



**St. Helena College & Career Academy  
Home of the Hawks**

**14340 Hwy 37  
Greensburg, La 70441  
(225-222-4402)**

**Student /Parent Handbook  
2020-2021**



**Student's Name:** \_\_\_\_\_



### Things we will do to remain safe at SHCCA

- Practice social distancing at all times; classroom desks should be 6ft. apart.
- Avoid close contact with people who are sick.
- Wash your hands for at least 20 seconds.
- Do not touch your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue and throw tissue away wash hands.
- Wearing the appropriate safety mask for virus protection while at school.
- No sharing of items or supplies.
- Daily health and temperature checks.

These are a few things that SHCCA will apply daily, we will consistently have updated information from the CDC as it is released pertaining to COVID-19 that will help us serve, guide and protect the students effectively.





Please detach and return to your child's teacher.

**I have read the 2020-2021 St. Helena College & Career Academy which Includes Teacher/Student/Parent Compact and Parental Involvement Policy. I will support and adhere to all information included in the Handbook.**

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**Print Student's Full Name**

**Student Signature**

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**Print Parent/Guardian's Full Name**

**Parent/Guardian Signature**

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**Teacher**

**Grade**

**Teacher Signature**

**St. Helena College & Career Academy**



**Teacher Commitment**

- Provide an environment that allows for positive communication between the teacher, parent and student.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Respect the school, students and families.

**Student Commitment**

- Come to school ready to learn and work hard.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful.
- Respect the school, classmates, teachers and families.

**Parent/Guardian Commitment**

- See that my child is punctual and attends school regularly.
- Support the school in its effort to maintain proper discipline.
- Read to my child or encourage my child to read every day.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as volunteering, field trips, and/or attending parent-teacher conferences.
- Respect school, teachers, students and families.

I have received a copy of the Teacher/Student/Parent/Guardian Compact and agree to carry out the responsibilities listed to the best of my ability.

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**Student**

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**Parent/Guardian**

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**Principal**



## Mission Statement

Our Mission is to create a community of invested learners in an atmosphere of high expectations and mutual respect. Every student will be encouraged and challenged to learn, grow, and achieve academic, social, and vocational goals.



Dear Parents and Students,

Welcome to St. Helena College & Career Academy. To ensure cooperation and communication between the home and school, we are asking our students, parents and teachers to please read and review with your child/student the St. Helena College & Career Handbook, The St. Helena College & Career Honor Code, St. Helena Parish School System Code of Conduct and The Bus Rules.

Please keep these publications as a reference for information throughout the school year. These guidelines have been implemented to ensure the security of our school and safety of our students. If at any time you need clarification on our school's policy, please feel free to contact the school at (225-222-4402).

The St. Helena College & Career Academy Student, Parent, and School Contract on the next page must be returned to your child's homeroom teacher. It will be kept on file in your child's homeroom class and documented with the administration.

Thank you,

Brandon J. Fontenot, Sr.

Brandon J. Fontenot, Sr.  
Principal





*St. Helena College & Career Academy, Parent and School Contract*

Our signatures below indicate that we have received, read and understand the:

- ◆ **St. Helena College & Career Academy Handbook**
- ◆ **St. Helena School System Handbook**
- ◆ **SHCCA Parental Involvement Policy**
- ◆ **The Honor Code of SHCCA**
- ◆ **The School Expectations**
- ◆ **Bus Rules for privileges granted when riding SHCCA Transportation**
- ◆ **Media Release**
- ◆ **Right to Know Parent Letter**

\_\_\_\_\_  
STUDENT'S NAME (PRINT)

\_\_\_\_\_  
HOMEROOMTEACHER

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

# Parental/Legal Guardian Media Consent Form

I hereby consent to the use of any photographs/video tape taken of my child by the SHCCA or the media for the purpose of advertising or publicizing events, activities, facilities and programs of the St. Helena Parish School System in newspapers, newsletters, website, other publications, television, radio and other communications and advertising media.

By law, the St. Helena Parish School System protects the privacy of the students and is prohibited from releasing students' personal information.

From time to time representatives of the news media are invited to campus to cover events at our school. When this happens there is a possibility your child/children may be photographed, videotaped, or interviewed for a news story.

Please mark one of the choices below and return to school.

\_\_\_\_\_ Yes, I allow my child/children to be identified in any good news district or school publication.

\_\_\_\_\_ No, I do not want my child/children identified in any good news district or school publication.

## PLEASE PRINT

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

## Parent or Guardian if above person is under 18:

Parent/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_



# St. Helena College & Career Academy



# Parental Involvement Policy

## 2020-2021

SHCCA recognizes that \*parents are their children's first teachers and that parents' function as educators throughout their children's lives. More than thirty years of research show that student academic success and high self-esteem are closely related to parent involvement in education from pre-kindergarten through high school. Children whose families are involved in their education have higher grades and test scores, better attendance, and are more likely to graduate from high school and attend college. In fact, the best predictor of a student's success in school is not income or social status but how much a student's family participates in his or her education.

The administration, faculty and staff of SHCCA is committed to establishing programs and practices that create a climate of mutual trust and respect that support substantive parent involvement. The St. Helena Parish School System supports having a PT0 (Parent Teacher Organization) in every school and provides for the formation of committees and organizations such as the School Improvement Team (SIT).

At SHCCA we also believe that the education of our children is a shared responsibility. Involvement by the school, the family, and the community creates a stronger educational system and improves the quality of life for the students, their families, and the entire SHCCA community.

In order to build an effective home-school partnership, SHCCA will provide the following:

- **Communication**—Establish various forms of communication (school to home, home to school, central office to home and vice versa) that encourage regular discussion about school programs and children's academic progress and behavioral management.
- **Parenting**—Provide information that supports families as they create home environments that value education and nurture children's curiosity for learning.
- **Student Learning at Home**—Share information with parents about how to provide learning activities at home, help students with homework, and plan for success in school.
- **Volunteering**—Encourage and recruit parents' participation in school activities both in and outside of the classroom, developing program ideas which respect the diverse needs of families.
- **School Decision & Making and Advocacy**—Recruit and develop parents as leaders in school-based decision-making and in advocating for the welfare of students.
- **Collaborating with the Community** – Identify, enlist and welcome community resources—of all types—to strengthen schools, families, and student learning.

St. Helena Parish School System is committed to reaching out to all parents, including those who may not have had a positive experience in school or for whom English is not their first spoken language. Further, the school seeks, encourages and develops relationships with community agencies and organizations that provide services to children in order to encourage them to share in this investment in the lives of children.

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### **Title I Parental Involvement Policy**

The St. Helena Parish School System recognizes that schools that receive funds through the Title I federal program have specific criteria for parental involvement.

Provision for substantive parental involvement in these schools is established in Section 1118 of No Child Left Behind. This provision mandates the following components:

#### **Communication**

Clear and consistent communication is the foundation of effective parental involvement. Schools must provide Title I information to parents in an understandable, uniform format. Upon request, information shall be provided in alternative formats, including providing auxiliary aids and giving information in a language which parents can understand.

#### **Program Development**

Families will be encouraged to become active participants in Title I program planning, decision-making, and activities. Each Title I school will develop with parents, and update annually, a school-level plan for parent involvement. A written copy will be distributed to parents.

#### **Partners in Learning Compact**

Each child shall have an individually devised partner in learning compact, which designates specific goals and objectives for the child, the school and the parents.

#### **Volunteering**

Schools shall provide opportunities for parents to utilize their skills within and outside the classroom for nurturing their children's academic success.

### **Coordination and Support**

Program coordination and technical assistance for Title I schools in planning and implementing effective parent involvement activities will be provided through the efforts of the Title I Parental Involvement Coordinator.

Working with school-based personnel, the Community Relations Coordinator will coordinate the use of annual Partners in Learning compacts and other on-going family involvement activities.

Additional school-based outreach activities will also be developed and implemented with a focus on increasing active parental involvement in and building on current activities that have been successful.

### **Building Capacity for Parental Involvement**

Activities designed to build the capacity for strong and meaningful parent involvement in Title I schools shall include the use of Home-School Liaisons to foster communication, parent participation on School Improvement Teams, school level Parent Advisory Councils, and opportunities to volunteer.

Parents of Title I students will be provided with timely information about the Title I program and parent involvement requirements for schools under the No Child Left Behind Act of 2001, information about curriculum and proficiency levels students are expected to achieve (Back-to-School Night), school and individual assessment information and results, including an explanation of those results, and opportunities for regular meetings related to the education of their children.

### **Parent Involvement Activities**

Parents will be provided with opportunities to add to their skills so that they may continue to work with their children to improve achievement. The types and extent of activities will vary dependent upon the assessed needs of each school and school community.

At convenient times, each Title I school will hold at least one parent workshop yearly to address topics of interest to parents.

### **Integration with Other Programs**

The St. Helena School System's Title I Program will coordinate and integrate its parental involvement strategies with those of other local, state and federal programs such as the Head Start and Even Start programs, through regularly scheduled meetings. The HIPPO Program, discontinued from previous years due to loss of funding, will be reviewed for possible inclusion. Community groups will be encouraged to help schools develop and implement programs that promote educational goals and support high academic achievement for all students.

### **Evaluation**

Assessing the effectiveness of the parental involvement policy in improving the academic quality of the schools served under Title I will be conducted throughout the year with the involvement of parents. Measures will include:

Family Night parent evaluations

Attendance at Family Night and other parent involvement activities

Annual program evaluation completed during the Spring semester of each school year.

Results of school-based survey "Measure of School, Family, and Community Partnerships" by J.L. Epstein et al., ©2002 Corwin Press, Inc.

### **Notes:**

- The word "parents" is inclusive of adult guardians of children in the school system. In addition, the parental involvement policy underscores the importance of the participation of adult family and community members in students' lives.
- This policy complies with the requirements of the No Child Left Behind Act. NCLB mandates involving parents in developing a parental involvement policy, asking that parents share responsibility for student progress in academic achievement and community involvement. NCLB charges schools with the responsibility of creating programs and resources for effective parental involvement. In addition, this policy is inclusive of the specific responsibilities assigned to Title I schools. Specific policy implementation action steps are identified in Addendum II (Parent Involvement Policy Guidance Document).
- These six categories are based on the six types of parent and family involvement as defined by Dr. Joyce Epstein in *School, Family, and Community Partnerships: Your Handbook for Action*.

# HONOR CODE

Students attending SHCCA are responsible for maintaining high moral and ethical standards set forth by the following honor code. This honor code, which is based on self-respect and respect for others, promotes discipline, accountability, school pride, and spirit. It helps each student to grow physically, emotionally, and academically in an atmosphere of trust. Students who fail to adhere to the Honor Code and the Code of Conduct are subject to disciplinary action.

## SHCCA Honor Code

- *On my honor, I will do my own work to uphold the ideals of SHCCA. I agree to protect the good name of the school and see that all others do the same.*
- *I will do my own work both in and out of school. I will not plagiarize the work or ideas of others, nor will I allow another student to use any part of my work as his own.*
- *I will not lie. I will not forge the signature of another student, **any** parent's signature, the signature of any teacher or authority on notes or school documents including, but not necessarily limited to reports, tests or conduct notifications.*
- *I will report to a teacher or administrator any rumors or threats which may violate the safety of the school environment.*
- *I will not bully, physically intimidate, threaten, shame, disgrace, or socially discriminate fellow student.*
- *I will hold myself accountable for any infringement of the above rules and regulations. I will expect and encourage all other students to do the same. I will report myself and/or others to a teacher or administrator for any infringement of the above rules and regulations*

## SHCCA Expectations





# HAWKS

1. Honesty

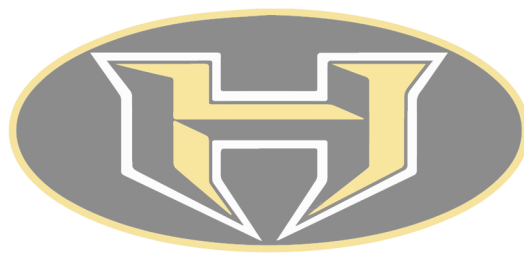
2. Attendance

3. Work

4. Kindness

5. Success





## **BOOKS and MATERIALS**

Students are responsible for the proper care and return of all library books and textbooks issued to them. The condition of each book will be determined at the time of issuance. Any damages assessed at the end of the school year will be based on the condition of the book when issued. **Textbooks must be covered at all times.** Students will not damage the cover or interior pages of any book. They will not loan their books to others. Books that are not returned (lost or stolen, etc.) must be paid for at the replacement cost regardless of condition when issued. Students are responsible for all equipment and materials that they use at school.

Grades will be withheld according to St. Helena Parish School System and BESE policies until fines for damaged or lost books, equipment and/or materials are paid.



## **DISCIPLINE**

Students have a fundamental right to a free public education. You have a corresponding responsibility to join with other members at SHCCA in respecting the rights and responsibilities of others and in establishing a climate for learning within the school.

It is the professional belief of the staff and administration at SHCCA that the rules and regulations expressed in the St. Helena Parish School System Code of Conduct will assist in providing a safer, healthier and happier atmosphere for students to learn.

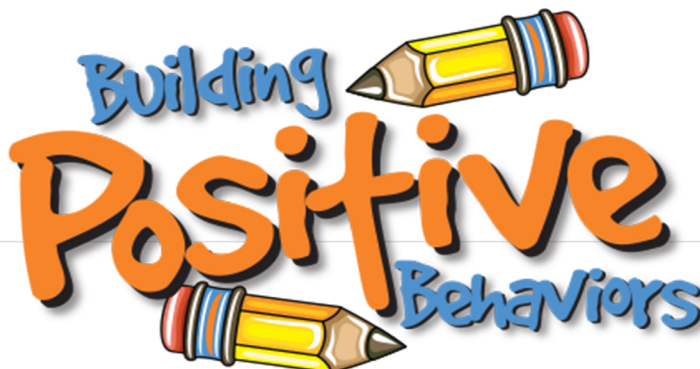
***Students are expected to behave in an orderly, courteous manner at all times and in all situations. No disruptive acts of any nature will be tolerated under any circumstances.***

Students are to exhibit proper behavior at ***all extra-curricular activities***. Teachers through referral forms will refer students who fail to adhere to the rules and policies of the St. Helena Parish School System and SHCCA to the administration. Inappropriate student behavior may result in any one of the following dispositions: counseling, parent conference, behavior clinic, RTI, suspension or expulsion.

The school system's discipline policy is in effect at SHCCA, including the **"Zero Tolerance for Fighting Policy."** \*

\* The "Zero Tolerance for Fighting Policy" is in effect from the time you leave your home for school until the time you return inside your home from school. It is also in effect during **all school-related activities**.

- **STUDENTS INVOLVED IN FIGHTS ARE SUBJECT TO SUSPENSION.**
- **Students cited for provoking, instigating or participating in disturbances on campus shall be suspended. Students may also be recommended for expulsion and are subject to being reported to our School Resource Officer with SHPSO/SHPD.**





# **BULLYING**

*Bullying is the most common form of violence in our society.*

**Legislation across the United States addresses bullying. Most recently in Louisiana, House Bill No. 1458 was introduced, passed and became ACT No. 755**

**Bullying is the act of one person, or a group of people, intentionally doing things to hurt someone else by performing one or more of the following actions:**

## **1. VERBAL BULLYING**

Insulting, belittling comments and name-calling; hurtful teasing, threatening forcing someone to do things; making degrading remarks about a person's race, religion, ethnicity, ability or sexual orientation

## **2. SOCIAL BULLYING/ISOLATION**

Playing mean or embarrassing jokes or tricks; Saying mean things about someone-spreading rumors; never letting someone join in activities; excluding others to make you feel important

## **3. PHYSICAL BULLYING**

Hitting, kicking, pushing, shoving and spitting; knocking a person books/belonging out of arms; blocking a path, tripping someone and obscene gestures; running into someone deliberately

## **4. CYBER BULLYING**

Posting another person's picture, in a group or an Individual photo, on any form of technology without that person's permission is **illegal**.

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**STOP**  
  
**BULLYING**  
**STAND UP. SPEAK OUT.**

**LOUISIANA HOUSE BILL 1259 reads:** *“Cyber bullying is the transmission of any electronic textual, visual, written or oral communication with the malicious and willful intent to coerce, abuse, torment or intimidate a person under the age of eighteen.”*

**FACT: Cyber bullying is a crime in the state of Louisiana.**

*Posting another person’s picture, in a group or an individual photo, on any form of technology without that person’s permission is **illegal**.*

SHCCA has a zero-tolerance policy on bullying. Bullying prevention lessons are taught through our homeroom / 1<sup>st</sup> block. Students are encouraged to report any incidents that involve bullying.

It is the responsibility of every student to reduce the risk of *violence* by demonstrating mutual respect and a caring attitude toward one another.

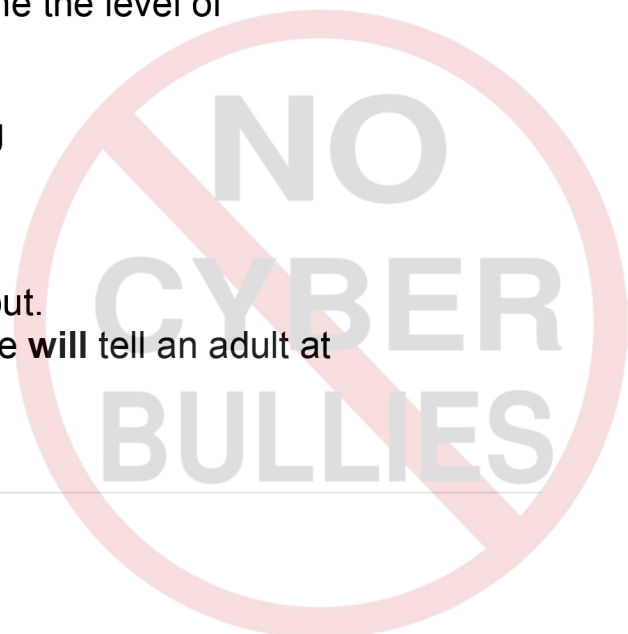
An individual is bullied whenever he/she is exposed repeatedly to negative actions on the part of others, which involves harm to that individual’s person, self-esteem and/or peer acceptance.

Any intentional gesture whether written or verbal, or a physical act that a reasonable person under the circumstances should know will have the effect of harming a student, damaging his/her property or placing a student in reasonable fear will result in disciplinary action.

It is the final authority of the principal to determine the level of disciplinary action based upon the facts.

### **Rules Against Bullying**

1. We **will not** bully others.
2. We **will** help students who are bullied.
3. We **will** include students who are easily left out.
4. When we know somebody is being bullied, we **will** tell an adult at school and an adult at home.





# MAKE HAZING STOP

## ***POLICY ON HAZING***

SHCCA seeks to promote a safe environment where students may participate in activities and organizations without compromising their health, safety or welfare. Hazing of or in any form is prohibited. Hazing is a very serious offense. Hazing is any intentional, knowing or reckless act committed by a student, alone or in concert with others, directed against another student which:

1. Endangers the mental or physical health or safety of a student.
2. Substantially or seriously demeans, degrades or embarrasses a student.

Students may be subject to serious disciplinary action including recommendation for expulsion should that student/s:

1. Engage in hazing.
2. Solicit, encourage, direct, aid or attempt to aid another student engaging in hazing.
3. Intentionally or knowingly permit hazing to occur.
4. Have firsthand knowledge of the planning of a specific hazing incident involving a student OR has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge to the appropriate school personnel.

## ***SCHOOL-WIDE***

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# **DISCIPLINE PLAN**

Included in the Student Handbook, students will find a copy of the SHCCA Honor Code and school expectations. Teachers will review the codes during the first week of school and periodically throughout the school year. *Students and parents are required to sign the contract on the **first page** in the SHCCA Student Handbook verifying they have received, read and understand the Honor Code and school expectations, St. Helena Parish School System Code of Conduct, The SHCCA Student Handbook, Parental Involvement policy, COMPACT Agreement, Bus Rules and Media Release.* This page must be returned to school and will be kept on file in the administrative office. General and major offenses, including violations of network/ Internet access rules, dress code violations and tardies will be handled according to the St. Helena School System Handbook and the SHCCA School Handbook.

**\*The administration reviews each disciplinary referral on an individual basis.**

**In addition to the system wide discipline policy and the SHCCA Code of Conduct, the following regulations are in effect at SHCCA and on school buses serving SHCCA:**

1. Chewing gum, candy products, chips; sunflower seeds, and beverages are prohibited on our campus and buses. These products will be confiscated and disposed of.
2. Possession of cell phones, CD players, iPods, iPhones, MP3 players as well as tape players, CD's, radios, cameras, electronic games, collector's cards, laser lights, any noisemakers or other electronic devices are prohibited at school, school buses, school functions and field trips. **THEY WILL BE CONFISCATED.** *Items confiscated in school will be returned only to a parent/guardian. Parents/Guardians may pick up the item and sign for it at a designated day and time the school chooses.*

**\*\*\*\*BRINGING TO SCHOOL ANY ELECTRONIC DEVICE IS SOLELY AT THE STUDENT'S RISK. THE SCHOOL IS NOT LIABLE FOR ANY LOST, STOLEN, OR DAMAGED DEVICE INCLUDING ANY CONFISCATED DEVICE.**



**Confiscated items may be picked up on the 1<sup>st</sup> Thursday of the month after the student has served disciplinary measures. Pick up time is between the hours of 2:00 and 3:00 pm. If school is closed on the 1<sup>st</sup> Thursday; then parents may pick up items on the next assigned after school detention/behavior clinic date.**

**When items are confiscated the following guidelines shall be followed... (Any non-electronic item or electronic item that is not in use)**

- **1<sup>st</sup> offense – confiscation, student shall be assigned to after school behavior clinic for willful disobedience**
- **2<sup>nd</sup> offense – confiscation, student assigned to after school behavior clinic for willful disobedience and, item held UNTIL THE END OF SCHOOL YEAR**
- **Each additional offense – confiscation, item held until END OF SCHOOL, and possible student suspension for willful disobedience.**

**When students are found in possession of electronic devices that are deemed in use, students will be subject to disciplinary action, including suspension.**

**“In use” is defined as a cell phone that can make or receive calls or text; or any other electronic device that can be operated. This means in the “ON” position.**

**If electronic devices are found on campus, they will be on the “OFF” position stored in your assigned locker (if lockers are provided).**

**IF STUDENTS REFUSE TO TURNOVER THEIR ELECTRONIC DEVICE, THE STUDENT WILL BE SUSPENDED FOR 3-5 DAYS FOR WILLFUL DISOBEDIENCE.**

3. The following items **should not** be brought to school: **\*\*large sums of money, jewelry or any other expensive valuables, which may be lost or stolen. THE EXCHANGE OF PERSONAL PROPERTY, i.e. watches, electronic devices IS STRICTLY PROHIBITED. The school is not responsible for items. \*\*** The school defines large sums of money as amounts exceeding \$20.00 unless for a specific school sponsored event.

4. Metal combs, metal picks, scissors, rat-tailed combs or any other instruments that could cause harm to you or any other student should not be brought to school.





5. Water guns, stink bombs, itching powder, firecrackers, **and any device that may cause any physical harm to any person and firearms or even a semblance are prohibited.**
6. **NO LOITERING** in halls, during class change or at the bus port. Students are expected to stay in their designated/class areas at all times. Students must have a hall pass to leave the classroom except during the change of class times.
7. There will be no *parties*, including Christmas and birthday parties, held during school. ***Distribution of invitations to parties and food is prohibited.*** St. Helena College & Career Academy assumes no responsibility for events that are not school sponsored.
8. All cosmetic/personal items including **ALL** hairbrushes and combs for male and female students, lipstick, makeup, cologne/perfumes, body lotions, stick deodorants, etc. must be kept in students' lockers. If seen, these items will be confiscated and disposed of.
9. The following are **PROHIBITED**: all types of aerosol sprays including deodorants, perfumes/colognes, breath fresheners, nail polish/remover and liquid whiteout.
10. Public displays of affection towards any person on campus are prohibited. All students are to refrain from displays of affection such as hugging, kissing, holding hands, leaning on another student, making gestures that may be considered offensive at school or to another person at school, on the school bus and at school functions. Students in violation will be referred to an administrator.
11. "Play" fighting, horseplay, slap boxing and teasing are prohibited. "Driving" or verbal taunting which may incite or encourage fighting is prohibited and will result in disciplinary action including suspension.
12. PASS OUT GAMES are strictly prohibited. These acts will be immediately reported to the administration for disciplinary action and counseling.
13. Straws, food, etc. may not be taken out of the cafeteria.
14. Students who choose to use the work of another as their own, choose to turn in the work of another as their own, or allow another to use their work to turn in as their own will be considered guilty of





**plagiarism**, which is a major offense and will be disciplined accordingly and will receive a zero for the work in question.

- Students caught cheating on homework; class work, quizzes, or test will be disciplined accordingly, and will receive a zero (0) for the work in question.

15. Students may not sell ***any items for personal profit or gain*** or for other schools or organizations on campus.

16. Students found using a writing instrument in an improper or distracting manner (writing on their person, property, or clothing) will be referred to an administrator.

## **BEHAVIOR CLINIC**

Behavior clinic provides an alternative to the routine procedure for dealing with disruptive students. Its operation is based upon the concept of positive intervention and behavior modification theory and techniques. Alternative forms of discipline or clinic may be used when deemed necessary by the principal or designee. Students will be assigned to the clinic for committing minor offenses as designated in the St. Helena Parish System Handbook and SHCCA Handbook. Parents must provide transportation and pick up the student promptly following the clinic.

**The option of behavior clinic as a disciplinary action will be forfeited for future disciplinary issues if a child is not picked up within 15 minutes from dismissal of behavior clinic. These students may face suspension on future disciplinary offenses.**

Failure to appear at clinic on the assigned date at the assigned time may result in a suspension, unless the student has a valid excuse. Students with valid excuses must attend the next scheduled session of the clinic. Behavior clinic will be conducted after school on assigned dates for a period of at least one hour and thirty minutes. An Official School Letter will inform parents of an assignment to the clinic in writing. Students must be in clinic the entire period to receive credit for attending. Any student who is asked to leave because of inappropriate behavior in the clinic will receive, at the minimum, a two-day suspension. Behavior Clinic time is 3:30 to 5:00 pm on the designated day.

**Students who stay after school for behavior clinic must be picked up within 15 minutes of dismissal from the clinic.**

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**Note: Failure to comply with this procedure will result in the loss of the student's privilege to use behavior clinic as an alternative to suspension.**

## ***TIME OUT ROOM / IN-SCHOOL SUSPENSION***

**PURPOSE:** The purpose of TOR and RTI is to provide an alternative to out of school suspension whereby a student who has committed a minor offense (SHCCA Handbook) at school or at a school function will be able to remain in school and have an opportunity to modify his behavior through discipline activities, counseling, academic assignments, encouragement and parent/guardian contact.

**Assignment to TOR for one or more days is considered an in-school suspension.**

**GOAL:** To reduce out- of-school suspensions while improving general student behavior in an academic environment that is conducive to learning.

### **OBJECTIVES:**

1. Students will complete all assigned work and receive credit for it while in TOR.
2. Students will follow all school rules as well as all TOR rules while assigned to TOR.

A student who is absent on the date he is assigned to TOR will be reassigned. A student, who checks in late, excused or unexcused, will be reassigned to TOR.

### **T.O.R. and I.S.S. Rules**

1. Only administrators can place a student in T.O.R.
  2. Students cannot be placed in T.O.R. without a referral
  3. Students will not be allowed to talk in T.O.R.
- \* **Students who disrupt T.O.R. and I.S.S. will be suspended**
  - \* **Please note that TOR is hourly ISS is all Day**

Students who continuously commit minor offenses after being assigned to TOR will receive the following:

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- 1<sup>st</sup> – 3<sup>rd</sup> Offense - Notify parents by phone/Letter
- 4<sup>th</sup> Offense - SPC – (Mandatory Parental Conference)/Behavior Clinic
- 5<sup>th</sup> Offense - Counseling and Suspension

**Students who are assigned to TOR or Behavior Clinic may not participate in *any extra-curricular activity, such as practices or active participation, during or after school that day including: all athletic events, choir, dance team, cheerleading, choir, band or drama.***

## ***SMOKE FREE FACILITY***

SHCCA is a smoke free facility. Louisiana Smoke Free Act states that no one should smoke anywhere on the school campus including vehicles.

## ***STUDENT VEHICLES***

Only students classified as juniors or seniors may drive motorized vehicles on campus during regular school hours. All drivers must have a valid driver's license and proof of insurance. Both documents must be submitted to the main office in order to obtain a parking pass at a cost of \$25. Those students found in violation of this policy risk their cars being towed from the campus. Student parking is in the front of campus by gym that is the only designated area for students to park. Parking anywhere else can result in driving privileges revoked & towing. No students may leave campus during school hours. Those found in violation will have all privileges revoked.

## ***SCHOOL BUSES***

**School Buses are an extension of the school.**

***SHCCA DOES NOT ALLOW LOITERING AT THE BUS LOADING ZONE IN THE MORNINGS OR AFTERNOON. THIS ACTION WILL RESULT IN AN AUTOMATIC BEHAVIOR CLINIC.***

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Behavior on the school bus must conform to the standards set by the driver and the St. Helena Parish School System. A student whose behavior creates a problem for the driver and other students and is reported to the office will be subject to temporary suspension of riding privileges for a period ranging from THREE DAYS to ONE SCHOOL YEAR. Continued disruption may result in an indefinite suspension/ expulsion of riding privileges.

***FIGHTING ON THE BUS WILL RESULT IN SUSPENSION FROM SCHOOL AND POSSIBLE EXPULSION FROM BUS PRIVILEGES FOR THE SCHOOL YEAR.***

In the event a bus breaks down before picking up students in the morning, students are to remain at their bus stop (or home in case of bad weather) until another bus picks them up for school. It is the goal of SHCCA's Administrative Team to ensure that all students will be picked up each day.

Regular bus riders must bring a note signed by the parent to the office on days that they are being picked up by a parent or a parent's designee. ***Bus riders are not allowed to walk home.***

**Students who are walkers or bike riders must have a written note from their parent(s) stating they are allowed to walk/ride to and from school. This note will be kept on file at the school.**

**PLEASE NOTE AND REGARD THE FOLLOWING STATEMENT:**

Permission **WILL NOT be granted** for student to ride any bus other than the one to which they have been assigned except where extenuating circumstances exist. In such cases **prior** (two days in advance) approval by the principal is required. **"Going home with a friend", even for schoolwork, is not an extenuating circumstance.**

***PARTICIPATION AT SOCIAL, ATHLETIC, EXTRA CURRICULAR FUNCTIONS***

A student must be in school and attend 5 complete periods, INCLUDING THE FIFTH (5<sup>th</sup>) PERIOD, on the day of an after-school function to be eligible to participate. If the student wishes to participate in a weekend school activity, the student must have attended school on the previous Friday.





Students who have been suspended from school **ARE NOT ALLOWED TO ATTEND ANY SCHOOL SPONSORED EVENT DURING THE COURSE OF THE SUSPENSION.** This includes but is not limited to all events on campus or away for members of: athletics- team member, manager or supporter; band, choir, drama, BETA, Disney, all club activities.

**\*\*Students, who do not have a valid SHCCA Photo ID, will not be allowed to purchase a ticket to attend social, athletic, or extracurricular functions (dances, games, etc.).**

*\*\*Excessive referrals for discipline problems and/or a suspension will negate the possibility of attendance at social functions for a 9-week period as designated by the principal.*

Special activities such as field trips or field days may have additional stipulations for participation.

## ***ATHLETICS***

Student athletes are first and foremost students and then they are athletes. Their primary responsibilities as students are to attend class, do the work assigned and follow all class and school rules. As athletes, the students must meet the eligibility requirements of the LHSAA, which is an overall GPA of 1.5 for the 2020-2021 school year. They must also fulfill their student obligations or forfeit the right to participate in athletics. SHCCA Cheerleaders have a constitution by which their organization abides.

Student athletes who have poor grades on their progress report will be placed on academic probation. He/she will not be released from any class in which he/she is failing in order to attend an athletic event.

*If the student has an F in two or more classes on the subsequent report card, he/she will not be allowed to continue on the team that season.*

A **student athlete who is suspended** from school is prohibited from participating in **OR** attending any athletic event including practice until the suspension has been completed and the student is cleared through the administrative team. Students assigned to RTI **or** Behavior Clinic are prohibited from participating or attending as a player or an observer in any athletic event for that day.

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Students, who make a commitment to be a team member and then decide not to honor that commitment, may be denied the right to be considered for a position on any other athletic team during the course of the school year.

Due to our security policy and strict penalties “*Only St. Helena Parish School System employees and those approved by the Administration will be allowed to serve as volunteer coaches in any school event.* In order to eliminate the possibility of these violations and for the security of our athletes and employees, **parents’ presence at practice is prohibited.** Parents, friends and family members are encouraged to attend the athletic events, sitting in the fan section. At no time should a parent approach the team area or bench area during an athletic competition. This would create a distraction and an unsafe situation for our players and/or coaches.

## ***STUDENTS PICKED UP BY PARENTS/CARPOOL***

Students must be dropped off /picked up in the back of campus ***within 15 minutes*** of school starting & the dismissal of school or any school activity or function. **There is NO adult supervision to ensure your child’s safety after 3:15 PM.** If your child remains on the school campus **after 3:15 PM**, without authorization from SHCCA your child will not be allowed to attend any after school/extra-curricular activities including but not limited to athletic events, dances, practices, programs, concerts, or tutoring. Administrative consequences will/may include verbal warning, RTI, SPC (suspension pending parent conference) and possible suspension from school.

*Students who are not picked up within 30 minutes after the conclusion of a function will be referred to the administration. The students are at risk of losing the privilege of attending other after school activities for the remainder of the semester. Students picked up 45 minutes after the conclusion of a function will lose the privilege of attending other after school activities for the remainder of the school year.*

Students participating in athletics will abide by written guidelines established by the athletic department.

## ***BREAKFAST AND LUNCH***

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The St. Helena Parish School System will serve free or reduced cost meals to children whose parents' income is at or below the standards set on the eligibility scale. A new application must be submitted EACH school year, even if a student was on free or reduced-price last year, a *new application* MUST BE SUBMITTED. Application forms will be sent home with each student the first week of school.

Breakfast will be served from 7:35 AM to 7:45 AM each morning. Students who participate are to go directly to the cafeteria when they arrive at school. Failure to comply with this request will result in the loss of the privilege of eating breakfast at school that day.

***“Fast Food” is not allowed on campus.*** All students are expected to eat a hot lunch prepared at school or bag lunch from home. A student not eating on a regular basis must bring a note from home signed by a parent in order to be excused from eating. All students will go to the cafeteria during the lunch period. **DRINKS IN CANS OR BOTTLES ARE NOT PERMITTED OUTSIDE OF THE GYM ON BUSES OR ON CAMPUS.** Only containers unopened/secured, such as juice boxes/'Capri Sun' types containers are permitted

**Charging for meals or extra items is not allowed.** The State of Louisiana Food and Nutrition Programs Policies of Operations Bulletin 1196, Sections 3.09-21 and 3.19-02, states, “Regulations do not prohibit a school system from denying a meal to paying students who had not paid for the Meal.” This means that school meals can be denied to any student for nonpayment of meals. An application for meal benefits may be completed at any time during the school year.

Students are expected to maintain a clean environment while eating in the cafeteria. Food, beverages, straws, etc. must be left in the lunchroom. Students are to leave the table and floor clean and free of trash.

Lunch money should be paid before school during breakfast in the cafeteria. Payments made during the lunch period slow down the serving line and create problems for others. Checks are an acceptable form of payment. If an NSF check is received, all future payments must be made in cash or by money order.

Extra items and entrees are available for purchase in the cafeteria at lunch **only** to students who have purchased a meal. Juice, fruit punch, milk and water are available to all students for purchase regardless of whether they purchased a meal or not.

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Students requiring special foods or preparations must have a note from a physician stating such.

Students may not charge their lunch, extra items, or entrees. Students that received free or reduced lunch benefits at the close of the past school year will continue to receive the same benefits for the first month in the current school year. **A new application for free lunch must be completed, returned and approved by the end of the first month for the benefits to continue.**

**If you have questions feel free to contact the cafeteria manager.**

## ***NURSE STATION/CLINIC***

***NO STUDENT IS ALLOWED IN THE NURSE'S OFFICE BETWEEN CLASSES.***

Children are not allowed to have any medication/drugs including OTC, over-the-counter, medications in their possession on the school grounds or buses, including purses, backpacks, athletic bags and lockers.

Teachers and principals have the right to take the medication from the child and contact the parents for appropriate information. Disciplinary action will be taken for any offense involving medication of any kind.

- **Students found in possession of any medication, including OTC, shall be suspended**
- **Students may be recommended for expulsion**

Antibiotics and other short-term medications will not be given at school, including nonprescription medication.

**Exceptions to the general policy are:**

1. Medications for behavior modification i.e. Ritalin (only with physician orders)
2. Insect sting allergy (only with physician's orders)
3. Anti-convulsion medications (i.e. Dilantin, only with physician's orders)
4. Medication for asthmatic condition (only with physician's orders)
5. Insulin (only with physician's orders)

If a student requires medication and meets the criteria for taking it at school, parents must provide the appropriate information and a Doctor's signature.

You may contact the school office for additional information.

*Vision and hearing screening for all 7<sup>th</sup> grade students is mandated by the State of Louisiana, or as required for a referral to exceptional student services, ESS, including referrals for the gifted, talented and speech programs.*

## **DRESS CODE POLICY**

The purpose of the SHCCA dress code is to ensure a safe and orderly environment that is conducive to learning for all students. Students are to be dressed in a modest and appropriate fashion at school and at all school functions.

**At no time will there be writing on school uniforms-pants, sweatshirts, undershirts, uniform shirts, PE uniforms other than identifying the items with the student's name. Students violating this policy will be denied attendance to their classes until proper clothing is brought to the school for them to change in to. Items that are written on will be confiscated.**

1. **Standard uniform khaki** pants must be worn. (**NO** tight fitting/stretch pants type pants such as jeans, leggings, biking shorts, sweatpants, wind suits, flair pants, or overalls; no skorts, skirts or jumpers. No joggers) **CARGO PANTS, PANTS WITH EXTRA POCKETS, LARGE POCKETS ARE PROHIBITED.** (NOTE: Dark to medium khaki only)

**Students are not allowed to tuck pant legs into socks or shoes.**

2. A traditional collared, no more than **\*\*4** buttons uniform shirt/blouse with **no visible logo** must be worn. Navy turtlenecks are acceptable in winter. **\*\*Uniform shirts can have no more than 4 buttons.**

3. School Uniform Shirts – 7<sup>th</sup> & 8<sup>th</sup> grade students will wear solid navy-blue polo shirts, 9<sup>th</sup> grade will wear solid white polo shirts and 10<sup>th</sup> – 12<sup>th</sup> will wear solid Gold or Black polo shirts. Undershirts will have sleeves no longer than sleeves of the uniform shirt. A Physical Education shirt may be used as an undershirt. All shirts, uniform and undershirts must be neatly tucked in at all times in the front and back. Your regulation uniform belt must be visible at all times.





4. Sweatshirts/Jackets – No Hooded sweatshirts & jackets will be allowed. SHCCA's Official Sweatshirt or approved Athletic SHCCA Sweat Shirts will be worn. The only alternative will be non-hooded **PLAIN** white, or black sweatshirts. Sweatshirts will not be worn inside out. Thermal shirts will not be worn around school as a sweatshirt. Lightweight parkas, jackets or sweaters with **no visible logo** and **without a hood** may be worn over the navy tops **inside the building**. Uniform shirt collars must be worn out with sweatshirts, sweaters, etc. All other outerwear must be kept in the student's locker until dismissal.

5. ONLY plain brown, black, blue, navy blue, white or khaki belts are acceptable. NO DESIGNS/DECORATIONS – no rivets, no holes, no jewels/stones, no embroidery. Belts must be worn on bottoms with belt loops. Belt buckles are to be no more than 2 inches by 2 inches. Shirts and blouses must be tucked in.

6 SHCCA ID badge must be visibly worn around the neck at all times with a school-issued lanyard or other school-approved lanyard. For your safety lanyards will not be worn as chokers. Chains of any form are not acceptable for securing a student's ID. If a student's ID is not visible, the student will receive a dress code violation. "In my pocket" will result in a dress code violation. ID's are not to be altered, on the front or the back, in any way including writing on the ID or placing stickers on the ID. Altered ID's will result in a dress code violation and must be cleaned or replaced at a cost of \$5.00. ID's must be worn and visible for any student to purchase tickets to AND attend any extra-curricular activities including dances and games.

7. Excessively tight and skintight apparel such as pants or shirts is prohibited.

8. Excessively loose clothing or clothing allowed to sag below the waist is prohibited. All wearing apparel will be worn above the crest of the hipbone, at or near the waist. Pants should not have holes or be cut-off with frayed edges. Jackets may not be tied at the waist. The grungy look is UNACCEPTABLE for SHCCA students.

9. Approved club uniforms (Scouts, 4-H, etc.) may be worn on club days.

10. Approved spirit shirts (band, cheerleader, Beta, etc.) and member issued by a school sponsor may be worn on designated days.

11. **Shoes - Closed toes shoes and closed backs** that can be secured with shoelaces that are tied must be worn in all school facilities and on school grounds. Socks also must be worn daily.

12. The bringing or wearing of ALL type/**ANY** type of hats/caps/sweater hats/beanies to school, including on school buses is prohibited, as is any other head covering such as bandannas, hoods, scarves, neck ties, hair picks, hairnets, curlers, visors or sunglasses. **Scarves may not be worn as headbands.**

13. Use of hairbrushes, combs, lotion, perfume, makeup, etc., is restricted to the PE locker rooms. Remember, these items are to always be in a student's locker.

14. Female students are permitted to wear one (1) pair of earrings only (**no larger than a quarter**), and then only in their ear lobe. Gage earrings and Spike backed will not be allowed. **(There will be no ear apparel for male students including straws, broomsticks, Band-Aids and toothpicks).**

***Watches are the only acceptable wrist-wear for ALL STUDENTS.*** (Only one watch) Necklaces and bracelets of any type made of any type of material are not acceptable. **No smart watches**

15. Only moderate sized purses, no larger than 5" X 8" are acceptable in classrooms. Backpack purses and drawstring athletic bags are not allowed in classrooms.

16. Items that can be used as a weapon is prohibited, i.e., wallet chains, chokers, metal belts, metal picks and all rat-tailed combs.

17. Profane/obscene language, mature themes, cults, whether direct or inferred, on t-shirts or other clothing is prohibited at all school functions. Reference to drugs, alcohol or tobacco products on clothing are prohibited.

18. Chewing gum, candy products, sunflower seeds are prohibited on campus.

19. Any hairstyle, color (other than natural color) or adornments/decorations that may cause an interruption/distraction to the learning environment of students is prohibited. Hairstyles should be cut such that students' eyes are clearly visible without request.

*dress code*

## **DRESS CODE VIOLATIONS**

***Dress code violations will be interpreted as discipline problems and offenders will be subject to disciplinary action. Repeat offenders will be considered to be willfully disobedient. The principal will have the final decision on the interpretation of the dress code.***

### **DRESS CODE VIOLATION DISCIPLINARY PROCEDURES**

The following is the disciplinary procedure for students in non-compliance with the mandatory uniform policy:

- **1st-3<sup>rd</sup> offense**: letter of reminder (warning) sent to the parent/guardian from the principal or her designee
- **4<sup>th</sup> offense**: on-site detention (Clinic, TOR)
- **5<sup>th</sup> offense**: 2-day In-School Suspension, for Willful Disobedience.

***Dress Code infraction start over after a student is suspended.***

Students in non-compliance will be placed in on-site detention, TOR or ISS until an appropriate uniform is obtained from home. If students are unable to obtain a uniform from home, they will remain in TOR or ISS for the remainder of the day.

### **PARENT-TEACHER COMMUNICATION**

Since regular parent/teacher communications are vital for successful student achievement and the successful operation of the school, parents and teachers must each bear equal responsibility for these communications. The primary communication methods shall be by email, student planner and telephone. Teachers will inform parents of the teacher's school email address and school phone number and parents will inform teachers likewise.

Any parent wishing to see a teacher must schedule an appointment through the guidance department at 225.222.4402. Parents are also encouraged to contact teachers using the school website.

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Every four and a half weeks, a progress report is sent home with the student. This is one way of communicating the student's progress, or lack of progress, at the midpoint in the grading period. This allows time for the student to take action and pull up a grade if need be. Report cards are sent home at the end of each nine weeks. If a parent does not receive the progress report or report card, he/she should call the school office and request another copy.

***It is the student's responsibility to deliver all communications sent by either parent or teacher to the intended recipient.***

## **PARENTS/VISITORS ON CAMPUS**

***All parents/visitors must report to the front office. Parents/visitors are not allowed in classrooms or other areas of the school unless escorted by a member of the administrative team.*** A visitor's pass may be issued for the stated destination. Classes will not be interrupted for conferences, not even brief ones. Our goal is to maximize safety, security and instructional time. **Parents will be given the opportunity for classroom observations.**

**\*\*\* Parents are required to have a valid state I. D. in order to check out students or visit classrooms.**

## **ATTENDANCE**

Regular school attendance, in addition to being required by STATE LAW, is essential to the student's progress. Parents should call the ATTENDANCE OFFICE at 225.222.4402, each day your child is absent to report the reasons for the absence. Even if phone contact is made on the day your child is absent, it is necessary for the student to bring a note from the parent upon his/her return stating the reason for the absence(s). Written excuses must be on file before an absence can be certified as excused.

A student is EXCUSED for absences due to:

1. Personal illness
2. Death in the family
3. Religious holidays
4. Doctor or dental appointment



**ATTENDANCE**  
matters

STATE ATTENDANCE LAW MANDATES *that all students who have missed in EXCESS OF **10 DAYS** WILL NOT RECEIVE CREDIT for courses taken. Exceptions can be made only in the event of an extended personal illness or verified by a physician and/or other extenuating circumstances as approved by the Louisiana State Department of Education and verified by the local school system.* DAYS SPENT ON SUSPENSION WILL COUNT IN THE **10-DAY** ABSENCE LIMIT IF THE STUDENT DOES NOT ATTEND THE DISCIPLINE CENTER.

To be recognized for perfect attendance, a student must attend school all day, every day of the school year. Students who are tardy or who check out early will not be considered for perfect attendance.

## ***CHECKING INTO SCHOOL***

A student is late if not in class by **7:50 AM**. The student must report to the attendance office for an admit slip. Students arriving after 7:55 AM, must report to ***the front office with the parent*** and receive an admit slip. The attendance clerk will record the reason the student is checking in late and issue an admit slip. Students dropped off at or after 7:55 AM without a parent signing them in will not be allowed to attend class until the parent appears to sign the student in for the day.

## ***CHECKING OUT OF SCHOOL***

*Students are not allowed in the attendance office or the nurse's office between classes for any reason*

Students who become ill at school must obtain a checkout request from his/her teacher at the time of illness and submit it to the school office.

Upon receipt of the request, the office will contact one of the parents. NO CHECKOUTS WILL BE ALLOWED BEFORE 10:00 AM. If a student knows in advance of the need to check-out (doctor's appointment, etc.), he/she must bring a note signed by a parent to the office. PARENTS MUST REPORT TO THE OFFICE AND SIGN THE CHECKOUT BOOK PRIOR TO PICKING UP THE STUDENT. Parents should wait in the

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office area as the student is called to the office and dismissed from there. **Students may not be checked out after 2:00 PM.**

## **TARDY POLICY**

A student is considered tardy if he/she is late for school or class. Students are released to homeroom at 7:45 AM. **The school day begins at 7:50 AM.** Any student not in class by 7:50 AM must obtain an admit slip from the office. The student must have an admit slip written by an administrator or teacher to report to class. The teacher will mark students arriving to class after the bell each class period as tardy.

The following is the disciplinary procedure for students who are tardy:

- **3<sup>rd</sup> offense:** letter of reminder (warning) sent to the parent/guardian from the principal or his designee
- **4<sup>th</sup> offense:** on-site detention (clinic or SPC)
- **5<sup>th</sup> offense:** 2-day suspension

### ***Tardy infractions start over after a student is suspended***

If a student is more than four (4) minutes late for class, they may be considered cutting class after appropriate information is considered. If the child has cut class, he/she will be sent to the office with a referral. REMEMBER: *The responsibility to arrive to class on time is the students.*

## **GUIDANCE**

Guidance is a service of our school. The purpose of Guidance is to help students with individual needs or problems. Students desiring to see the counselor should complete the appointment form available in the main office. Parents should feel free to contact the office during school hours to set up an appointment.

## **WITHDRAWALS**

A student who withdraws from SHCCA for any reason must contact the Registrar to begin the proper procedure. No records, transcripts, or report cards will be released for any student who has failed to clear all matters with the office.

## **HALL PASS**

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Teachers will not allow students to leave their classes except for matters of extreme importance. When a student is permitted to leave class, he/she should be provided with a hall pass showing the date, student's name, where he/she is authorized to go, time and the teacher's signature. ANYTIME a student is in the hall he/she MUST HAVE A HALL PASS.

## **GRADING AND REPORTING**

Student progress reports will be issued one time each nine weeks at the 4½ week mark. The progress reports will indicate the student's total grade in the subject from the beginning of the nine weeks to the time the progress report is issued. Report cards will be issued each nine-week period. All progress reports and report cards will be sent home with the student at the times indicated. Receipt of the progress report/report card form must be signed by the parent/guardian and returned to the homeroom teacher within in two days. The final report card will be mailed home from the school.

### GRADING SCALE

100 - 93	A
92 - 85	B
84 - 75	C
74 - 67	D
66 - 0	F

REPORT CARD

Math

### **COMPUTER ACCESS**

Only student's who return the Student, Parent and School Contract located on the first page of the SHCCA Handbook, signed by both the student and his/her parent, will be given access to the computers in the classroom, the computer lab and in the library. Students who abuse the use of the computer are subject to losing their computer privileges for the entire school year.

### **HOMEWORK POLICY**

1. Homework will be assigned to students by the classroom teacher. Each student is responsible for all homework.
2. If no homework is given, students are expected to review the daily lesson from each subject.

3. It is recommended that each student obtain the name and the telephone number of a reliable student in each of his/her classes to contact in the event of an absence.
4. If a student has been absent for **THREE** consecutive days, parents may contact the guidance office to request assignments from their child's teachers, provided the absences are excused. **Requests MUST be made by 8:30 AM.**
5. **It is the responsibility of the student to ask his/her teachers for assignments missed while absent.**
6. Makeup work must be completed in a time period corresponding to the number of days absent. Example: 1 day absent allows 1 day to make up work; 2 days absent allows 2 days to make up work.
7. Students who choose to use the work of another as their own, choose to turn in the work of another as their own, or allow another to use their work to turn in as their own will be considered guilty of plagiarism, which is a major offense and will be disciplined accordingly and will receive a zero for the work in question.

## **EXAMS**

Final exams are scheduled for the last week of school. **Exams will not be given early. Vacations and appointments should be planned accordingly. No early checkouts.**

## **USE OF OFFICE TELEPHONE**

***Students are never allowed to use phones at school unless supervised by a staff member and only in the case of an emergency.***

Permission to remain after school for activities, practices, etc. must be granted before leaving home, as students do not have access to a telephone during the school day. Transportation arrangements for clinic, practices, tutoring, parent pick-up, etc., **must** be made with students before leaving home. We are unable to call students to the phone. It is very disruptive to instruction to call students out of class.

## **SAFETY FOR STUDENTS**





***“Parents picking up their children in carpool are to remain outside the building until dismissal.”***

***STUDENTS ARE TO BE DROPPED OFF AND PICKED UP ONLY IN THE DESIGNATED AREAS. THIS POLICY IS FOR THE SAFETY OF OUR STUDENTS.*** SHCCA will provide a safe and secure environment for all students. For this purpose, the building will be secured after dismissal, permitting only designated students and SHCCA employees to remain in the building for after school activities. ***Parents picking up their children are to remain outside the building until dismissal.*** A student will not be allowed to return to school for any article that was forgotten.

Students are expected to conduct themselves in a safe and appropriate manner at all times. Failure to do so may result not only in injury to themselves and/or others but may also result in disciplinary action.

*Students will not be allowed to bring book sacks **(must be mesh are clear)**, purses over 5” x 8”, backpack purses or drawstring athletic bags into the classrooms so as to avoid congestion in the aisles and eliminate a potential safety hazard. They will leave them in their lockers during the school day. There are rare exceptions, i.e. a student with a disability who needs his/her hands free while changing classes. Students should never have to carry more than three textbooks and three notebooks at a time.*

**Special thanks to the discipline committee members for preparing this handbook to ensure the safety and well being of our SHCCA School Family. This handbook was prepared for orderly operation of SHCCA and the safety of the students, teachers, faculty, staff, parents, and visitors to our campus.**

**Discipline Committee Members**

