

ZACHARY HIGH SCHOOL

2017 - 2018

4100 BRONCO LANE

ZACHARY, LOUISIANA 70791

MAIN OFFICE: 225-654-2776

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CAFETERIA: 225-658-7312

www.zacharyhigh.org

www.zacharyschools.org

THIS PLANNER IS THE PROPERTY OF:

Name: _____

Address: _____

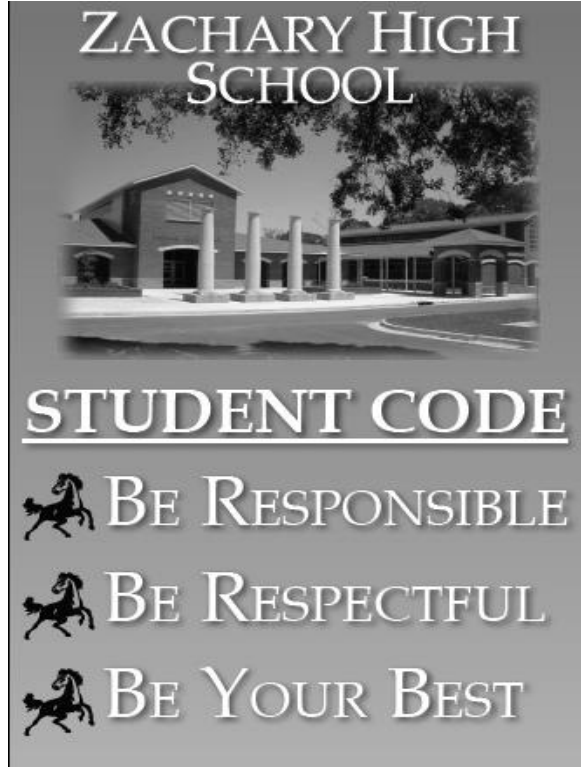
City/State: _____ **Zip:** _____

Phone: _____

Homerroom: _____

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ZHS VISION

To be nationally recognized as a school of excellence.

ZHS MISSION

To assist every student in reaching his or her maximum potential through high-quality instruction and character-building experiences.

Mascot

Bronco

ZHS Alma Mater

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

School Colors

Columbia Blue
& Scarlet Red

PEOPLE YOU SHOULD KNOW AT ZHS

Principal - Tim Jordan

Assistant Principal - Erica Henry

Assistant Principal – Chad Jarreau

Assistant Principal - Todd McDonald

Assistant Principal - Lindsey Spence

Dean of Students - Chris Carrier

Time-Out Room Moderator – John Nagle

Discipline Center Moderator – Steven Thomas

Executive Secretary - Karen Neal

Counselors:

Senior: Shae Lipscomb

Junior: Chandra Martin

Sophomore: Frank Phinney

Freshman: Megan Kirkindoll

Counseling Clerk - Sandy Walters

Attendance Clerk - Julie Belk

Front Office Clerk - Cheri Perry

Receptionist - Stacy Alonzo

Librarians - Christie Burns and Christina Knight

Athletic Director – David Brewerton

Athletic Secretary - Dianne LeBlanc

School Nurses - Sharrone Brown, Terasia Douglas, and Renee Moore

Band Directors – Donny Alexander and Jason Venable

Head Custodian - Gary Smelley

Cafeteria Manager – Brigeria Queen

ZACHARY COMMUNITY SCHOOL BOARD 2017-2018 SCHOOL CALENDAR

August	3-4,7-8	Teachers return (STUDENTS DO NOT ATTEND)
	9	First day for students
	21	Meet the Broncos
September	4	Labor Day Holiday (No School)
	19	End of 1st six weeks
October	3	School Pictures
	9	Columbus Day (No School)
	10	Teacher In-service (Students do not attend)
	13	Homecoming
November	1	End of 2nd six weeks
	9	School Picture Retakes
	20-24	Thanksgiving Holiday (No School)
December	6	Junior Ring Ceremony
	15, 18-19	MID-TERM EXAMS (EARLY DISMISSAL)
	19	End of 3rd six weeks
	20-29	Christmas Holiday (No School)
January	1-2	Christmas Holiday (No School)
	3	In-service Day (Students do not attend)
	4	First day of 2nd semester for students
	15	Martin Luther King, Jr. Holiday (No School)
February	12-14	Mardi Gras Holiday (No School)
	19	End of 4th six weeks
March	24	Prom
	29	End of 5th six weeks
	30	Spring/Easter Holiday (No School)
April	2-6	Spring/Easter Holiday (No School)
May	17	Graduation @ 6:30
	17-18, 21	FINAL EXAMS (EARLY DISMISSAL)
	21	End of 6th six weeks
	21	Last day for students
	22	Last day for teachers

SCHOOL HOURS

School will begin at 7:05 A.M. and dismiss at 2:18 P.M. There is no reason for a student to arrive at school prior to 6:58 A.M. except for special meetings called by a club or teacher with approval of the principal.

ZACHARY HIGH SCHOOL 2017 - 2018 BELL SCHEDULES

TIME PERIOD	REGULAR SCHEDULE	MORNING ACTIVITY SCHEDULE	AFTERNOON ACTIVITY SCHEDULE
FIRST BELL	6:58	6:58	6:58
1 st PERIOD	7:05 – 8:00	7:05 – 7:55	7:05 – 7:55
2 nd PERIOD	8:05 – 8:58	8:00 – 8:47	8:00 – 8:47
ACTIVITY		8:47 – 9:27	
3 rd PERIOD	9:03 – 9:56	9:32 – 10:19	8:52 – 9:39
4 th PERIOD	10:01 – 10:54	10:24 – 11:11	9:44 – 10:31
5 th PERIOD	10:59 – 12:20	11:16 – 12:34	10:36 – 11:50
1st LUNCH SHIFT			
- Lunch	10:54 – 11:22	11:11 – 11:39	10:31 – 10:59
- Class	11:27 – 12:20	11:44 – 12:34	11:04 – 11:50
2nd LUNCH SHIFT			
- Class	10:59 – 11:52	11:16 – 12:06	10:36 – 11:22
- Lunch	11:52 – 12:20	12:06 – 12:34	11:22 – 11:50
6 th PERIOD	12:25 – 1:18	12:39 – 1:26	11:55 – 12:40
7 th PERIOD	1:23 – 2:18	1:31 – 2:18	12:45 – 1:25
ACTIVITY			1:25 – 2:18

DUTY SCHEDULE
6:45

BUS ARRIVAL/DEPART
6:45/2:23

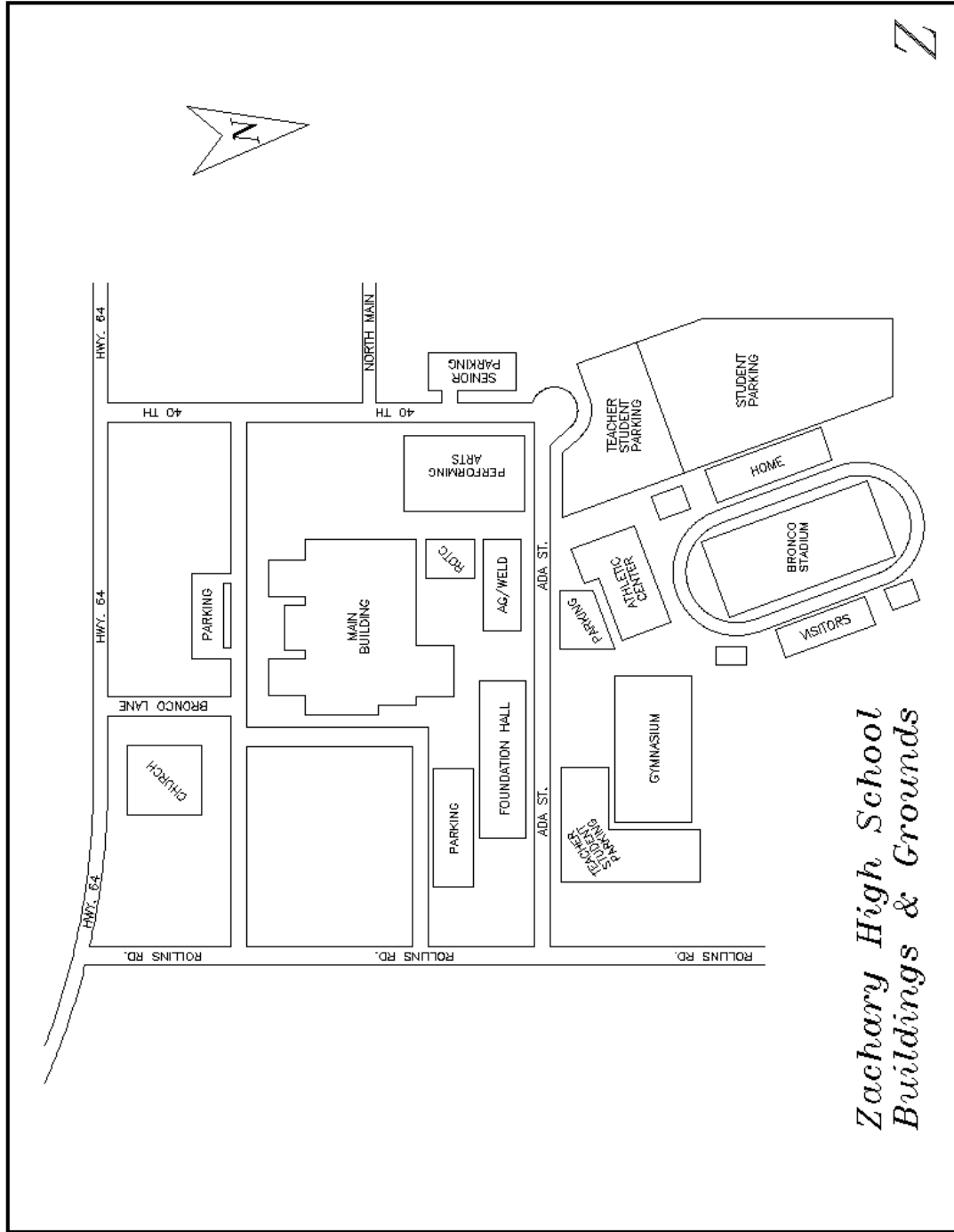
TEACHER ARRIVAL/DEPART
6:45/2:45

BUILDING ENTRY
6:58

2017 VARSITY FOOTBALL SCHEDULE

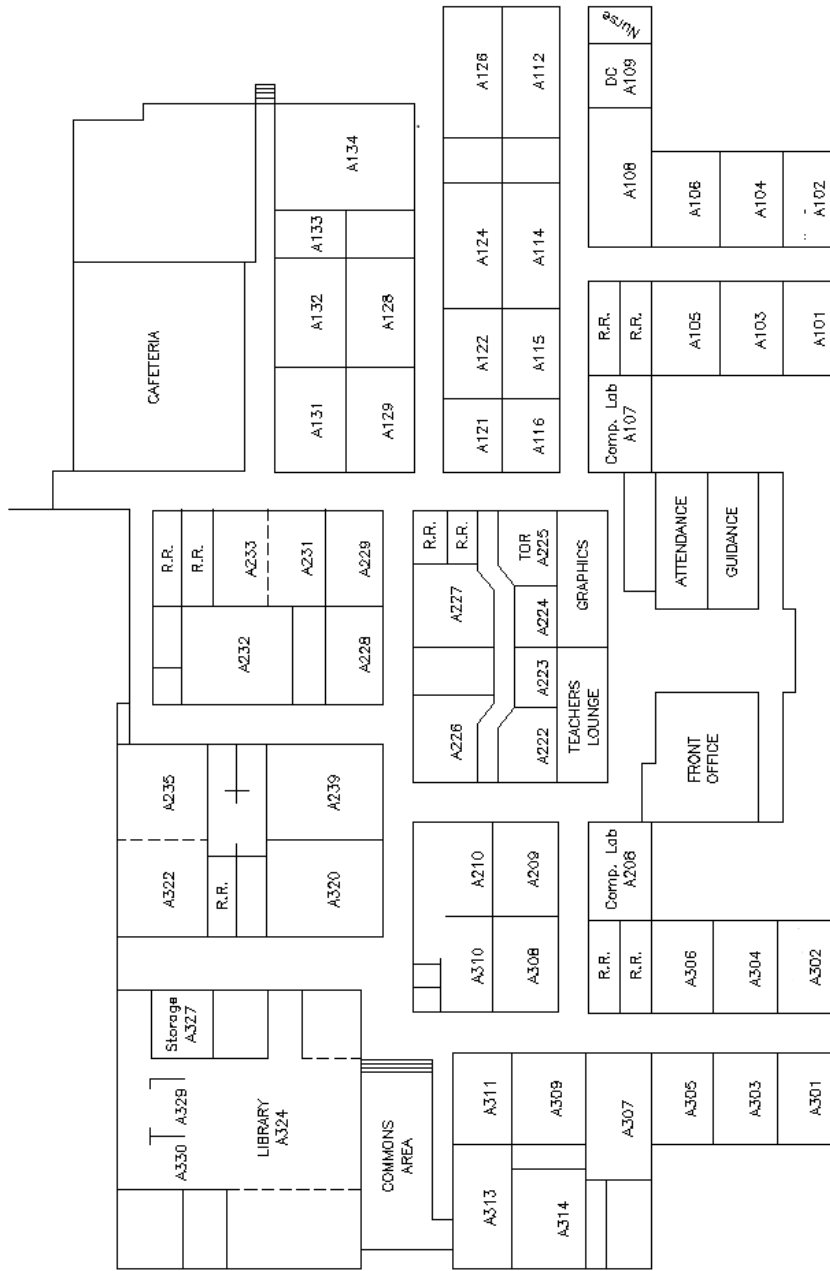
<u>Date</u>	<u>Day</u>	<u>Opponent</u>	<u>Home/Away</u>	<u>Time</u>
JAMBOREE	8/25	WEST FELICIANA	HOME	7 PM
Week 1	9/1	NORTHSHORE	HOME	7 PM
Week 2	9/8	CATHOLIC	HOME	7 PM
Week 3	9/15	MADISON PREP	HOME	7 PM
Week 4	9/22	LIVE OAK	AWAY	7 PM
Week 5	9/29	U HIGH	AWAY	7 PM
Week 6	10/6	WALKER	AWAY	7 PM
Week 7	10/13	DENHAM SPRINGS	HOME	7 PM
Week 8	10/20	CENTRAL	HOME	7 PM
Week 9	10/27	SCOTLANDVILLE	HOME	7 PM
Week 10	11/3	BELAIRE	HOME	7 PM

SCHOOL MAPS



*Zachary High School
Buildings & Grounds*

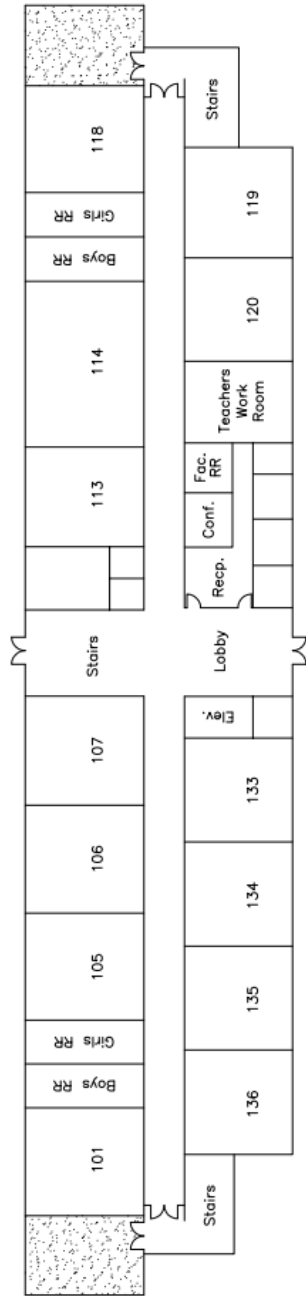
Zachary High School



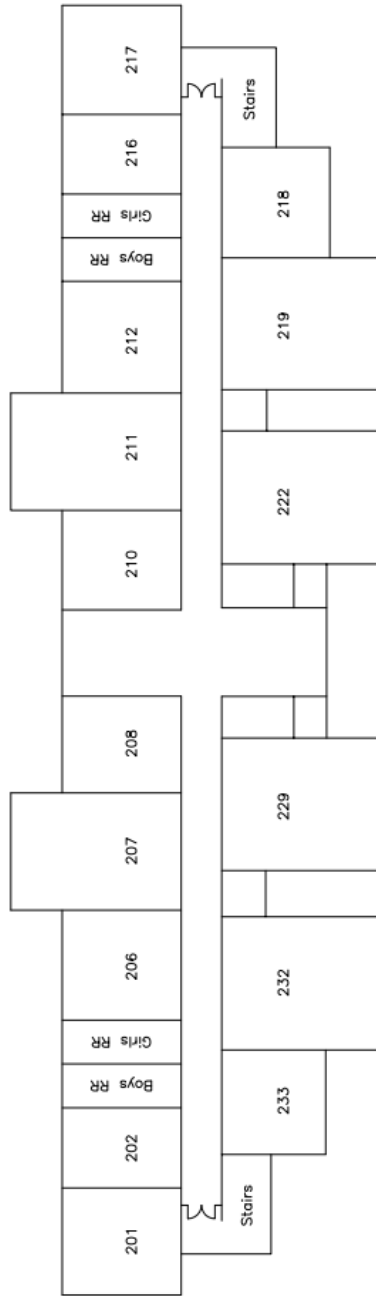
Front of School

Z

*Zachary High School
Foundation Hall*

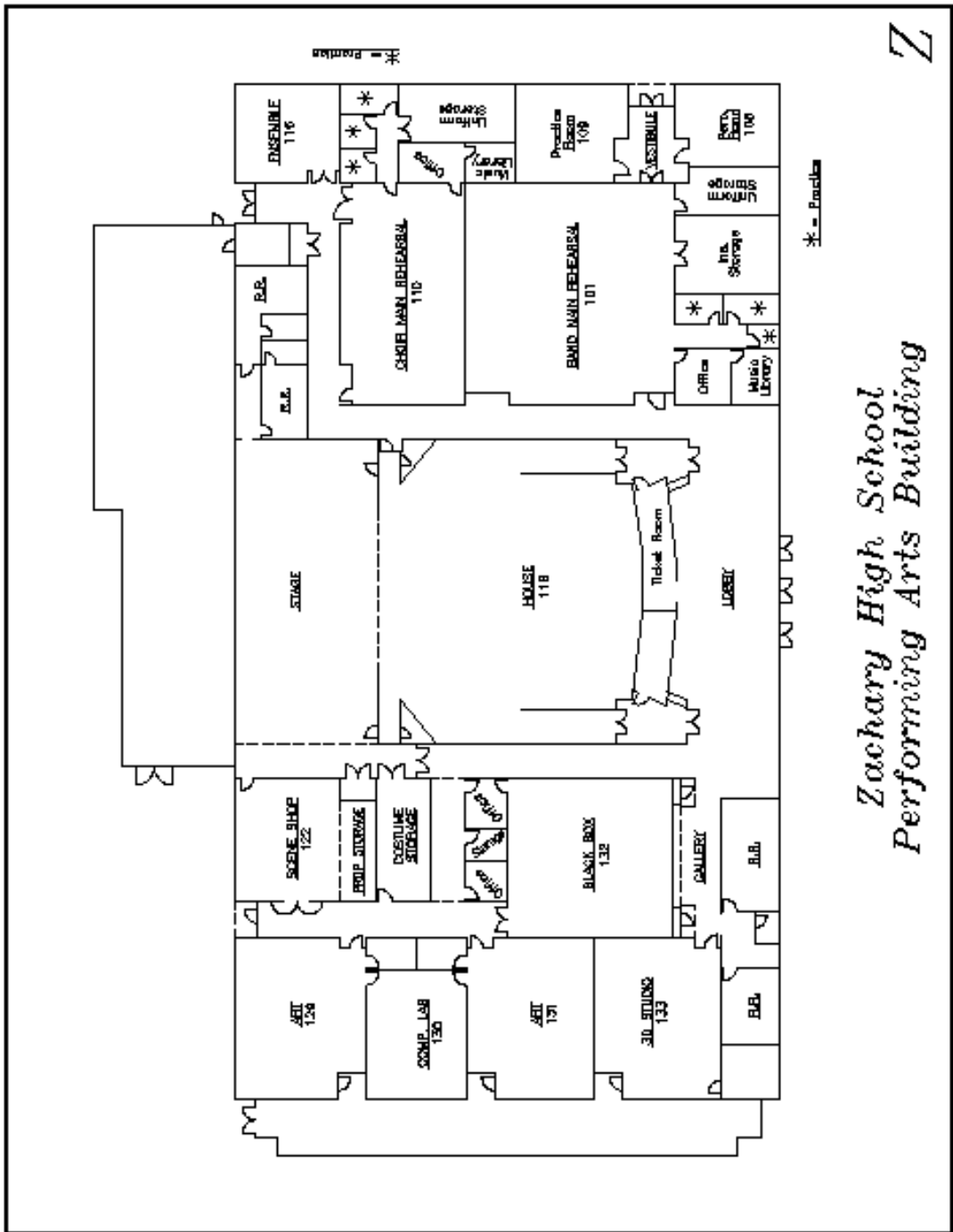


First Floor Classes



Second Floor Classes

Z



*Zachary High School
Performing Arts Building*

STUDENT ATTENDANCE POLICIES & PROCEDURES

Louisiana law mandates compulsory school attendance. Every parent or legal guardian shall enforce, and be held accountable for, the attendance of their child for every district-scheduled school day until the child's 18th birthday. By law, a high school student will not be eligible to receive credit and will receive a failing grade for a class if he/she exceeds 5 absences per semester.

The only excusable reasons for being absent from school are as follows:

1. Extended physical or emotional illness as verified by a physician
2. Extended hospital stay as verified by a physician
3. Extended recuperation from an accident as verified by a physician
4. Extended contagious disease within a family as verified by a physician
5. Visitation with a parent who is a member of the U.S. Armed Forces who has been called to duty or is on leave from a combat zone (not to exceed 5 days)
6. Observance of special and recognized holidays of the student's faith
7. Prior ZCSD approved educational travel
8. Death in the immediate family (not to exceed 1 week)
9. Natural catastrophe and/or disaster
10. School sponsored trips (School Sponsored Trips, page A14 of Student Planner)

STUDENTS GRANTED EXCUSED ABSENCES FOR THE ABOVE REASONS SHALL BE ALLOWED TO MAKE UP ANY SCHOOLWORK WHICH WAS MISSED. THESE EXCUSED ABSENCES WILL NOT COUNT TOWARDS THE MAXIMUM 5 ALLOWABLE ABSENCES.

- Parent notes will only be accepted for absences of 1-2 consecutive school days due to personal illness or serious illness in the family. The student will be allowed to makeup missed work for credit, but the absence *will count* towards the maximum 5 allowable absences, unless accompanied by a physician's verification. Only 5 parent notes will be accepted for absences per semester, additionally, only 5 notes for tardies to school will be accepted per semester.
- If a student is absent for 3 or more consecutive days, he/she must present documentation from a physician, nurse practitioner, or dentist.
- **STUDENTS WILL NOT BE EXCUSED FOR VACATIONS OR OTHER FAMILY TRIPS. THIS MUST BE APPROVED BY THE PRINCIPAL.**

All written verifications must be turned into the ZHS Attendance Office within 5 school days of the student's return. After 5 days, the absence must be excused by the Director of School and Home Relations. Phone calls informing the Attendance clerk that a student will be absent due to illness, personal reasons, appointments, etc. will NOT excuse an absence.

CHECKING IN AND OUT

Students are given an emergency card at the beginning of the school year. This card **MUST** be filled out by a parent/guardian, signed and returned to the Attendance office. In order to check out a student, the person picking them up must show a photo ID and be listed on the student's emergency card. Students cannot check out without an emergency card!! No check-outs before 10:30 a.m. unless going to a doctor appointment.

Students who are sick, have an appointment, etc., must bring their student planner signed by their teacher at the time of check-out. A parent/guardian will be called to either pick them up or give verbal permission for them to leave. For planned check-outs, the student needs to bring a note from the parent/guardian to the Attendance office. The parent/guardian will be called to verify. When the student returns to school, a parent or doctor's note must be turned in to the Attendance office in order to excuse the check-out. In order to participate in any extracurricular and/or special events, students must be present at school a minimum of (4) class periods the day of the event or the day prior, if the event falls on a weekend. There will be no check-outs allowed after 2:00 p.m.

TARDY TO SCHOOL/CLASS

Students who arrive at school after the tardy bell **MUST** report to the Attendance Office and receive an admit slip. **HE/SHE MUST PRESENT THIS ADMIT SLIP TO THE TEACHER TO BE ADMITTED TO CLASS.**

- Unexcused tardies to school will incur the following disciplinary actions:
 - 3rd tardy getting to school = loss of driving privileges for one week.
 - 4th tardy getting to school = loss of driving privileges for one month.
 - 5th tardy getting to school = loss of driving privileges for one semester.
 - 6th tardy or more getting to school = refer to regular tardy policy.

STUDENTS ARE CONSIDERED TARDY FOR CLASS WHEN THE BELL BEGINS TO RING. The only excused tardies to class will be those accompanied by an admit slip from the Attendance Office. Students should not be out of class during class time unless they have a planner signed by the teacher.

- Unexcused tardies to class will incur the following disciplinary actions:

3 rd tardy – Warning	7 th tardy – Suspension
4 th tardy – After-school clinic	10 th tardy – Suspension
5 th tardy – Saturday School	<i>Every 3rd tardy will result in</i>
6 th tardy– Parent Conference	<i>Suspension until 4th suspension,</i>
Suspension/Suspension	<i>expulsion</i>

Tardies accrued will restart at midterm; the number of suspensions will carry over to the next semester

MAKE-UP TESTS/QUIZZES

A student is required to take a test as scheduled even if he/she is absent the day before the test, if the teacher announced the test prior to the student's absence. If a test is announced for the first time the day of the student's absence, the student will not be required to take the test upon immediate return. However, *it is the student's responsibility to request make-up work and tests. The student will be expected to complete all work within the time limit specified by each teacher.*

SCHOOL SPONSORED TRIPS

School sponsored trips include, but are not limited to, field trips, conventions, extracurricular events and competitions. Students with academic, attendance or discipline issues may not be allowed to participate in these trips depending on the circumstances surrounding the issues. In particular, no students with a failing grade in a class will be allowed to miss the class they are failing in order to attend another school sponsored event. In all cases, the administration will have final approval regarding student attendance on a school sponsored trip.

UNIFORM POLICY

UNIFORM SHIRTS

The uniform shirt is a navy or white, knit, short-sleeved or long-sleeved golf-style shirt with the OFFICIAL Zachary Community Schools logo monogrammed on it. Undergarments must not be visible. Only white undershirts may be worn. Decals and other colors may not show through the material of the uniform shirt. Long-sleeved shirts over the uniform shirts are not allowed.

Shirts must be tucked into the pants and must be long enough to stay tucked when the arms are raised over the head. The style must be pullover, with three buttons at the top. Shirts will not be excessively stained, faded, or frayed and will not have holes or cuts.

UNIFORM SLACKS

Uniform slacks must be khaki. They should be a style worn at the waist and must have belt loops. They may not be rolled at the waist or ankle, nor may they be gathered by elastic at the ankle. Length of slacks must be to the top of the shoe. Pants made of denim, corduroy, or any stretch fabric are prohibited. No slacks with pockets below the hips may be worn. Tight-fitting pants or excessively loose-fitting pants are unacceptable. No frayed hems on slacks will be allowed. All pants must be worn with a solid black, brown, khaki, cordovan or navy belt. Belts must be visible. No leggings, jeggings or joggers.

UNIFORM SKIRTS

Skirts are not to be worn unless approved by the principal for religious reasons.

SHOES

Shoes with closed toe and closed heel are required. Boots, Loafers, oxfords, and athletic style shoes are acceptable, however slacks must be worn over boots. Sandals, flip-flops, house shoes, slippers, and similar types of shoes are not acceptable. Shoes with excessively high heels or excessively raised shoes are not permitted for safety reasons. Loose shoe laces or loose straps on shoes are prohibited.

OVER GARMENTS

A sweatshirt in SOLID navy, red, black, white, Columbia blue, or gray may be worn during cold weather. Large logos on sweatshirts, jackets, or coats are not acceptable. No more than one small logo** is permitted. **NO OVER GARMENTS WITH HOODS WILL BE ALLOWED ON CAMPUS.** Any outer jacket or coat must be solid NAVY, BLACK, BROWN, KHAKI, RED, WHITE, GRAY, or approved Zachary High School attire. Denim jackets or jackets with excessive fur or trim are prohibited. No more than one small logo** is acceptable on the outer garments. Coats or jackets may not exceed mid-thigh length. **(small logo cannot be more than two inches square)

EXCEPTIONS TO THE UNIFORM POLICY

JROTC uniforms, when directed to be worn by the Senior Army Instructor, are allowed during regular school hours. Head Coaches, Spirit Group Sponsors and Club Sponsors, in conjunction with the Administration, may allow their teams/squads/groups to wear their spirit dress on

certain approved, pre-determined days. Only athletic squads, spirit squads, clubs or organizations are to be included, except in certain, rare, Administrator-approved situations.

PHYSICAL EDUCATION UNIFORM

All students (boys and girls enrolled in a physical education program) will be required to dress in a full physical education uniform available through the school. Uniforms may be used from one year to the next if they are in good condition. Uniforms may be purchased from your physical education teacher. For questions about sports at Zachary High, please contact David Brewerton, Athletic Director, at 658-7332.

DRESS AND GROOMING CODE

1. Caps, hats, scarves or head coverings are NOT to be worn during the school day or inside the school building at any time. **DO NOT BRING CAPS OR HATS ON CAMPUS DURING SCHOOL TIME. THEY WILL BE CONFISCATED.**
2. Rollers, picks, curlers, forks, beads, or combs in hair are prohibited.
3. Hair should be a natural color. Hair colors such as blue, green, burgundy, etc. and styles that are a distraction to the learning environment are not permitted.
4. Ponytails or headbands on males are unacceptable. Male hair length shall not exceed the collar of the shirt nor shall it be worn in styles that cover the student's eyes.
5. **NO FACIAL HAIR WILL BE ALLOWED ON STUDENTS.** Sideburns should be no longer than the bottom of the ear.
6. Male students are not allowed to wear earrings (or straws to preserve the pierced hole). Band-aids are not allowed to cover earrings or nose rings. Girls will be allowed to wear earrings, but they cannot be larger than the size of a quarter. Excessive jewelry is not allowed. Other visible body piercing or tattoos of any type is not allowed.
7. Sunglasses are not to be worn on school grounds.
8. Pictures or writing on garments, book sacks, gym bags, jackets, skin, etc., of an offensive, derogatory, profane, suggestive, or obscene nature is prohibited at school (e.g. alcohol, tobacco, drugs, weapons, skulls, blood, etc.).
9. A valid ZHS student ID must be worn with a ZHS lanyard. ID's only must be placed in the plastic carrier. Temporary ID's must be worn on the left or right chest.

AFTER SCHOOL DRESS POLICY

Decent, appropriate dress should be worn at all school-sponsored events. Students whose dress or grooming is deemed inappropriate in the opinion of the administration or staff member will be sent home to make proper adjustments.

SPIRIT DAY and PTO JEAN DAY DRESS CODE

ZHS spirit shirt with appropriate shoes according to the uniform shoe policy may be worn on Spirit Days. Holes or fake holes in jeans are not allowed on PTO Jean Days.

DRESS CODE VIOLATIONS

Students whose grooming or clothing is inappropriate in the opinion of an administrator will be allowed to call home and/or sent to TOR to make the proper adjustments. No student will be allowed to leave campus to correct a dress code violation. Inappropriate dress items will be collected and held until the end of the day. Students violating dress code and grooming policies will be subject to the following disciplinary action:

1 st offense – Violation ticket	6 th offense – Suspension
2 nd offense – Parents informed	7 th offense – Saturday School
3 rd offense – After-school clinic	8 th offense – Suspension
4 th offense – Saturday School	Subsequent offenses – <i>Repeat Saturday School</i>
5 th offense – Parent Conference Suspension	<i>then Suspension until 4th suspension -expulsion</i>

THE ADMINISTRATION OF ZACHARY HIGH SCHOOL RESERVES THE RIGHT TO JUDGE THE DRESS OF ANY STUDENT AS APPROPRIATE OR INAPPROPRIATE. AT ANY POINT DURING THE SCHOOL YEAR, THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO UPDATE THE UNIFORM AND GROOMING POLICIES TO ADDRESS ANY ISSUES THAT MAY ARISE AND ARE NOT SPECIFICALLY ADDRESSED IN THE WRITTEN POLICY. ADMINISTRATIVE DIRECTIVES PROVIDED OVER THE INTERCOM OR IN PERSON TO A STUDENT ARE CONSIDERED ADDENDUMS TO THE WRITTEN DRESS CODE POLICY AND WILL BE ENFORCED.

STUDENT IDENTIFICATION CARD

All students are required to obtain a valid picture student ID card which must be worn around the neck with a ZHS lanyard and clearly visible at all times. The card is the student's official school and library identification, and may also be used as identification with cost of admission to athletic and school activities. A temporary ID may be purchased for \$1.00 in the main office in the event the student misplaces his/her ID or leaves it at home. Any school ID or BAM card being misused will be confiscated. In the event the student does not have a dollar to purchase a temporary ID, student will be assigned to Saturday School for the following Saturday unless the dollar is paid. A new card must be purchased for \$5 when the old one is lost or damaged beyond use. Students with a missing, damaged, defaced, or improper ID card must immediately repair or replace the ID.

Cellphones and other electronic devices

Cellphone, tablets, smartwatches, or other wearable wifi-enabled devices shall not be on or visible during school hours (6:45 – 2:18). Devices may be used outside of all school buildings after 2:18 p.m.

DISCIPLINE POLICIES & PROCEDURES

Although the ultimate responsibility for student conduct rests with the student and the parents/legal guardian, it is the daily responsibility of school personnel to see that no single person interferes with the total-learning environment of other students. The school demonstrates concern for the group and its welfare by preserving the proper atmosphere for teaching and learning.

Disciplinary measures may include assignment to the Time-Out Room, After-school Clinic, Saturday School, short-term suspension (Discipline Center), long-term suspension, or expulsion.

***If a student is suspended or expelled, he/she is not allowed to return to the ZHS campus for the duration of the suspension/expulsion, including weekends and holidays. In addition, he/she is not allowed to participate in any school activity, whether held on or off-campus, for the duration of the suspension/expulsion. School activities include programs such as graduation, athletic events, pep rallies, assemblies, dances, etc.**

TIME-OUT ROOM (TOR)

The Time-Out Room is a limited extension of the regular classroom. It provides an in-house suspension environment that incorporates discipline and encouragement. The purpose of the Time-Out Room (TOR) is to provide an alternative to suspension, whereby a student who has committed a minor infraction at school will be able to remain in school and be given an opportunity to modify his/her behavior while completing class work. Any student removed from TOR will face additional disciplinary sanctions.

AFTER-SCHOOL CLINIC

After-School Clinic is designed to serve as the first consequence when students begin experiencing problems with tardiness and dress code issues. Its purpose is to keep students from missing class time while spending extra time at school in detention for excessive numbers of tardies or dress code violations. On a student's third unexcused tardy or third dress code violation, the student is assigned to After-school Clinic for one afternoon, usually on Wednesdays, from 2:30 p.m. until 3:30 p.m. Failure to attend After-school Clinic will result in the student being assigned to Saturday School detention on the following Saturday.

SATURDAY SCHOOL

The goal of Saturday School detention is to provide an alternative to students in lieu of short-term suspension. Saturday School will be held at Zachary High School from 8:00 A.M. to 12:00 P.M. on Saturday mornings as needed. Because Saturday School is an alternative to suspension, **NO RESCHEDULING WILL BE ALLOWED.** Students who fail to report to Saturday School will receive a 2-day suspension. **NO EXCUSES OR TARDIES WILL BE PERMITTED.** In addition, any student who is removed from Saturday School will receive a minimum 2-day suspension.

SHORT-TERM SUSPENSION/ DISCIPLINE CENTER (DC)

Students who are assigned a short-term suspension are given the option to attend the Discipline Center. Generally, the Discipline Center is offered for removal of 2-9 days. Parents must accompany the student to and from the Discipline Center for the duration of the assignment. Students will be permitted to make up any work missed during the period of time spent at the Discipline Center; however, attendance on all days assigned is required in order to get credit for work missed. Any absence will result in no credit for attendance. Students on short term suspension are not allowed to attend any extracurricular activities.

LONG-TERM SUSPENSION:

Long-term suspension is the denial of school attendance for a period of 10 to 20 days. Students who complete their long-term suspension at an alternative school setting will be allowed to earn credit for work missed. This includes all extracurricular activities. Students on long term suspension are not allowed to attend any extracurricular activities.

*A student will be recommended for expulsion upon the 4th suspension.

EXPULSION

In pursuant with La RS 17:416, expulsion is defined as a removal from all regular school settings for a period of not less than one semester, unless otherwise defined by subsections B and C. Students returning at mid-term will return on probation. Students expelled from Zachary High School are not allowed to attend any extracurricular activities.

Unlimited expulsion is any denial of school attendance for a specific period of time beyond the beginning of the next semester or any permanent denial of school attendance.

SENIOR CONDUCT:

Any senior suspended and/or recommended for expulsion during their last 10 days or after their last regular class period may be excluded from year-end activities, including participation in graduation exercises.

9TH, 10TH, AND 11TH GRADE STUDENT CONDUCT DURING THE LAST 10 DAYS OF SCHOOL:

Any recommendation for suspension and/or expulsion may be extended to the next school year for students who commit offenses during the last 10 days of school.

BULLYING POLICY:

Please refer to the Zachary Community School District Students Rights and Responsibilities Handbook. District policy regarding bullying can also be found at www.zacharyschools.org.

Disciplinary Infractions and Consequences

ACADEMIC DISHONESTY OR CHEATING	1st offense - Saturday school plus zero points for assignment grade Subsequent offenses - Short-term suspension and zero points for assignment grade
ALCOHOL: POSSESSION/USE	Long-term suspension or recommended expulsion
ALCOHOL: DISTRIBUTION / POSSESSION WITH INTENT TO DISTRIBUTE	Recommended expulsion for one calendar year
ARSON	Long-term suspension or recommended expulsion; reimbursement for damages
ASSAULT AND BATTERY ON FACULTY OR SCHOOL PERSONNEL	Recommended expulsion, then hearing to determine proper school for future education
BREAKING AND ENTERING SCHOOL PROPERTY/PRIVATE PROPERTY	Long-term suspension until reimbursement for damages is made, or recommended expulsion
BULLYING, CYBERBULLYING, INTIMIDATION, HARRASSMENT, & HAZING	Short or long-term suspension, or recommended expulsion
UNAUTHORIZED USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES	Device is confiscated and released to parent. 1st offense - Saturday School Subsequent offenses – Short-term suspension *Students using devices to video, record, or communicate inappropriately will be subject to suspension or recommended expulsion
CUTTING CLASS	1st offense - Time-Out Room 2nd offense - Saturday School Subsequent offenses - Short term suspension **A student who leaves campus will be subject to short-term suspension
DISRESPECT FOR AUTHORITY / CURSING FACULTY OR SCHOOL OFFICIALS / DISOBEDIENCE	Conference, warning, Time-Out Room, short-term or long-term suspension, or recommended expulsion depending on the severity of offense and accumulation of offenses
DISTURBANCE: CLASSROOM OR CAMPUS	Minor disturbance - warning, parent conference, Time-Out Room, or short-term or long-term suspension Major disturbance - Long-term suspension or recommended expulsion *Any student who deliberately refuses to obey the request or directive of a teacher or school administrator during disruptions will be suspended. *Further refusal to leave the school premises after this removal will result in calling in law enforcement, and students will then be arrested as trespassers.

DRUGS: DISTRIBUTION OR POSSESSION WITH INTENT TO DISTRIBUTE ANY DRUG	Law enforcement contacted and Recommended expulsion
DRUGS: POSSESSION OF ANY ILLEGAL DRUG	Law enforcement contacted and Recommended expulsion
DRUGS: POSSESSION OF MEDICATIONS (PRESCRIPTION AND/OR NON-PRESCRIPTION)	Non-prescription medications - short-term, long-term suspension, or Recommended expulsion Prescriptions - Recommended expulsion
DRUGS: POSSESSION OF TOBACCO PRODUCTS OR DRUG PARAPHERNALIA	Short-term or long-term suspension
DRUGS: UNDER THE INFLUENCE OF ANY DRUG OR ALCOHOL	Notify parents and the School Resource Officer, short-term, long-term suspension, or recommended expulsion
EXTORTION	Long-term suspension or recommended expulsion
FIGHTING	1 on 1 – Short-term suspension, long-term suspension or recommended expulsion 2 or more on 1 – Recommended expulsion *Zero Tolerance for Fighting Policy: The appropriate law enforcement authority shall be called whenever a fight occurs. Once suspended or expelled for fighting in school, a student must undergo mandated counseling, including anger management and conflict resolution, and must provide proof of such counseling before being readmitted to school.
FORGERY OF ADMINISTRATOR'S, TEACHER'S, DOCTOR'S, OR PARENT'S NAME TO A SCHOOL DOCUMENT OR NOTE	Short-term, long-term suspension, or recommended expulsion
GAMBLING	1st offense - Time-Out Room Subsequent offenses - Short-term or long-term suspension
INDECENT BEHAVIOR	Short-term, long-term suspension, or recommended expulsion
LEAVING CAMPUS WITHOUT PERMISSION	Short-term, long-term suspension, or recommended expulsion
PARKING/DRIVING VIOLATIONS	1st offense – Warning 2nd offense – Suspend driving privileges for a week 3rd offense – Suspend driving privileges for the rest of the semester
POSSESSION OR USE OF A DANGEROUS WEAPON OR FIREARM	Recommended expulsion
POSSESSION OR USE OF FIREWORKS AND/OR AMMUNITION	Long-term suspension or recommended expulsion
PROFANE/OBSCENE LANGUAGE; VERBAL OR WRITTEN	Time-Out Room, short-term or long-term suspension, or recommended expulsion depending on the severity of offense and accumulation of offenses

PUBLIC DISPLAY OF AFFECTION	Time-Out Room, short-term, long-term suspension, or recommended expulsion
SCHOOL BUS DISCIPLINE	Discipline problems on the school bus will be dealt with by the principal of the school responsible for the student in accord with state laws and parish regulations. Principals will take action to ensure operational safety of the buses.
STEALING / THEFT	Reimbursement with short-term suspension or recommended expulsion
TRESPASSING	Short-term suspension
VANDALISM	Time-Out Room, After-school Clinic, Long-term suspension, or recommended expulsion depending on severity of offense. Reimbursement for damages required before re-admittance to school.

Administrative Matters

STUDENT FEE AND MATERIALS FEE

School fees will be \$35. Students taking any elective classes such as art, drama, welding, etc. may have class fees. These fees are to be paid to their respective elective teachers. Any payments made exceeding \$250.00 should be in the form of cash or money order. Check payments will not be accepted over \$250.00. Checks must be payable to Zachary High School. A phone number must be on the check, and the student's name must be written on the memo line.

Effective 2017-2018 school year, any student with outstanding fees not paid by September 1, 2017 will be prohibited from participating in any extracurricular activities. This includes athletics, clubs, spirit groups, etc.

STUDENT TRANSPORTATION AND PARKING

Only seniors, juniors, and sophomores are permitted to park vehicles on campus during school hours. Vehicles must be registered in the school office. Vehicle registration permits will cost \$10.00. The permit shall be hung from the rearview mirror visible through the front windshield. Vehicles should be parked in their assigned parking spots. Violators will be prohibited from driving to school. Students are not allowed to remain in their cars or in the parking lot after arriving at school or at any other time during the school day, and must immediately leave campus following the dismissal bell unless participating in an official after-school activity.

DMV CERTIFICATION OF REQUIRED ATTENDANCE

The DMV requires high school students who are applying for a learner's permit/driver's license to provide a completed Certification of Required Attendance. This form may be requested through the Counseling Office and takes 24 hours to process.

VISITORS TO THE CAMPUS

Students are not allowed to bring guests with them to school. Students are not allowed to receive food from outside of ZHS during the school day. Any visitor, regardless of where on campus he/she is visiting, must sign in at the main office to receive a visitor's pass. When a parent comes to check in or check out a child, he/she must go through the attendance office.

COMMERCIAL DELIVERIES TO STUDENTS

The school will not deliver items to students during the school day. This is especially true in regard to flowers and gifts. Parents and acquaintances are encouraged **NOT** to bring any items to school for students. Intercom calls to classrooms will be limited to emergencies and official school business. The main office will not sign for, nor accept, any items for delivery at school.

STUDENT PICK-UP

Items delivered to students may be dropped off in the main office. **UNDER NO CIRCUMSTANCES** will students be called to pick up items. It is the responsibility of the student to check in the office during class change. This includes students' class work, books, P.E. or extracurricular uniforms, etc.

STUDENT MESSAGES

Telephone messages **CANNOT** be relayed to students except in the case of emergencies and only with an administrator's approval. Transportation arrangements are not considered an emergency.

TELEPHONES

Students may use an office phone with permission. Students completing their school day before 2:18 p.m. must have their own transportation home and are not permitted to use the phone for this purpose.

CAFETERIA FOOD/SNACKS, AND BEVERAGES 225-658-7312

The cafeteria is open before school for breakfast and during lunch. Students may not eat or drink between or during classes with the exception of water. Bottled beverages must be kept in a backpack, tote, or purse at all times in the hallways. All food and beverages other than water must be consumed in the cafeteria or approved pavilion area during lunch. Students are responsible for cleaning up their trash. Failure to clean up after oneself may result in the student cleaning the cafeteria. Throwing food and/or trash may result in suspension from school. Students are not allowed to receive food from outside of ZHS during the school day.

Zachary High School encourages students to keep a positive meal balance throughout the year. **A student is restricted from charging meals. (No charge policy.)** Families are encouraged to fill out a free and reduced lunch form in August of every school year to ensure that financial assistance is provided for those who qualify. Students and parents are encouraged to pay for meals in advance either monthly or weekly using one of several convenient options offered by Zachary Community Schools.

Payment may be made in the form of cash, check made out to ZCSB-CNP or online payment at www.schoolpaymentsolutions.com. Parents can prevent low or negative account balances by setting up free e-mail alerts at www.schoolpaymentsolutions.com.

If you need assistance setting up an online account, please call the Office of Child Nutrition at 225-658-7053 and ask for Allyson Russell.

TEXTBOOKS

Textbooks are furnished by the State of Louisiana for the students' use. The students must check out books from the central textbook location in the library. The books are scanned out to the student using the student's ID card and the identification barcode in the textbook. The student must sign his/her name in the books as soon as issued. The student must return the book in a usable form or pay the full price for replacing the book by the required date. Students must turn in the book assigned to them. It must be the correct barcode or student will have to pay full price for textbooks and library books that are lost or damaged beyond use.

LOST AND FOUND

Students are requested to properly mark all their belongings so that ownership can be easily established. The lost and found area will be located in the main office.

LIBRARY RULES AND REGULATIONS

1. Before school, during lunch, and immediately after school, students may browse the shelves, work on assignments, or conduct research for classes.
2. The volume in the library should remain low as to not disturb AR quiz takers and students who are working/studying.
3. The library is a place for independent and small group study. The library should not be used as a place to socialize or hang out with friends. There are other designated areas of the school available for socializing before school and during lunch.
4. When coming to the library during class, students must show their planner (dated and signed by the teacher) to the librarian and sign in and out of the library.
5. All books that are removed from the library shelves need to be returned to the circulation desk. Only the library staff is permitted to shelve books.
6. Students must have their ID cards for all library transactions.
7. Free copy and print services are available for school material only.
8. Color copies are available for a fee of 50 cents per page.
9. Teachers schedule library time for appropriate class assignments.

LIBRARY LOAN PROCEDURES

Students are allowed to check out library books using their ID card.

- Student library book loans are for 21 days.
- Students may renew a book once.
- Students can check which books are checked out to them by logging into Destiny, the online catalog. Destiny can be accessed from school and from home by visiting the Destiny website or accessing the Destiny link located on the library Moodle page.

The library is a valuable resource for the school as a whole and certain standards have been set in order to maintain the quality and quantity of these resources. The books in the library belong to the school; therefore, students must take care of them. Students will be held responsible for the care of the books used in the library and checked out from the library. Fines will be assessed for all damaged or lost books and **MUST BE PAID** each year.

INTERNET USAGE POLICY

Students at ZHS are able to access the internet by using the ZHS local area network. Students and parents must read and sign the **ACCEPTABLE USAGE POLICY** in the District Handbook. Students' internet usage is restricted to approved educational activities.

ACADEMIC MATTERS

JPAMS PARENT COMMAND CENTER

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

MOODLE

Moodle is a virtual learning environment that allows students and parents to view class notes, lessons, assignments, and upcoming class projects, tests, and other events. Students are strongly encouraged to access Moodle on a routine basis, and especially as a way to keep up-to-date when absent. Parents are also encouraged to access Moodle by logging in with their child's username and password. Instructions for logging on to Moodle can be found in the Announcements section of the Zachary High School homepage at www.zacharyhigh.org.

AFTER-SCHOOL TUTORING

Core subject area teachers will be available to help in all core areas (English, math, science, social studies). Students may also work independently in a teacher-supervised computer lab in the library during that time. Tutoring sessions take place in the teacher's classroom (see class schedule) and are established as an intervention to improve grades.

9th GRADE H.E.A.T. (Help Eliminate Academic Tardiness)

HEAT is a lunchtime detention assigned to 9th graders or any student enrolled in a 9th grade class who miss homework assignments. During *HEAT*, students eat a lunch while completing their homework which can be turned in for partial credit. After 4 *HEAT* assignments, a student will be assigned to Saturday School.

SCHEDULE CHANGES

Schedule changes will be considered during the first five days of a semester for the following reasons:

1. a required course is needed this school year
2. skill level/placement is inappropriate
3. a prerequisite has not been met
4. the same course was previously passed
5. failed the same subject with the same teacher
6. scheduling error (missing periods, double scheduled periods, canceled a class)

Withdrawal from Honors and/or Advanced Placement Courses

Students with a C or higher in the class are expected to remain in the class for the full school year. No drops will be granted after the first five days of a semester.

Students with a D or F at the end of first semester must have an administrator's approval to withdraw from the course.

GRADING SCALE – 2017-2018

<u>Regular, Honors, and AP Classes</u>	<u>Regular Classes Quality Points</u>	<u>Honors Classes & Dual Enrollment Quality Points</u>	<u>AP Classes Quality Points</u>
93 – 100 = A	4	4.5	5
85 – 92 = B	3	3.5	4
75 – 84 = C	2	2.5	3
67 – 74 = D	1	1.5	2
0 – 66 = F	0	0	0

SEMESTER GRADING, PROGRESS REPORTS, & REPORT CARDS

The academic year is made up of two semesters (fall and spring). Each semester is a total of 18 weeks, and the final semester grade will be a cumulative grade for all work done over the entire 18-week period. Students will receive a progress report after each 6-week period; however, grades will continue accumulating until the end of the 18-week semester. Once the semester has ended, parents will be mailed a report card showing the final semester grade earned. The mailing dates will be approximately as follows:

Fall Semester -	1 st 6-weeks progress report: late September
	2 nd 6-weeks progress report: early November
	Fall semester report card: mid-January
Spring Semester -	4 th 6-weeks progress report: late February
	5 th 6-weeks progress report: early April
	Spring semester report card: late May

****Parents are encouraged not to rely on progress reports alone. Both parents and students are encouraged to check grades on Parent Command Center for the most up-to-date grades.**

TEST EXEMPTION POLICY

Exemptions do not exist first semester. All students are required to take a mid-term exam.

Second semester, students enrolled in End-of-Course classes are eligible for exemptions if they score an "excellent" on the EOC exam and have a 90% or above in the course. Students enrolled in electives and non-EOC courses are eligible for exemptions if they have a 95% or above in the course, excluding bonus points. Students enrolled in Advanced Placement courses are eligible for exemptions if they take the AP exam and have a 70% or above in the course.

GRADE-LEVEL CLASSIFICATION

The Carnegie Unit is the basis for determining the grade level in high school. A student's grade level at the beginning of the school year is determined by the number of units the student has earned, as indicated below. Credit for high school courses taken in middle school will count toward units earned, but the quality points for those classes will not be used in determining the high school grade point average.

9 th Grade:	0.0 - 5.5 units
10 th Grade:	6.0 - 11.5 units
11 th Grade:	12.0 - 16.5 units
12 th Grade:	17.0 + units

CARNEGIE UNITS OF CREDIT

Units of credit are earned based on semester grade. One-half ($\frac{1}{2}$) unit of credit shall be awarded for each successful semester completed of a full unit course. Certain classes may be worth more than 1.0 unit of credit, such as Algebra I Parts 1 and 2, Welding, COE, Cooperative Marketing, and Dual Enrollment courses, etc. Certain courses are offered for no credit, such as Office Aide, Library Aide, and some remediation courses.

STUDENT RANKING

Class rank shall be based on grade point average earned beginning with fall semester of 9th grade and including all courses attempted. Grade point averages will be computed utilizing all semester grades, including F's for failed courses that have been successfully repeated. Weighted values for honors and AP courses will be factored into the final grade point average.

GRADUATION REQUIREMENTS

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

VALEDICTORIAN AND SALUTATORIAN

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

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

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

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

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. Chapters in schools across the nation strive to give practical meaning to the society's goals of scholarship, leadership, service and character. These four ideals are considered the basis of student selection. The National Honor Society strives to recognize the total student, one who excels in all areas. The standards for selection are:

- Scholarship:** Juniors & seniors who have earned at least a 3.5 unweighted GPA and have been enrolled at ZHS for at least 2 semesters.
- Leadership:** Students who are true leaders; more than just holding an office
- Service:** Students who provide service to both the school and their community.
- Character:** Students who display character at all times!

Students who meet the Scholarship criteria are invited by letter to apply for membership. Leadership and service are evaluated based on information provided by the student using the NHS Application. The application requires that students list every activity that might indicate responsibility, leadership and service to both the school and the community. Applications are presented to a committee of teachers who score the applications. Students who are selected for membership are notified by an acceptance letter, and are then required to pay dues prior to their induction. Students who have disciplinary infractions (multiple infractions, cheating and in- or out-of-school suspensions) are not eligible to become a NHS member. The number and severity of the infractions are obviously considered in the evaluation.

BRAC GRADUATES: BLUE RIBBON ACADEMIC CURRICULUM

ZHS students have an opportunity to earn the honor of being a BRAC graduate by completing the following criteria:

- Follow a rigorous academic curriculum with a minimum of 10.0 Honors, AP or, Dual Enrollment course credits
- Maintain a 3.25 unweighted overall GPA by mid-term of senior year
- Score a 23 or higher on the ACT by April 1st of senior year

BRAC graduates will be recognized by a special cord worn at the Graduation ceremony.

ZACHARY HIGH SCHOOL ACADEMIC LETTER

PURPOSE: To recognize, reward, and encourage academic excellence at Zachary High School. Awards will be presented in the following manner:

1. For courses completed by mid-term of the Junior year, provided:
 - a. The students have been enrolled at ZHS for the entire previous two semesters.
 - b. The Junior year represents the students' third year in high school.
 - c. Juniors must have completed at least 2-1/2 units in English, Mathematics, Science, and 1-1/2 units in Social Studies:
 1. English I, English II, English III (1st semester)
 2. Algebra I, Geometry, Algebra II (1st semester)
 3. Physical Science, Biology, Chemistry (1st semester) or
 4. Biology, Chemistry, Physics (1st semester)
 5. World Geography, Civics/Free Enterprise, American History (1st semester)
2. For courses completed by mid-term of the Senior year, provided:
 - a. The students have been enrolled at ZHS for the previous two semesters.
 - b. The Senior year represents the students' fourth year in high school.
 - c. Seniors must have completed 3-1/2 units in English, Mathematics, and Science; 3 units in Social Studies, and 1-1/2 units in a foreign language:
 1. English I, English II, English III, English IV (1st semester)
 2. Algebra I, Geometry, Algebra II, Advanced Math (1st semester)
 3. Physical Science, Biology, Chemistry, Physics (1st semester) or Biology II (1st semester) or Anatomy & Physiology (1st semester)
 4. World Geography, Civics, American History, World History (1st semester) or Psychology or Sociology
 5. Foreign Language (1 1/2 units)

Students must have an overall weighted grade point average of 3.25; all courses completed to mid-term of the junior and senior year will be used in computing this overall average and a 3.0 overall weighted average in the above core courses with no grade lower than a C. Students meeting criteria junior and senior years will be awarded a second academic letter senior year.

ZHS HONOR STUDENTS

Students will receive special gifts and awards when they are selected for the following academic honors:

BRONCO SCHOLARS: 1st semester Straight A students

HONOR ROLL: Students with only A's and B's on their report cards 1st semester

PRINCIPAL'S LIST: 10th-12th grade Students with an un-weighted cumulative 3.75 or higher G.P.A. with no C's.

NCAA ELIGIBILITY FACTS

ATTENTION: For students entering any college or university on or after August 1, 2005, NCAA initial eligibility will be evaluated under new rules. To get information on these new rules, you can contact David Brewerton, Athletic Director, at (225) 658-7332 or go to www.ncaa.org.

CLUBS, ORGANIZATIONS, SPIRIT GROUPS

All students are encouraged to become involved in the clubs and organizations listed below. This is a way to meet and enjoy people and to serve your community and school.

A&P Science	DECA	Quiz Bowl
Band	Ducks Unlimited	Robotics Club
BASS Fishing Club	FBLA	SGA
Beta Club	FCA	Spanish Club
Book Club	FFA	Students for Life
Broadcast Journalism	French Club	Technology Club
Bronco Belles	Interact	Thespian Society
Cheerleaders (JV,V)	Library	Yearbook
COE	National Honor Society	
Color Guard	Prom	

