

French Settlement High School



Student Handbook 2021-2022

15875 LA Hwy. 16
French Settlement, LA 70733
Phone: (225) 698-3561
Fax: (225) 698-3826

John Chewning, Principal
Brandi Ouber-Alphonso, Assistant Principal
Jennifer Daigle, Administrative Assistant
Lacy Blanchard, School Counselor

The Livingston Parish School Board does not discriminate on the basis of age, race, religion, national origin, disability or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of disability by Section 504 (42 USC 794). The Title IX Coordinator is Stephen Parrill (stephen.parrill@lpsb.org), Assistant Superintendent; the Special Education Director is Dr. Eric Penalber (eric.penalber@lpsb.org); the 504 Coordinator is Monica Sullivan (monica.sullivan33@lpsb.org); PO Box 1130 Livingston, LA 70754; Phone (225)686-7044.

Your attitude determines your Altitude.

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Attendance

- Students in Grades 7th and 8th must be present a minimum of 167 days in order to receive course credit (allowed 10 unexcused absences per year)
- Students in Grades 9 – 12 must be present 84 days each semester in order to receive course credit (allowed 5 unexcused absences per semester)

Please check PowerSchool for your child’s absences before contacting the office.

Check-Out Policy

If a student is ill and needs to check-out, he/she should come to the office with a check-out slip. The student will return to class, and the office will contact his/her parents. When parents have given approval, the student will be called to the office. **A parent must be contacted before a student will be allowed to leave school.** The person responsible for picking up a student must come inside the office with a picture ID and be on the student’s approved list in order to check the student out.

****Students who check out during the school day MUST have a Dr. excuse to check back in the same day.**

Excuse Policy

Livingston Parish Public Schools lists personal illness, death, or extreme emergencies in the family as legitimate excused absences. Upon returning to school, students should turn their excuse in to the box labeled “Excuses” in the office. The office will determine whether or not the absence is excused. NOTE: Upon returning to school, students have **five days** to turn in an excuse. Students who miss school because of vacations, work, etc. will be **unexcused**. Please allow 3-5 business days for excuses to be posted to PowerSchool. Excuses can be sent by email to lori.richard@lpsb.org. Our fax number is 225-698-6458.

Field Trip Policy

In order for a student to attend a field trip, he or she must meet the following criteria:

- No “F”s in any subject on a current PowerSchool check
- No excessive absences in the current semester (no more than 5 unexcused absences or 5 consecutive excused absences at the time of the trip.)
- No school debts

Student Fees

FSHS assesses each student a \$40.00 fee for copy paper, copy machine maintenance, handbook, student planner, postage, scantrons, medical and sanitary supplies, etc. Some courses, as listed in the FSHS Course Directory, require small fees for consumable materials and supplies. Each teacher will provide the student with fee information. Each club sponsor will inform the student of fees due for any club the student participates in.

Students must pay all fees in order to attend or participate in the following: field trips, competitions, dances, free dress.

PAY ONLINE AT <http://osp.osmsinc.com/LivingstonLA/>.

- All students enrolled in a PE program will be required to dress in full PE uniform. This includes white socks, tennis shoes, and PE uniform. Uniforms are available through the school. The price of a uniform is \$21.00
- Textbooks are furnished by the school. The student must either return the book in usable form or pay the full price for replacing the book. The office has a complete list of texts used and their prices.

Ethics Policy

Cheating in any form will not be tolerated at FSHS. This includes, but is not limited to, giving or receiving answers to another student during classwork or a test, using “cheat sheets” or other unapproved resources such as cell phones during an exam, plagiarism in any form, and copying or distributing test materials or answer keys.

- **First Offense:** The student will receive half-credit on a make-up and a behavior clinic after school.
- **Second Offense (and any thereafter):** Student will receive half-credit on a make-up and a suspension.

Stealing or photographing a teacher’s exam, key, or other instructional assignment for any means such as to distribute material will be an automatic suspension from school.

Conferences

Teacher conferences are encouraged. Individual conferences should be set up by emailing the teacher directly. Group conferences can be set up through our **Assistant Principal, Mrs. Brandi Ouber**. They are scheduled during a teacher’s planning period, if at all possible. If more than one teacher is involved, they are usually set up after school.

Surveys/Questionnaires from Physicians

All forms sent from physicians to your student's teachers for evaluation and medical purposes must be sent to the office. You should provide the appropriate number of surveys completed with your student's information and the teachers they should go to. Forms completed by the teachers can be faxed to the doctor or picked up. Completed forms will not be sent home with the student.

Library

Students may use the library before school and at lunch. No student is to use class time to visit the library unless approved by Mrs. Chaffin. Rules for the library are as follows: (1) Only one book at a time can be checked out by a student unless a teacher requests additional check-out privileges. (2) No food, drink, or gum is allowed in the library.

Student Drivers

Students are expected to drive slowly while entering or leaving the parking lot. Speeding is not allowed. Students who drive are required to purchase a parking tag for **\$20.00**. The tag should be on the vehicle rear-view mirror and visible at all times. No student will be allowed to loiter in the parking lot before or after school. No student will be allowed to return to his/her vehicle during the day without permission from the office. **Students are to park in the proper area- the rear gym parking lot.** Students who drive to school must present a valid driver's license before receiving a parking tag. The elementary parking lot is off limits and violators will be punished. Violations of the above rules may result in driving privileges being suspended.

Visitors on Campus

Students are not allowed to bring guests with them to school. When a parent comes to school to get his/her child, he/she must come to the office. The students must follow regular check-out procedures. Any visitor on campus must first sign in at the office. All passes for visitors will be issued through the office.

Deliveries

Only deliveries of food or drink in a lunch box are permitted. Deliveries of fast food items, flowers, gift baskets, baked goods or presents, etc. for students will not be accepted.

Dismissal

- Before school students are to leave their buses or the parking lot and go immediately to their designated areas. Junior High students are to go to the Junior High Commons Area (behind the 200 building). High school students are to go to the High School Commons Area (behind the media building). Students will follow the same rules during recess.
- After school, all students riding the bus and students who are picked up in the car rider line are to leave class on the first bell. Drivers, passengers of drivers, and walkers should remain in class until the second bell.

LIVINGSTON PARISH PUBLIC SCHOOLS' HEALTH RULES

You may access the School's Health Rules under the community section on the School Board website <http://www.lpsb.org>. **Please contact the school if your child has a medical condition.**

Student Accident Insurance Coverage

The Livingston Parish School Board is pleased to inform you that optional Student Accident Insurance Coverage is available to you again this year. Multiple coverage options, plans, and rates are available to allow for a coverage plan that best suits your needs. Policy information is available at www.BollingerSchools.com. If you already have coverage (personal health care coverage) for those injuries and/or claims contemplated by the plans offered under the Student Accident Insurance Coverage policy noted above, your existing coverage will likely provide primary coverage for associated claims, if you already have personal healthcare coverage. **A failure to secure either personal coverage or the coverage outlined in the attachment could result in an absence of coverage for injuries sustained by your child.**

Safe Haven and Dating Violence

It is state mandated that we teach Safe Haven and Dating Violence in Health. For more information, go to <http://ladv.org/teen-dating-violence/>.

BELL SCHEDULES

C Day:

High School Bell Schedule		Junior High Bell Schedule	
First Bell	7:20	First Bell	7:20
1 st hour	7:25 – 8:14	1 st hour	7:25 – 8:14
2 nd hour	8:17 – 9:03	2 nd hour	8:17 – 9:03
3 rd hour	9:06 – 9:52	3 rd hour	9:06 – 9:52
4 th hour	9:55 – 10:41	4 th hour	9:55 – 10:41
Lunch	10:44 – 11:12	5 th hour	10:44 – 11:30
5 th hour	11:15 – 12:01	Lunch	11:33 – 12:01
6 th hour	12:04 – 12:50	6 th hour	12:04 – 12:50
7 th hour	12:53 – 1:38	7 th hour	12:53 – 1:38
8 th hour	1:41 – 2:26	8 th hour	1:41 – 2:26

A/B Day:

High School Bell Schedule		Junior High Bell Schedule	
First Bell	7:20	First Bell	7:20
1 st Block	7:25 - 9:03	1 st Block	7:25 - 9:03
2 nd Block	9:06 - 10:42	2 nd Block	9:06 - 10:42
Lunch	10:45 – 11:10	3 rd Block	10:45 – 11:30
3 rd Block	11:13 – 12:48	Lunch	11:31 – 11:56
		3 rd Block	11:57 – 12:48
4 th Block	12:51 – 2:26	4 th Block	12:51 – 2:26

GRADING PROCEDURES FOR SECONDARY SCHOOLS

1. During the school year, high school students will receive 2 report cards, one at the end of each semester. In addition, 3 interim reports will be issued each semester: one after 4 1/2 weeks, one after 9 weeks, and one after 13 1/2 weeks. Jr. High students will receive a report card every 9 weeks and an interim report every 4 1/2 weeks. Semester grade/report card grade will be determined by dividing the total points earned by the total points possible by weighted categories. Letter grades will be assigned according to the different grading scales based on the type of course each student is enrolled in.
2. Grades (A, B, C, D, and F) will be determined as follows:

Regular Classes		College Board Advanced Placement Classes		Advanced Level Classes	
Grade/Point Value	Average	Grade/Point Value	Average	Grade/Point Value	Average
A = 4	93 - 100	A = 5	90 - 100	A = 4	90 - 100
B = 3	85 - 92	B = 4	80 - 89	B = 3	80 - 89
C = 2	75 - 84	C = 3	70 - 79	C = 2	70 - 79
D = 1	67 - 74	D = 2	60 - 69	D = 1	60 - 69
F = 0	0 - 66	F = 0	0 - 59	F = 0	0 - 59

- a. All student work to be graded will be assigned a point value. The number of points assigned will be determined by the teacher. Weighted grades will be used.
- b. When calculating percentage grades to determine a letter grade, **.50** and above will always be rounded off to the next highest number. (Example: 92.50% = 93% = A, 66.50% = 67% = D.)
- c. The following Categories will be used for **all** assignments by **all** subject areas (*district-wide implementation based on new LPPS grading guidelines*). You must balance the categories. For example, you should have more than 1 entry for Major Assessments.

Weighted Categories for each High School Course:	Abbreviation	Weights for each Category:
Major Assessments	MA	40%
Assessed for Accuracy (Quizzes, Labs, Projects, etc...)	ACC	35%
Participation / Completion	PC	10%
End of Semester Assessment*	SEM EX	15%
SPED Students Only (any student with IEP and qualifies as LAA 2 or Act 833) for the following classes: English II, III, Biology, Geometry, US History		
Weighted Categories for each High School Course:	Abbreviation	Weights for each Category:
Major Assessments	MA	40%
Assessed for Accuracy (Quizzes, Labs, Projects, etc...)	ACC	40%
Participation / Completion	PC	15%
End of Semester Assessment*	SEM EX	5%

LATE WORK POLICY

If a student misses school due to an excused absence, then the student will have the same number of days to make up the assignment before being penalized with grade deductions. After those days have expired, the assignment will be deducted no more than the amount of points equivalent to a letter grade for each day the assignment is missing. All missing assignments must be completed BEFORE the interim period is up.

All missing tests and projects must be made up in a timely manner by communicating with the teacher and discussing due dates. Tests may be made up by setting up an appointment with a teacher before or after school, or by appointment. It is the student's responsibility to approach the teacher regarding missing tests and projects.

DISCIPLINE POLICY & GUIDELINES

Proper student conduct is the responsibility of the student and parents. It is the daily responsibility of school personnel to assure that no single person interferes with the learning environment of other students.

Disciplinary action will include, but not be limited to one of the following: Counsel/warn a student, administer punish work, contact parent/guardian, after-school detention, behavior clinic, suspension, or expulsion. The action taken is determined by the severity of the infraction and the number of prior offenses. The Principal or his designee will determine when offenses are extreme or flagrant. School administrators may notify law enforcement officials whenever there is a belief that a criminal offense has been committed.

Policy on Weapons: Any student found to be in possession of a firearm or weapon on campus, on school property, on any school bus, or any school-related function shall immediately be recommended for expulsion. Schools are Weapons Free Zones.

Alcohol and Drug Policy: The possession or use of illegal drugs as well as the unlawful possession or consumption of alcohol is also a criminal offense punishable by the laws of the State of Louisiana. LPPS policy requires that each student receives a copy of the alcohol/drug policy at the beginning of the year. Parents should review this, sign it, and return a copy to the school.

Search and Seizure: School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable suspicion that the student may be in possession of drugs, alcohol, weapons, or other materials in violation of school policy or state law. Property (cars, lockers, book bags, purses, etc.) shall remain under the control of school officials and shall be subject to search. Students are responsible for all items found on their person or in their possession, including in cars, lockers, book bags, purses, etc.

Bullying, Harassment, Hazing: FSHS does not tolerate bullying, intimidation, harassment, and hazing of any kind on our campus. These are offenses which are subject to expulsion. If you are being harassed, please notify a teacher, guidance counselor, or administrator immediately. It will be investigated and appropriate action will be taken.

Sexual Harassment: LPPS disapproves of and does not tolerate harassment of any type, including, but not limited to, sexual harassment by employees to students, by students to employees, or by one student to another student. No employee or student, either male or female, should be subject to unsolicited and unwelcome harassment, including unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment is behavior that is not welcome, that is personally offensive, and therefore interferes with the purposes of the employee and/or student in the academic, extracurricular, and co-curricular atmosphere. All complaints should be made orally or in writing to a teacher, guidance counselor, or administrator.

DETENTION AND BEHAVIOR CLINIC POLICY

Once students are scheduled for detention or clinic, the date will not be rescheduled for any reason other than an emergency. If a student fails to attend a scheduled afternoon detention, the student will attend a behavior clinic after school. Should a student fail to attend a behavior clinic, an in-school suspension shall result. Behavior Clinic is intended as an alternative to suspension.

IN-SCHOOL SUSPENSION POLICY

In-school suspension can be used as an alternative to out-of-school suspension. Students who are removed from in-school suspension due to non-compliance will result in an additional out-of-school suspension. In-school suspensions count toward the total suspension count.

STUDENT BEHAVIOR EXPECTATIONS

1. Students are obliged to follow instructions from any teacher at any time. Teachers will not make unreasonable requests of students.
2. Maintain a free flow of traffic in halls, stairwells, and walkways.
3. Excessive or loud noise is prohibited on campus.
4. Fighting is strictly prohibited. Any student found instigating or participating in a fight, or any other disorderly conduct which constitutes a significant disruption, shall be subject to disciplinary action and arrest.
5. Students are to leave campus in an orderly manner at the designated time. Only students directly supervised by a teacher may remain in the halls.
6. Students are not to go to their cars during the school day unless permission is given by an administrator. Students may not remain in their cars upon arrival to campus.
7. If a student leaves out of class, he or she must be in possession of a hall pass. Students may not leave a teacher's classroom without permission for any reason. Failure to comply will result in an automatic suspension.
8. Upon arrival on campus, students may not leave campus without checking out through the office- even if the 7:20 bell has not rung, you must check out prior to leaving campus. No student may arrive on campus prior to 7:00 a.m.
9. Students should report to the Commons Area when arriving at school. In the event of bad weather, they will report to the gym bleachers. No food or drinks are allowed in the gym.
10. Use or possession of tobacco products, vaping products, or paraphernalia of any kind is prohibited.
11. Altering or forging of any official school document such as interim reports, detention letters, doctor's excuses, etc. is prohibited and will result in disciplinary action.
12. Students must follow cell phone and electronic device policy. (see below)
13. Gum chewing is not allowed on campus.
14. State law prohibits students from carrying firearms, knives, or other implements which can be used as weapons. This regulation includes sharp combs, manicuring devices, game items, headbands, jewelry, etc.
15. Any threat, verbal or written, will be taken seriously.
16. Obscenities/inappropriate material of any kind, verbal or written, will result in disciplinary action.
17. Non-compliance with any rule, verbal or written, will result in disciplinary action.

CELL PHONE POLICY

- **Cell phones are prohibited from use in classrooms and any other area in which academic work is being done unless otherwise instructed by the teacher.**
- **Unless otherwise instructed by the teacher, Headphones and other Bluetooth enabled devices are not permitted to be worn in class and must be put away securely by the student in any classroom.**

- **Cell phones are not to be used in the following areas**
 1. Cafeteria
 2. Bathrooms
 3. Locker rooms
 4. Office Area

- All cell phone use must be respectful and non-disruptive to students and staff.
- Phones must remain on silent at all times throughout the school day.
- FSHS nor any of its employees are responsible for the loss or damage to any student’s phone or electronic device whether that device is in the student’s possession or confiscated by the staff. It is the responsibility of the student to adhere to this policy and to secure his or her belongings at all times. Classes and or instruction will not be stopped to deal with or search for lost phones/devices.
- Abuse of this privilege will result in
 - First Offense ~ the device will be held in the Administration office until the end of the school day
 - Second Offense ~ Clinic and device can be picked up at the end of the school day
 - Third Offense~ Suspension and device can be picked up at the end of the school day.

* Photographing or video recording is not allowed anywhere on the school premise. Violation of this may result in suspension.

**It should be noted that refusal to surrender a cell phone or other electronic device when directed to do so by a school staff member, teacher or administrator considered willful disobedience and is punishable by suspension.

FSHS Campus Infractions

OFFENSE	Warning	Clinic	In-School Suspension	Short Term Suspension	Long Term Suspension	Expulsion
Alteration of grade reporting, medical excuses, school documents, etc.			X	X	X	
Breaking and entering school property					X	X
Buying/Selling of personal items at school		X	X	X	X	X
Campus Disruption		X	X	X	X	X
Cell phone, smart watch, other electronic device- Unauthorized use/Possession- cell phone will be confiscated and can be picked up in the office at the end of the day.	1- 3	4-5	6+			
Cheating		X	X	X		
Disrespect for authority		X	X	X	X	X
Distribution/Possession/ Use of Controlled Dangerous Substance (CDS) with intent to distribute (Law enforcement officers notified)						X Period of 12-24 calendar months
Failure to attend after school discipline		X	X			
Failure to comply with discipline rules/dismissed		X	X	X		
Fighting				X	X	
Fighting (Continuing to fight after school requested to stop)					X	X
Fighting (multiple offenses)					X	X
Forgery of administrator, teacher, or parent’s signature			X	X	X	
Gambling		X	X	X	X	X
Gum	1-3	4-5	6+			
Harassing student	X	X	X	X	X	X
Skipping class			X	X	X	
Horseplay		X	X	X	X	X
Instigating a fight			X	X	X	X
Leaving campus-unauthorized check out				X		
Leaving Class without Permission			X	X	X	

Lying to school personnel		X	X	X		
Possession/Use of alcohol/medication				1 (w/assessment)		2--12-24 Calendar Months
Profane Language		X	X	X	X	X
Public Display of Affection	1-3	4-5	6+			
Sleeping in Class		X	X	X		
Smoking, dipping, vaping, possession (lighter)			1	2+		
Stealing (Reimbursement)				X	X	X
Tardies	1-3	4-6	7+			
Unauthorized use of computers/internet		X	X	X	X	
Unauthorized area		X	X	X	X	
Uniform Violation	1-3	4-5	6+			
Use of any object as a firearm or weapon						X
Vandalism/destruction of school property (suspension until reimbursement is made)				X	X	X
Violation of medication policy				X		
Willful Disobedience		X	X	X	X	X

FSHS CAMPUS INFRACTIONS

DISCIPLINE CONSEQUENCES DEFINED

Minor Infraction in Classroom

1st offense- Conference with the student one on one. **2nd offense-** Assign a discipline essay and contact a parent/guardian to discuss the behavioral problem. **3rd offense-** Referral to the office.

Behavior Clinic (2:30-4:30 PM)

Behavior Clinic is an alternative to a suspension from school. Students will be required to perform “clean-up duties” (sweep, mop, pick up trash, etc.) clinic and/or a written assignment. If a student misses a behavior clinic, a suspension will be assigned.

Suspensions

In-school suspensions will be held during school hours. Short term suspensions will range from 1 – 3 days. Long term suspensions will be 4 or more days. The severity of the offense will determine the length of punishment at the discretion of the administrator. The student may not attend any school or LPPS events during the suspension. Classwork and tests may be made up for full credit.

Expulsion

Upon receiving the fourth suspension, the student will be recommended for expulsion. If the offense is severe enough to warrant expulsion, at the discretion of the administration, the fourth suspension rule will be waived and expulsion will be recommended immediately. The student may not attend any school or LPPS events during the expulsion.

ALL STUDENTS SHOULD UNDERSTAND THAT ALL TEACHERS AND SUBSTITUTE TEACHERS ARE OBLIGED TO CARRY OUT ANY AND ALL POLICES OF THIS SCHOOL, AND THAT THE STUDENTS ARE OBLIGED TO TAKE INSTRUCTIONS FROM ALL FACULTY AND STAFF.

ANY STUDENT AND HIS/HER BELONGINGS ARE SUBJECT TO BEING SEARCHED IF SCHOOL PERSONNEL HAVE REASONABLE SUSPICION OF ANY MATERIAL THAT MAY VIOLATE SCHOOL POLICY.

GROOMING/PERSONAL APPEARANCE

The following guidelines have been established regarding all students’ dress and appearance:

1. Styles of dress and grooming never should be such that they represent a collective or individual protest.
2. Appropriate footwear must be worn to school (no shower shoes, flip-flops).
3. Caps, hats, unprescribed glasses are not permitted.
4. Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited. (Examples: beer, cigarettes, drugs, obscene suggestions, sexual connotations, political, etc.)

5. Earrings are allowed for students provided they are not a safety concern or a distraction on campus.
6. Piercings, other than ears, are not permitted. Clear (concise stud only) pierce hole fillers are allowed for nose rings.
7. Jewelry, including earrings, worn during the school day should be a size and dimension that is not a safety concern or a distraction on campus.
8. Hair should be neat, clean, and out of the student's eyes. Students should have natural hair color. Extreme unnatural colors are not allowed. Sculptured hair styles that include pictures, symbols, letters, numbers, or hair curlers, rollers or excessively teased will not be permitted. Principals have discretion if a hairstyle including accessories interferes with learning.
9. Neatly groomed facial hair is acceptable, including mustaches, beards and goatees.
10. Tattoos that are vulgar, obscene, political, offensive or otherwise disruptive to the school environment are not permitted and must be covered at all times.
11. Foundation garments must be worn.
12. Dress during any period where uniforms are not required, such as special event days, or for transferring students, shall be consistent with the intent and spirit of the *School Uniform Dress Code*.

DRESS CODE GUIDELINES

Dress Code in Special Classes

Students must follow the rules of appropriate dress as directed by the needs of special classes (i.e. physical education, industrial arts, agriscience, etc.) due to safety concerns.

SCHOOL UNIFORM DRESS CODE

The School Board is permitted by state law to adopt dress codes mandating the use of school uniforms. The purpose of the *School Uniform Dress Code* shall be to provide additional opportunities for increased school safety; to encourage students to experience a greater sense of school identity and belonging; to encourage an improvement in student behavior; and to encourage a high level of program participation.

Grades Pre-Kindergarten - 12:

Note: A color chart for skirts/shorts/slacks/skorts will be displayed to clarify the color range of Khaki.

Shirt:

- Solid color: Navy blue or white.
- Polo: (golf-boxed, hemmed) two, three or four buttons at the top front with collar (Short or Long sleeves) - Elementary students shall be encouraged to tuck in shirts. Middle/Junior High and High school students shall be required to tuck in shirts.
- Oxford/dress shirt (short or long sleeves) Elementary students shall be encouraged to tuck in shirts. Middle/Junior High and High school students shall be required to tuck in shirts.
- Designs, emblems, insignias, monograms and logos are prohibited.
- Under-shirts and t-shirts, if worn must be white, gray or black and can only be worn underneath the standard uniform.
- If applicable, school issued spirit shirt may be worn in place of the uniform polo on designated day set by the principal. Shall

not exceed one time per week.

Pants, Skirts, Shorts, Skorts, Jumpers:

- Solid color: Khaki
- No jean, knit, jeggings, stretch, cargo, capri, or cropped styles.
- Appropriate fit: not too loose, not too tight; no sagging.
- Elementary students may have elastic waist pants with or without belt loops (belts are optional, but encouraged).
- Middle/junior/high school students' pants must have belt loops and a belt is mandatory.
- Must be worn at waistline,
- Skirts should be to top of kneecap.
- Jumpers should be to top of kneecap; not allowed for 9-12.
- Shorts/Skorts: Top of knee to four (4) inches above knee; length cannot be below the knees; length can be cuffed or not cuffed,
- The only logos allowed should be the manufacturer's label.
- All bottoms must be hemmed.

Belts:

- PK-5: Belts are not required, but encouraged.
- Grades 6-12: Belt required with clothing designed with belt loops, any color, no inappropriate logos or slogans. Belts are to be worn correctly and buckles are not to be excessive size or offensive in design. Studs and spikes are prohibited.

Socks/ Hose/Tights:

If worn...

- Socks may not have inappropriate or offensive wording or images. Socks above the knee are prohibited.
- Tights/Leggings solid color black, gray, navy blue or white (May only be worn under skirts/dresses/jumpers). Tights must be full length reaching the ankle.

Pullovers:

- Solid Navy blue or White ($\frac{3}{4}$ zip, crew, hoodies, sweaters) are allowed. A pullover cannot be worn in place of shirt nor be so large that it conceals a student's bottom garment. Designs, emblems, insignias, monograms and logos are prohibited
- Any spirt pullover purchased from the school or a vendor with the school name or logo is acceptable.

Shoes:

- Closed-toe and closed-heel shoes are mandatory (tennis shoes, dress shoes, casual shoes or slip-on shoes or boots).
- Footwear shall not extend above the knee.
- Shoes shall be properly tied or strapped, if applicable.

Coats:

- Coat/jacket/sweater may be worn as long as the uniform shirt collar is revealed under the coat/jacket/sweater (trenchcoats are prohibited)
- Vests/jackets/sweaters/coats that zip/button/snap from top to bottom may be any color and with hood.

Progressive Disciplinary Action:

Students violating the School Uniform Dress Code shall be disciplined as follows:

1st – 3rd Offense: Notification sent home to parents via student or message to the parent via phone, email, OR automated call.

4th – 6th Offense: After School Detention / Extended Detention (ex. Saturday Clinic) and direct verbal parent/guardian notification per incident.

7th or more offenses: One (1) day out school suspension for each offense due to willful disobedience.

MENTAL HEALTH COUNSELING

In addition to academic advising and college and career counseling, the FSHS school counselor offers short-term mental health counseling services upon request or referral. This service is aimed at the more effective education and socialization of the student within the school community. Parents/legal guardians and school staff may refer students, and students may request counseling. This service is not intended as a substitute for long-term mental health counseling, psychological therapy, diagnosis, or medication, which are not the responsibility of the school. It is the responsibility of the parent/legal guardian to determine whether additional or different services are necessary. Furthermore, should it be determined by the school counselor that more extensive services are necessary, it will be the responsibility of the parent/legal guardian to arrange outside counseling services. If it is requested that the counselor share information with a third party, such as a community counselor, psychiatrist, social services worker, physician, etc., the parent/legal guardian will need to sign a medical release form.

The school counselor will keep students' disclosures and information confidential with some exceptions, including, but not limited to:

- the student expresses thoughts and/or plans to harm him/herself or someone else
- the student expresses and/or the counselor has suspicion of abuse/neglect against a minor child, elderly person, or dependent adult
- a court order is received directing the disclosure of information
- the student admits to or expresses intent to commit a crime
- necessary collaboration with other school staff (principal, teachers, etc.) for effective education/socialization
- Necessary collaboration with parent/legal guardian

Short-term mental health counseling provided by the school counselor is considered a regular educational service provided by the school, and students may assent to participate. However, if you, the parent/legal guardian, **DO NOT** want the student to participate in school mental health counseling services, the parent/legal guardian must submit a signed letter to the counselor declining consent for mental health counseling. To contact the school counselor, email lacy.blanchard@lpsb.org, call 225-698-3561, or ask your teacher for a counseling request form to submit to the office.

Graduation Curriculum Requirements

TOPS University	Jump Start Tops Tech
Curriculum requirements for students entering high school in 2014-2015 and beyond Courses listed are those offered at FSHS; for a complete list visit www.louisianabelieves.com	
English (4 units): <ul style="list-style-type: none">▪ English I▪ English II▪ English III/AP English Language & Composition	English (4 units): <ul style="list-style-type: none">▪ English I▪ English II▪ English III

<ul style="list-style-type: none"> English IV/AP English Literature & Composition 	<ul style="list-style-type: none"> Business English
Math (4 units): <ul style="list-style-type: none"> Algebra I Geometry Algebra II 1 unit from the following: Advanced Math Pre-Calculus, Algebra III DE, AP Statistics 	Math (4 units): <ul style="list-style-type: none"> Algebra I 3 units from the following: Geometry, Financial Math, Math Essentials, Business Math
Science (4 units): <ul style="list-style-type: none"> Biology Chemistry 2 units from the following: Environmental Science/AP, Physical Science (retired), Biology II 	Science (2 units): <ul style="list-style-type: none"> Biology 1 unit from the following: Environmental Science/AP or Physical Science (retired)
Social Studies (4 units): <ul style="list-style-type: none"> Civics World Geography/AP Human Geography US History World History 	Social Studies (2 units): <ul style="list-style-type: none"> Civics US History
Health (1/2 unit)	Health (1/2 unit)
Physical Education (1 ½ units): PE I, PE II	Physical Education (1 ½ units): PE I, PE II
Foreign Language (2 units): <ul style="list-style-type: none"> Spanish I Spanish II 	
Art (1 unit): Fine Arts Survey	
Electives (3 units)	Jump Start (9 units): 9 career & technical education (CTE) courses in chosen Jump Start Pathway, including 1 career readiness unit Culminating Credential: must earn approved certification in chosen pathway
Total Units: 24	Total Units: 23

Retired courses are no longer offered at FSHS, but still count toward graduation.

Taylor Opportunity Program for Students (TOPS) Awards

The *Free* Application for Federal Student Aid (FAFSA) must be completed beginning October 1 of the senior year & every year thereafter in order to receive TOPS/TOPS Tech, and to graduate. The web address is www.fafsa.ed.gov.

TOPS Opportunity, Performance, or Honors	TOPS Tech
Curriculum adapted to reflect courses offered at FSHS; for the full curriculum visit http://www.osfa.la.gov	
English (4 units): <ul style="list-style-type: none"> English I English II 	English (4 units): <ul style="list-style-type: none"> English I English II

<ul style="list-style-type: none"> ▪ English III/AP English Language & Composition ▪ English IV/AP English Literature & Composition 	<ul style="list-style-type: none"> ▪ English III ▪ Business English
Math (4 units): <ul style="list-style-type: none"> ▪ Algebra I ▪ Geometry ▪ Algebra II ▪ 1 unit from the following: Advanced Math Pre-Calculus, Algebra III DE, AP Statistics 	Math (4 units): <ul style="list-style-type: none"> • Algebra I • 3 units from the following: Geometry, Financial Math, Math Essentials, Business Math
Science (4 units): <ul style="list-style-type: none"> ▪ Biology ▪ Chemistry ▪ 2 units from the following: Environmental Science/AP, Physical Science (retired), Biology II 	Science (2 units): <ul style="list-style-type: none"> ▪ Biology ▪ 1 unit from the following: Environmental Science/AP or Physical Science (retired)
Social Studies (4 units): <ul style="list-style-type: none"> • Civics • World Geography/AP Human Geography • US History • World History 	Social Studies (2 units): <ul style="list-style-type: none"> • Civics • US History
Foreign Language (2 units): <ul style="list-style-type: none"> • Spanish I • Spanish II 	Jump Start (9 units): 9 career & technical education (CTE) courses in chosen Jump Start Pathway & credential(s); 1 unit from career readiness
Art (1 unit): <ul style="list-style-type: none"> ▪ Fine Arts Survey 	*TOPS University students may qualify for TOPS Tech by completing the TOPS Core Curriculum for Opportunity, Performance & Honors
Total: 19 Units	Total: 21 Units

Retired courses are no longer offered at FSHS, but still count toward graduation.

TOPS Core GPA is NEVER rounded up (2.49 does NOT get rounded up to a 2.5)

	GPA - Grads of 2020	GPA - Grads of 2021+	ACT
TOPS Opportunity	2.5	Same	20 or State Average
TOPS Performance	3.0	3.25	23
TOPS Honors	3.0	3.5	27
TOPS Tech	2.5	Same	17 or WorkKeys Silver

Payment of TOPS Awards is contingent upon appropriations by the LA Legislature. See the chart on LOSFA's website at http://www.osfa.la.gov/MainSitePDFs/TOPS_Payment_Amounts.pdf for TOPS payment amounts at specific colleges and universities for the 2018-2019 academic year. The TOPS Award Amounts in the future will be the same as those provided in this chart unless the Legislature specifically appropriates additional funding for TOPS.

ASSESSMENT REQUIREMENTS FOR GRADUATION

To graduate, high school students must pass three LEAP 2025 and/or EOC tests—pass one test per category-- as follows (All LEAP 2025 and/or EOC scores count as 15% of students' final grade):

- 2020 Graduates must pass: (1)English II LEAP 2025 or English III EOC; (2)Algebra I EOC or Geometry LEAP 2025; and (3)Biology EOC or US History LEAP 2025
- 2021 Graduates & Beyond must pass (all tests are LEAP 2025): (1)English I or English II; (2)Algebra I or Geometry; and (3)Biology I or US History
- Five achievement levels on LEAP 2025: Advanced, Mastery, Basic, Approaching Basic (min. passing score), or Unsatisfactory
- Four achievement levels on EOC: Excellent, Good, Fair (min. passing score), or Unsatisfactory

FAFSA COMPLETION

All seniors are required to submit the FAFSA to graduate.

- Free Application for Federal Student Aid (FAFSA) - <https://studentaid.ed.gov/sa/fafsa>
- Completing the FAFSA determines your eligibility for: Pell Grants (financial need-based grants that do not have to be paid back), Student Loans (money that has to be paid back with interest) & amount of money colleges will offer you
- FAFSA is also the application LOSFA uses for TOPS Scholarship & TOPS Tech Award eligibility
- Students & Parents/Guardians must have an FSA ID to sign the FAFSA. Once you create one, it stays the same every year unless you change it. Create on here - <https://fsaid.ed.gov/npas/index.htm>
- Complete the FAFSA on or after October 1 of your senior year, and every year you are in college thereafter for renewal
- Check FAFSA submission deadlines for your preferred state & college(s)
- If you are applying for the Fall semester directly after high school graduation, then complete the application for the next academic year (example: if you graduate in 2021, you will complete the 2021-2022 FAFSA application). If you are applying for the summer semester directly after graduation, then you must fill out the 2020-2021 and 2020-2021 apps.)

LPPS CLASS RANKING POLICY

Livingston Parish School Board states that graduating seniors are to be ranked based on the quality points earned in grades 9-12 as listed on the student's official high school transcript. The senior who earns the most quality points will be ranked number one in the graduating class. Only quality points based on a maximum of 28 credits will apply. Transfer grades will be weighted only in the subjects weighted in the district. **THERE SHALL BE NO SELECTION OF A VALEDICTORIAN.**

- **RANKING CRITERIA:** (A) Total quality points from all subjects attempted in grades 9-12. (B) "F" grades count as zero quality points. (C) Only semester grades shall be used. (D) Total quality points shall be computed at the end of the second semester of the senior year. The following scales shall be used:
 - A. Regular Classes - Quality Points: A = 4, B = 3, C = 2, D = 1, F = 0 / Grade Scale: A = 93 - 100%; B = 85-92%; C = 75-84%; D = 67-74%; F = 0-66%
 - B. College Board Advanced Placement Classes - Quality Points: A = 5, B = 4, C = 3, D = 2, F = 0 / Grade Scale: : A = 90 - 100%; B = 80-89%; C = 70-79%; D = 60-69%; F = 0-59%
 - C. DE/Honors Classes - Quality Points: A = 4, B = 3, C = 2, D = 1, F = 0 / Grade Scale: : A = 90 - 100%; B = 80-89%; C = 70-79%; D = 60-69%; F = 0-59%
 - D. Any course for which credit is earned through credit examination or proficiency examination and a pass/fail grade is assigned ("P" for passed displayed on the transcript) will NOT be considered in determining class ranking.
- **TIES IN RANKING:** Ties in ranking of graduating students shall be broken by using the following order of priority:
 - A. The highest composite ACT test score to be used if all candidates have taken the ACT.
 - B. If a tie still exists, then the number of College Board Advanced Placement course taken.
 - C. If a tie still exists, the total number of scaled score points on all state standardized tests (High School LEAP 2025/EOC)

CALCULATING GRADE POINT AVERAGE (GPA)

Cumulative GPA: Total number of quality points divided by total number of letter grades on your high school transcript (excluding P grades); **Unweighted GPA:** use 4.0 scale does *not* take the difficulty level of classes into account. All courses have the same quality point values for letter grades: Quality Points - A = 4, B = 3, C = 2, D = 1, F = 0; **Weighted GPA** – uses 5.0 scale, and does consider class difficulty (for LPPS, the only courses that carry more weight are AP). AP Courses, Quality Points - A = 5, B = 4, C = 3, D = 2, F = 0 and All Other Courses, Quality Points - A = 4, B = 3, C = 2, D = 1, F = 0