:18	3 rd
10:22-11:15	4 th
11:19-12:12	5 th
12:16-12:46	Lunch
12:50-1:43	6 th
1:47-2:40	7 th

Morning Activity “B”

7:25	Bell
7:30-8:19	1 st
8:23-9:11	2 nd
9:15-10:03	3 rd
10:06-10:38	Activity
10:42-11:30	4 th
11:34-12:22	5 th
12:26-12:56	Lunch
1:00 -1:48	6 th
1:52-2:40	7 th

Afternoon Activity “B”

7:25	Bell
7:31-8:19	1 st
8:23-9:11	2 nd
9:15-10:03	3 rd
10:07-10:55	4 th
10:59-11:47	5 th
11:51-12:21	Lunch
12:25-1:13	6 th
1:17-2:05	7 th
2:09-2:40	Activity

Early Dismissal

7:25	Bell
7:30-7:58	1 st
8:02-8:30	2 nd
8:34-9:02	3 rd
9:06-9:34	4 th
9:38-10:06	5 th
10:10-10:38	6 th
10:42-11:10	7 th
11:10-11:37	Lunch