



Student Handbook

2024-2025

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**Mr. Chris Jones, Principal
Mr. Geoffrey Underwood, Assistant Principal
Mrs. Amy McGuire, Academic Dean
Mrs. Jessie Bryan, Mental Health Counselor
Coach Chris Cavin, Curriculum Coach**

A Message from the Principals

Welcome to Choudrant High School! As a new school year begins we are very excited to start the 2024-2025 school year. As always, we work daily to keep ALL students safe and well throughout the year. Our expectations for students, staff, families, and community partners remain the same as every other year. We want to create a nurturing environment for students to succeed academically, athletically, and socially. Student success is the focus of our administration and creating the best high school experience possible is a central goal.

The information provided in our student handbook is there to assist us in achieving excellence for the year. The online version will be updated as needed to include revisions made by LPSB, based on BESE and legislative changes. If you have any questions, please ask any administrator, counselor, or teacher on our campus. Anyone will be glad to assist you!

We encourage you to take pride and ownership in the appearance of CHS. We also encourage you to join clubs and athletic groups as they become available this year and show your pride in being an Aggie! As a new year begins and new opportunities are available, we will accomplish great things together! We wish you a rewarding and enjoyable school year! GO AGGIES!!

Mr. Jones, Principal
Mr. Underwood, Asst. Principal

A Message from the Counselors

We would like to take a moment to introduce ourselves to you and your family. We are excited and honored to be a part of this amazing team of educators, administrators, and staff. We look forward to working with you and your student(s) and to helping your student(s) succeed to meet their own personal and academic goals.

We offer counseling services as an additional resource to help your student succeed in their academic goals, as well as support social and emotional growth throughout their career here at Choudrant High School. Counseling sessions in a school setting are short-term in nature and focus on solutions to help your child succeed in all areas of their development. If more intensive services are needed your child can be referred to an outside agency.

Counseling activities can include individual or group counseling, whole class presentations and observations. Many of these activities will focus on helping students learn ways to build positive social skills, gain confidence in their ability to interact with others and learn ways to deal with problems and conflicts.

While we work collaboratively together to serve our students, Mrs. McGuire's predominant focus is scheduling, academic support, and testing. Mrs. Bryan's focus is more on mental health support for students. Your student may be referred to our office by a teacher, a staff member, themselves, or you may call the school or email us personally. Please remember due to confidentiality we may only discuss your student with you, not other students.

Please call or email us if you have any questions or concerns. We are thrilled to be working with your students and all the families that make Choudrant High School such a wonderful school! Have a great year!!!

Jessie Bryan, PLPC, NBCC, NCSC (jbryan@lincolnschools.org)
Amy McGuire, MA (amcguire@lincolnschools.org)

Mission Statement

The mission of Choudrant High School is to ensure higher academic achievement for all students and prepare them to be effective citizens.

Equal Opportunity Statement

In compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy:

THIS IS AN EQUAL OPPORTUNITY SCHOOL AND IS DEDICATED TO THE POLICY OF NON-DISCRIMINATION IN EMPLOYMENT OR TRAINING QUALIFIED STUDENTS, APPLICANTS, OR EMPLOYEES WILL NOT BE EXCLUDED FROM ANY COURSE OR ACTIVITY BECAUSE OF AGE, RACE, CREED, COLOR, SEX, RELIGION, NATIONAL ORIGIN, OR QUALIFIED HANDICAP.

Parent's Right to Know

As a parent of a student in the Lincoln Parish School System, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's teachers, and requires us to give you this information in a timely manner if you ask for it.

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The following is a set of guidelines and policies set forth by Choudrant High School. These guidelines are strictly enforced and shall apply to all school-sponsored activities including those held on school premises as well as off school premises. Please see the District Guidelines and Policies for Student Handbooks for additional district wide guidelines.

Accidents

All accidents that occur on campus must be reported to a teacher or to the school office immediately. Neither Choudrant High School nor the Lincoln Parish School Board provides liability insurance for accidents. See more in Illness and Accidents in District Guidelines.

After School Activities

Students are not allowed to stay on campus for after school activities. Students that are dropped off for after school activities are not allowed to leave those events until they are picked up by their parents.

Arrival/Departure for Students

The first bell rings at 7:52 for students to report to first period. No student should **report** to school prior to 7:35 a.m. Gates and gym doors will not open until 7:35 a.m. Junior High students report to the Old Gym and High School students report to the New Gym in the morning. The last bell rings at 3:21, at which time all students should begin leaving school. Buses will depart first followed by car pick-ups and car drivers.

Athletics

All varsity athletic programs at CHS are sanctioned by the Louisiana High School Athletic Association. Students in both high school and junior high showing athletic ability are encouraged to participate in school sports and should contact the coach of the sport for details. Student athletes must provide proof of insurance prior to participating in sports. Prior to participation in a sport, LHSAA requires a current physical on the approved LHSAA Physical Form. Students interested in athletics are reminded that eligibility rules exist for age and scholastic achievement. One through three below are mandated by LHSAA for high school athletics:

1. To be eligible for the first semester of high school athletics of the 2024-2025 school year, a student shall have earned at least six (6) units from the 2023-2024 school year which shall be listed on the student's transcript, including any special education subjects and shall have earned at least a 1.5 grade point average when considering all "graded" subjects.
2. To be eligible for the second semester of high school athletics of the 2024-2025 school year, a student shall pass at least six (6) units from the first semester of the 2024-2025 school year, including any special education subjects.
3. Choudrant High School coaches reserve the right to establish higher expectations regarding grades for players.

Choudrant High School has guidelines which pertain to junior high students playing junior high sports. The following guidelines are required for all junior high sports:

1. The student athlete must maintain a 1.5 GPA and pass at least 6 subjects during each grading period. The athlete's grades will be reviewed each 4.5 weeks which is progress report time. If the grade requirements are not met at progress report time or time of report card, students will not be allowed to participate until grades are brought up. Students must have grades verified on a weekly basis by each teacher until grade requirements are met.
2. Eligibility for junior high students will be taken from the last grading period of the current year. Incoming 6th graders will be evaluated based on the first progress report of the 6th grade year.
3. A Junior High athlete will not be eligible if they turn 15 before September 1st of the current school year.
4. Transfer students will be eligible to participate immediately as long as all academic and L.H.S.A.A. requirements are met.
5. All athletes will adhere to individual rules put into place by their coaches.

Student athletes are reminded that each time they play they represent our school. Therefore, athletes are expected to exhibit behavior of the highest order and serve as an appropriate example for other students. Since participation in athletics is a privilege, athletes who encounter disciplinary problems or violate other individual team policies may be subject to removal from the athletic team. **All students participating in athletics must have personal insurance for accidents. Neither the Lincoln Parish School Board nor Choudrant High School provides liability insurance for students.** In addition, all athletes must submit a LHSAA Physical Exam form completed by a physician prior to trying out for any sport. Athletes may not participate on a day that they have been absent without a doctor's excuse or administration approved extenuating circumstances. ***Administration reserves the right to refer to the Athletic Handbook created for Choudrant High School, and a copy will be on file with Lincoln Parish School Board.***

Attendance

CHS students must be present to be eligible to receive credit for the courses taken. According to the Louisiana Department of Education, absences should not exceed 5 per semester (18 weeks). All absences, excused and unexcused, count toward the total of 5 absences per semester. Junior high students are allowed a maximum of 10 days of absences per school year, and it is based on a yearly basis rather than semester. Excused absences permit students to make up work. They do not remove the day or days absent from the record. Students will be referred to the Truancy Division of the District Attorney's Office on the 3rd unexcused absence. Students participating in school approved activities away from the campus are not counted as absent and make-up work will be allowed.

Students with 5 unexcused absences within a semester are not allowed to attend school functions including athletic events or reward field trips. Student driver's licenses may be revoked due to truancy issues. You may refer to the LDOE for more information on this matter. Parents must call the school office (768-2541) to report a student's absence(s). Only three days will be excused with parent contact, for example illness that does not require a doctor's visit. Upon returning to school, a student who has a doctor's or other excuse should report to the office to turn in his/her excuse. These excuses must be submitted within two school days upon the student's return. **See District Guidelines for additional information regarding attendance. High School Students with excessive absences will be required to attend Saturday - See section below regarding Seat Recovery.**

MENTAL OR BEHAVIORAL HEALTH ABSENCES (added 2023-24)

A student may be absent for up to three (3) days in any school year related to the student's mental or behavioral health, and such absences shall be excused if certification is provided in writing in accordance with the student handbook. The student shall be given the opportunity to make up any school work missed during such absences. Following the second day of absence in any school year, the student shall be referred to the appropriate school support personnel for help addressing the underlying issue, which may include referral to medical services outside of the school setting.

Bathrooms

Students should go to the bathrooms in-between classes. No student should be allowed to leave class to go to the bathroom unless it is an emergency. Students should receive permission and a hall pass from the teacher, and the teacher should monitor the student's return to class. Any misbehavior in the bathrooms should be reported to a teacher and/or administrator.

Bell Schedule

Bell to go to 1st period 7:50

Period 1 7:55-8:45 50 min.

Period 2 8:48-9:38 50 min.

Period 3 9:41-10:31 50 min.

Period 4 10:34-11:24 50 min.

11:24-11:49 Junior High Lunch

Period 5 JH 11:52-12:42 50 min.

Period 5 HS 11:27-12:17 50 min

12:17-12:42 High School Lunch

Period 6 12:45-1:35 50 min.

Period 7 1:38-2:28 50 min.

Period 8 2:31-3:21 50 min

Bicycles on Campus

Due to safety concerns, no student shall ride a bicycle to or from school or to any school function.

Book bags

Students may have book bags to carry books and materials to and from class. However, book bags are to remain on the floor once in the classroom and should never be kept on top of their desks or in their lap. Some teachers reserve the right to require book bags to be left in lockers due to lack of space.

Breakfast

Breakfast is available in the cafeteria at 7:35. Breakfast is free. Students should report to breakfast quickly and quietly. When finished eating, students should report to the Old Gym area until the 7:52 bell rings. Students on late buses will be allowed to finish breakfast without receiving a tardy; however, car drivers and drop offs are tardy at 7:55 if not seated in class.

Building Hours

The school is officially open in the morning when the first bell rings. Students should not arrive on campus before 7:35 a.m. Gates and doors will not be opened until that time. In the mornings, junior high students shall remain in the Old Gym and high school students shall remain in the New Gym until the first bell at 7:52 a.m. Students shall not enter any other part of the buildings until the first bell rings unless reporting to breakfast. Students shall leave the school campus when the last bell of the day rings. Any student or group of students remaining after that time must be supervised by a member of the faculty.

Bullying or Harassment

Bullying and/or harassment of other students or teachers is strictly prohibited. **Please report bullying, we must know about issues to properly handle them.** Any student complaint about another student engaging in sexual or other types of bullying or harassment reported to a teacher or counselor shall be immediately reported to an administrator and will be investigated. If the acts involve criminal conduct, the proper authorities should be notified. Disciplinary steps will be taken if retaliation exists after an incident is reported. The Safe School link on the school website can be used for anonymous reporting of bullying or harassment. ***Please refer to District Guidelines for more information.***

Buses

Transportation is provided for all Lincoln Parish students. All students must follow the rules of conduct set down by the Lincoln Parish School Board. Each year all students are given a copy of these rules. ***Refer to District Guidelines Standards of Safety and Conduct for Buses.*** When the bell rings at 3:21 p.m., bus riders will first go to their lockers and then to the proper bus loading area. Buses will have priority leaving campus. Students who do not ride the bus will be picked up by their parents in front of the new gym or go to their vehicles after all buses have departed.

Car Riders

Due to safety issues, students should be dropped off in the mornings in front of the new gym and should enter the new gym or go down the sidewalk to the old gym or cafeteria. At the end of the day, students who do not ride the bus will be picked up by their parents in front of the new gym or go to their cars after all buses have departed. When a student is not picked up in a timely manner, the school will attempt to contact the parent. If a parent cannot be contacted, the Lincoln Parish Sheriff's Office will be contacted. Younger students are not allowed to stay for practices of older siblings.

Change of Address

Parents must inform the main office if there is a change of address or phone number in order to help in mailings and in case of an emergency.

Cell Phones

Students are allowed to possess a cell phone on school campus during the instructional day. This includes the school buildings, grounds thereof, school buses, and/or while participating in extracurricular activities. The use of cell phones shall be strictly prohibited unless authorized by the principal or school designee. Cell phones are to be turned off at all times and not displayed in any way; they are to be stowed in the student's locker, school bag, purse, or pants pocket. It is not allowed for the phone to be left hanging on the outside of a pocket on a clip or holster. Possession and/or use of other electronic and telecommunication devices by students shall be strictly prohibited unless authorized by the principal or school designee. The school will not be responsible for lost or stolen cell phones or electronic devices.

Nothing shall prohibit the use and operation by any person, including students of any electronic telecommunication device in the event of an emergency. *Emergency* shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

1. Students may have cell phones on campus.
2. A student's cell phone will be taken by school personnel if it is seen, heard, or used outside of LPSB Policy.
3. On the first offense, the parent must come to the school to pick up the child's phone and sign a form acknowledging our cell phone policy.
4. On the 2nd offense, the student may get his phone back by paying a \$10 cash fine at the end of the day.
5. A \$5 fine increase is charged for each subsequent violation with the maximum fine being \$20.
6. The phone is kept until the fine is paid at the end of the day.
7. On the fourth offense, the parent must pick up the phone and disciplinary action will be taken according to rubric.
8. These same restrictions apply while on a school bus.

Check-In / Check-Out Procedures

1. All students checking in after the tardy bell must report to the office for a tardy slip before reporting to class.
2. A student may check out of school only if the parent/guardian comes for him/her or if a parent calls an administrator or sends a note requesting that he/she be allowed to check out and the reason for the check out. All notes must have parent phone numbers in case administration questions the validity of the note. Parents may also email the school secretary.
3. A student will not be allowed to call home to check out unless it is evident that the student is ill and has seen the nurse and has symptoms. Administrative approval is necessary.
4. All checkouts must go through the office administration.
5. If a student is checked out to go to the doctor, a note/excuse must be presented by the parent or doctor upon returning to school.
6. Upon returning to school after having checked out earlier in the day, students must report directly to the office with the excuse.
7. The same rules apply for check out or absences as it relates to whether they are excused or not.

Checks

CHS gladly accepts personal checks. However, checks that are returned due to insufficient funds may be assessed a \$20.00 collection fee. No checks will be accepted after the second NSF returned check for that school year.

Class Schedule

Each student in grades 6-11 are required to attend 8 classes which are 50 minutes in length. Seniors are required to be in attendance for a minimum of 5 classes. Seniors can not be excused for work until after 5th period unless approval is granted by LPSB. This policy for seniors has been approved and adopted by Lincoln Parish School Board.

Closed Campus

We operate under a closed campus policy. Students must stay on school grounds from the time they arrive, even if class has not yet started, until dismissal or until they are picked up at the end of the day. Students must bring a written parental request to the office in order to leave the campus for *any reason*. Parent phone numbers shall be on the parental request. No student may leave for lunch or be checked out for lunch. Gates are to remain closed at all times once they have been closed for the day. Once a student exits through any gate they must re enter through the main office.

Code of Conduct

Students are expected to attend school to learn and participate in procedures for helping maintain an effective learning environment as well as a safe environment. ***Please refer to appendix for Disciplinary Actions and Action Codes containing infractions and consequences.***

Communicable Diseases

The Lincoln Parish School Board follows the policies and guidelines set by the Louisiana DHH (Department of Health and Hospitals), Office of Public Health. The Lincoln Parish School Board also follows the Universal Precautions and Bloodborne Pathogen Standards set by OSHA (Occupational Safety Hazard Agency).

Computer Use

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

Use of the Internet is a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet. Disciplinary action may include but is not limited to loss of computer use, monetary reimbursement, suspension, detention, or suspension room assignment. This shall apply to all students. ***See District Guidelines for Acceptable Use Policy for School Computer Systems and the Internet – Student Use.***

Corporal Punishment

Choudrant High School does not participate in issuing corporal punishment to students. Parents may not discipline their children in front of other students or teachers.

Counselors

Choudrant High School has two counselors who are available to address student needs.

Crisis Situations

Choudrant High School has specific, detailed plans in place for crisis situations. A copy of this plan has been distributed to all staff members and appropriate training has been conducted. Drills will be conducted throughout the school year. In case of evacuation, it is very important that parents use the proper procedures for picking up their child.

Deliveries

Unfortunately, we are not staffed to accept personal deliveries for students. Flowers, balloons, etc. should be delivered to the student's home. No deliveries for students will be accepted at Choudrant High School. No deliveries will be transported by bus to the student's home.

Detention

Detention is defined as activities, assignments, or work held before, during, or after the normal school day or on weekends. Students who refuse or fail to attend will be subject to ISS or OSS. ***See District Guidelines for information on Detention and Rules for Detention.***

Discipline

Discipline is defined as training that develops self-control. We believe that in order for our school climate to be positive, all students must have self-control, tolerance, and conduct themselves in an orderly manner. Students who do not follow the rules and show self-control will be dealt with fairly and systematically. Students should be rewarded for positive behavior. ***See District Guidelines for more information regarding Student Conduct and Discipline. Please refer to the Discipline Grid in the appendix of this handbook for specific information concerning infractions and consequences.***

Dress Code

The purpose of a dress code is to ensure an effective learning and teaching environment, to maintain a favorable school image, to promote positive self-images among students, and to prepare students for the workforce. The dress of students will be monitored each day during first period and the dress code will be strictly enforced. Any form of dress that is determined to be in violation of the mandatory school uniform policy will be handled according to the procedures in the appendix. The administration reserves the right to bar any apparel deemed inappropriate for school. ***The specific uniform code is located in the appendix of this handbook. See District Guidelines for more information regarding Student Dress Code.***

Drugs and Alcohol

The Lincoln Parish School Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming or having in his possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, nitrate based inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal. Students 16 years old or older who are found guilty of possession, dealing, distributing, having intent to distribute or knowledge of a intent to distribute of a narcotic controlled substance on school property will be expelled for 24 calendar months. Students under 16 for the same offense will be expelled for 12 months (Act 909). Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law.

The School Board shall require a comprehensive alcohol, tobacco, drug, and substance abuse prevention education program be incorporated into every school of the parish that shall include grade appropriate programs on the education, prevention, and counseling of alcohol, tobacco, drug, and substance abuse. Such programs shall be included in the school program so that every student in grades kindergarten through nine is involved for a minimum of sixteen (16) contact hours every school year, and every student in grades ten through twelve is involved for a minimum of eight (8) contact hours every school year. The required minimum contact hours shall be incorporated into a comprehensive school health program.

As part of the alcohol, tobacco, drug, and substance abuse program, substance abuse counselors shall be appointed who shall visit every school regularly for the purpose of counseling students who have been identified as having an alcohol, drug, or substance abuse problem.

Any student enrolled in school who is identified as having a substance abuse problem, including manufacture or distribution, shall be required to participate in the parish drug counseling program, or an equivalent approved by the Board.

Each school shall have a substance abuse prevention team, whose membership shall be in accordance with statutory provisions that shall investigate, research, and report on all instances or reports of possession of controlled dangerous substances or alcoholic beverages. The team shall adequately report their findings in writing and make appropriate recommendations for treatment, counseling, or other appropriate action to the principal of the school.

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 1000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as Drug-Free Zones. The School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark Drug-Free Zones which surround all schools and school property. ***See District Guidelines for more information regarding Student Alcohol and Drug Use.***

Electronic Devices

Students shall not use electronic devices on campus without the approval of the principal or his designee. No faculty member, including administration, shall spend time investigating the disappearance of a student's electronic device. This includes earbuds and smart watches - they are not to be seen in hallways, bathrooms, or other common areas. The same policy for cell phones applies to earbuds and smart watches. ***See District Guidelines for more information regarding Electronic Telecommunication Devices.***

Emergency Procedures

Each teacher will be properly trained regarding emergency procedures including fire, tornado, and crisis situations. Drill procedures will be practiced and discussed in each classroom.

Expulsion

Students who receive 3 out-of-school suspensions shall be recommended for expulsion. Before a student may return to school after the first out-of-school suspension, the parent(s) and student must have a conference with the administrator at the school. Before the student may return to school after the second out-of-school suspension, the parent(s) and student, admin, and mental health counselor will be required to meet. These conferences will be to communicate with the parents in an attempt to prevent an expulsion from school. ***See District Guidelines for more information regarding Suspensions and Expulsions.***

Family Involvement

Positive family involvement is an important part of each student's education. Families are encouraged to participate in appropriate ways. A complete copy of the CHS Parental Involvement Policy is available for viewing in the office. ***See District Guidelines for more information regarding Parental Involvement Policy.***

Fees

School fees are collected from each student at registration. This money is used to offset the cost of supplies, handbooks, instructional materials, copier expenses, student incentives, literary rally expenses, extra uniform items, etc. Fees should be paid in a timely manner. Students who have not paid fees in a timely manner will be prohibited from participating in any extracurricular activities or receive student rewards until all fees have been paid. Please contact the school office to arrange for a payment plan, if needed. Current fees are \$20.00 for junior high and high school students. Advanced Placement courses may require extra materials at the students' expense. Seniors will need to pay a \$10 graduation fee. Parking permits are \$10.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without a signed parent consent form. Students with previous disciplinary problems may be prohibited from participating in field trips and will be given an alternative assignment at school. All school attendance and disciplinary rules apply to all field trips.

First Aid

First Aid will be limited to the use of ice, water, and band aids. Over the counter medication can be administered when the OTC Medication Administration Consent Form is on file. ***See District Guidelines for more information on Health and Medical.***

Food and Drink

Drinks and food of any type are prohibited in the buildings unless weather conditions result in inside lunch sessions. Violations of this policy will result in the assignment of detention or suspension. Concession drinks and snacks will be available for purchase near the end of lunch, but remains must be discarded prior to reporting to class. Students may carry a water bottle or screw top container that prevents spills. Containers should be filled with water only.

Grading scale

Louisiana Legislative Session mandates the following grading scale for all public schools. The following uniform grading scales will be utilized by all teachers at Choudrant High School.

CHS Grading Scale

90-100	A
89-80	B
79-70	C
69-60	D
59-0	F

*AP and dual enrollment classes will follow Lincoln Parish School Board Policy.

Graduation Requirements

See School Counselor for graduation course requirements.

Students must pass 3 End-of-Course tests in the following categories: English I or English II, Algebra I or Geometry, and Biology or American History (students entering the 9th grade in the 2024-2025 school year must pass Biology or Civics).

Completion of graduation requirements does not guarantee that a student will be allowed to participate in graduation exercises. Students will not be allowed to participate in graduation exercises if any one of the following violations occur 1) student is assigned to YRC at any point during their senior year. 2) student has two or more out of school suspensions during their senior year. 3) student has excessive full day absences (over 10) during their senior year. 4) student has not completed coursework by designated dates (including online courses). 5) student does not attend all graduation practices. Please refer to Lincoln Parish Pupil Progression Plan for more information.

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher, have an official hall pass, or note from a teacher, administrator, or counselor. Teachers may require students to turn in their cell phone to the teacher to leave the classroom. *Violations of this policy will result in detention and/or suspension.*

Health

Certain health issues, such as lice, ringworm, etc., may require proper treatment as determined by the school administration in order for a student to be allowed to attend. Students who have fever, are vomiting, or show other signs of having a contagious condition will be required to go home. Students who have fever or vomiting should be held out of school for 24 hours after the last time they registered an elevated temperature or the last time they vomited.

Homework

Choudrant High recognizes that a reasonable amount of study and preparation is essential for the scholastic growth of the child. It is also aware, because of the individual differences and needs of pupils, that it is unsound to require or expect all pupils to be assigned the same kind of homework in connection with their school instruction. Purposeful homework varies from day to day with each pupil, depending on his/her educational capacity, potential, and need. Homework should supplement, compliment, and reinforce classroom teaching and learning.

Honor Roll

Principal's List	4.0 or Higher
Honor Roll	3.99 – 3.0 with no grade lower than a B

Immunizations

The Louisiana State Legislature passed a law concerning immunizations for school age children. (RS 17:170) The Lincoln Parish School Board requires every child to have a current immunization record to comply with this law. These immunization requirements must meet the standards set by the Louisiana DHH (Department of Health and Hospitals), Office of Public Health. ***See District Guidelines for more information regarding Health and Medical.***

Insurance

Choudrant High School does not provide insurance for students or student athletes. However, the school can provide you with an option to purchase insurance for students. Please contact the office if you have questions concerning this topic. It is the parents' responsibility to complete the required information and submit payment, form, and/or claims to the company. All athletes are required to provide proof of insurance before participation in a program.

Lockers

Lockers are to be issued by the assistant principal at the beginning of the year. Lockers are to be locked at all times except when in use. Students are not allowed to change lockers without permission or to share lockers without permission from the administration. Students are responsible for keeping lockers clean. Students are responsible for any damage that occurs to the locker. Any locker malfunction must be reported to the Assistant Principal. Students are strongly cautioned not to keep money or other valuables in their lockers. School officials may search student lockers at any time. ***See District Guidelines for more information regarding Student Searches.***

Lost and Found

Students who find lost articles or books are asked to take them to the office where they may be claimed by the owner.

Lunch

Lunch and breakfast accounting is managed by the cafeteria manager. Lunch is free for all CHS students. Each student is assigned a lunch number that must be given to the clerk as they go through the cafeteria line. Students MAY NOT leave campus for lunch. Students will not be allowed to go to their lockers after lunch until the bell rings ending their lunch shift. Students may bring their lunch and eat in the cafeteria or in the student commons. No carbonated beverages in original containers are allowed in the cafeteria. Lunch will be served only during the designated time. If students are in line when the designated serving time ends, they will be served and allowed time to eat. Parents are not allowed to drop off restaurant lunches to students in the office. No food delivery services are allowed to bring lunches for any reason, disciplinary action will be taken if students order lunches through delivery services.

Make-Up Work

Students who meet the criteria for excused absences and extenuating circumstances may make up work. Students have the same number of days to make up work as they were absent, unless other arrangements are made with the teacher. If a student is absent for any extended medical reason for more than 3 consecutive school days, the student must make arrangements to get assignments from teachers and to return these on a regular basis. If medical conditions prevent the completion of assignments, the school administration should be contacted to work out a solution. Incomplete nine weeks grades become "F's" if missed work is not completed in two weeks after the end of the grading period unless verified and prior approval is given for extenuating circumstances. The days a student misses school as a result of any suspension shall be counted as unexcused absences.

Medication

The Louisiana State Legislature passed a law concerning medication administration in public schools. (R.S. 17:436, Act 87) The Lincoln Parish School Board adopted its Medication Policy to comply with this law.

Medications at school:

- Will be restricted to those which cannot be administered before or after school.
- Must be transported to and from school by a parent or guardian. ***(DO NOT SEND MEDICATION WITH YOUR CHILD)***
- Must be in a pharmacy-approved container **with a prescription label**. This label should include a prescription number, child's name, name of medication, dosage and frequency, physician's name, date, and pharmacist's name.
- Will be restricted to a 30 day supply.
- Must be in correct dosage form. If a child is to receive a ½ pill, the pills must already be cut in half.
- Must have the first dose given at home.

Certain OTC (Over-The-Counter) medications may be administered to students at school if prior consent forms have been signed. The OTC medications include Tylenol, Ibuprofen, Benadryl, Neosporin, cough drops, etc.

PARENTS: If your child is taking medication during school hours, ***YOU MUST HAVE A MEDICATION FORM ON FILE AT SCHOOL. Medication will not be given after 3PM.***

The Lincoln Parish School Board Medication Form includes:

- a **MEDICATION ORDER** from a LA licensed physician or dentist
- a **PARENTAL CONSENT**

These Medication Forms are available at schools and at local physician's offices. If you bring medication to give to your child at school, you must check in with the school office. ***See District Guidelines for more information regarding Health and Medical.***

Off-Campus Activities

All school-sponsored activities that occur off campus are under the school's jurisdiction. All school policies are in effect.

Parent Conferences

Parents may make appointments for conferences with teachers or counselors by telephoning or by email. These conferences must be scheduled during the teacher's planning period or before or after school. ***Please follow the Contact Sequencing procedures indicated in the appendix.***

Parental Involvement

Choudrant High School's Parental Involvement Policy is available for review in the Principal's office. ***For additional information concerning the Lincoln Parish Policy, please refer to District Guidelines Parental Involvement Policy.***

Parking

Students of legal driving age that hold a valid driver's license with insurance may drive their own vehicles to school. Parking passes are required to park in the numbered spots in the front parking lot. Parking passes are \$10 and all funds go toward the PBIS program. Parking spots will be pre-sold to seniors prior to Prep Day and available to all students on Prep Day. Students who do not park in their designated spots will receive detention. Students who do not purchase parking will be able to park at the athletic complex for free.

Students may not park in unnumbered spaces. Those spots are designated for faculty and guests. No students may park in the back parking lot at any time. No student may drive in a careless or dangerous manner. Students are to leave their vehicles immediately upon arrival and shall not revisit their vehicles during the school day without approval from the office. No loitering is allowed in the parking areas. All vehicles are subject to search at any time. All accidents occurring on CHS property should be reported immediately to an administrator or SRO. Failure to do so may result in disciplinary actions or having driving privileges revoked.

Parties/Flower Delivery

No parties are permitted during school hours. Students are not allowed to receive any flower deliveries to CHS.

Piercings

Students may have piercings in ears and nose. Nose piercings are limited to a small stud.. No gauges, bullrings, septums, or large nose piercings allowed. Disciplinary actions will be taken for piercings in the lip, tongue, brow, etc. Separators are allowed.

Progress Reports

Progress reports will be issued at the midpoint of the grading period to all students.

Public Displays of Affection

Any public display of affection between students is strictly prohibited. This includes hugging, kissing, handholding, or any other physical contact. This rule applies to all students regardless of gender.

Report cards

Report cards are issued at the end of each nine-weeks grading period to students. The report card contains grades that are used to designate a pupil's progress and the absences of the student. Progress reports are issued at the school midway through the grading period.

Safety

The staff at Choudrant High School considers student safety the highest priority. All concerns of students and parents should be reported to administration immediately. Safety issues will be addressed in a timely manner.

Please refer to District Guidelines on Safety for additional information.

School Closing

Occasionally school may be closed because of poor weather or other unusual circumstances. Please do not call the school or school personnel. Parish wide text outs will occur. The following TV/radio stations will be notified by school officials: KNOE-TV, KTVE-TV, KTBS-TV, KSLA-TV, KPCH-FM 99.3, KXKZ-FM 107.5, KRUS-AM 1490.

Seat Recovery

When a student exceeds the maximum number of absences allowed the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter.

High school students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met. The maximum number of hours a student can makeup is 10 hours per course. Students missing more than 10 hours may not be allowed to pass to the next grade. Seat time does not erase the absence, but allows the student to make up class time.

Sexual Harassment

Harassment on the basis of sex is a violation of state and federal law. Choudrant High School will not tolerate any sexual harassment on the part of any student towards another student or staff member. Harassment does not only depend upon the perpetrator's intention, but also upon how the person who is the target perceives the behavior or is affected by it. Conduct in violation of this prohibition will result in severe disciplinary measures. ***See District Guidelines for information on Sexual Harassment.***

Smoking/Vaping and Tobacco Use

Students are not permitted to smoke, vape, or use tobacco in any form at any time in the school building, on the school grounds, or within the area surrounding the school grounds. This applies to all school activities as well as the regular school day. Lighters and matches are also prohibited. Vapes or any other electronic cigarettes are included in these rules. *Violation of this rule will result in suspension from school.*

Social Media

Any social media threats made to the school or to individual students causing fear, anxiety, or uncertainty; OR if a threat directed at an individual student creates safety concerns on the part of the student or his/her parents, then action may be taken against the source of the threat. This may be in the form of an OSS, or even an expulsion hearing. These social media threats will include before, during, and after school hours. Students can report threats through the Crimestoppers app.

Student Harassment

All students at CHS have the right to receive an education in an environment free from any form of harassment whether physical, emotional or sexual in nature. All incidents of harassment of any type or suspected harassment are to be reported to the school administration immediately. All reported incidents shall be investigated. ***See District Guidelines for information on Bullying, Intimidation, Harassment, and Hazing.***

Tardiness

All students are expected to be seated in the classroom when the tardy bell rings. Students who do not adhere to this policy will receive a tardy. Students who must leave class to get items from their locker, use the restroom, etc. may receive a tardy if he or she arrives to class after the tardy bell. ***Please refer to the Tardy Policy in the Appendix.***

Teaching and Learning

It is the teacher's responsibility to teach and the student's responsibility to learn. Individual students will not be allowed to disturb the learning environment. Students have the right to learn in an environment free from distractions. Time in the classroom should be spent on task.

Telephone

Students are allowed to use the school phone only in cases of emergency. Permission must be given by a faculty member before the phone is used. Students will not be called out of class to accept phone calls. Only messages of an urgent nature are to be delivered to students. Students may not use any other telephone on campus except the office phone.

Testing

No student may take a final test early or late unless the reason for missing the test meets the guidelines for extenuating circumstances. Requests must be made in writing to the principal. CHS reserves the right to create further exemption guidelines based on individual results of statewide testing.

Statewide standardized testing is required in grades 7-11. Tests are administered as follows:

Grades 6–8: Louisiana Education Assessment Program in Math, SS, and Science, LEAP Innovative Assessment in ELA

Grade 9 – 12: End of Course Tests in PreACT, Civics, Biology, Algebra I, English I and English II, Geometry, and US

History

Grade 10: ACT Test in March

Grade 11: ACT October

PreACT and ACT tests may determine eligibility for AP and/or Dual courses.

All students entered in high school by the 2010-2011 school year:

Students must pass 3 End-of-Course tests in the following categories: English I, English II, Algebra I or Geometry, Civics, Biology or American History. The results of statewide testing are not the only factor in determining promotion. Refer to the Pupil Progression Plan for Lincoln Parish.

Textbooks

Textbooks, chromebooks, and chargers are furnished by the Lincoln Parish School System and are issued at the beginning of each term. Students who lose or damage any of these items while it is checked out to them will be required to pay for it. Damage fees will be assessed and charged based on damage and/or neglect of textbooks. Administration reserves the right to determine the damage fee of textbooks.

Valuables

The school assumes no responsibility for items of value that are lost or stolen. Students are highly encouraged to leave anything of significant value at home, including cash.

Vapes/Electronic Cigarettes

Vapes and electronic cigarettes are strictly prohibited on school property. Students found in possession or distributing these items will be suspended according to discipline policy. Students sharing vapes with other students will be suspended according to the discipline policy.

Visitors

Under no circumstance is a student to bring a visitor to school. Parents are always welcome, but must go directly to the office and receive permission before proceeding. If a conference or discussion with a teacher is needed, it shall not be conducted during instructional time. No person is to be on campus without the consent of the school administration. Persons who are on campus in violation of this policy will be considered as trespassers and will be subject to criminal charges. ***See District Guidelines for information on Visitors to the Schools.***

Volunteers

Choudrant High School recognizes that volunteers can make many valuable contributions to the school. Therefore, CHS endorses a Volunteer Program in the school, subject to suitable regulations and safeguards, to be promulgated by the Principal or staff, in cooperation with the school. All volunteers should sign-in in the office in the designated Volunteer Binder. All volunteers must be processed at LPSB before they can volunteer at CHS.

Weapons

Weapons are strictly prohibited on campus. Any student or non-student carrying a firearm on school property shall be subject to imprisonment at hard labor for not more than five years (Act 833). Any student 16 years of age or older found guilty of being in possession of a firearm or knife on school property can be expelled from school for a minimum period of twelve calendar months. Any student under 16 years of age and in grades 6-12 found guilty of being in possession of a firearm or knife on school property can be expelled from school for a minimum of six calendar months (Act 620).

Withdrawal Policy

In order for a student to withdraw from school, a parent with picture identification, must come to school and complete necessary withdrawal documentation with the counselor. All student books, chromebooks, and chargers must be returned and fees paid. Name and forwarding address of the new school is required.

Zero Tolerance – Fighting

Choudrant High School has established high expectations for behavior while students are at school or at school sponsored events. Proper authorities will be involved when necessary, and all procedures will be followed as indicated in the Student Handbook.

APPENDIX

PBIS at Choudrant High School

1. Everyone in the school, including students, teachers, and staff, work together to create a positive atmosphere. Our team created clear rules and expectations for behavior that apply to all areas of the school including the classroom, hallways, and cafeteria.

2. We call our rules "school-wide expectations." Our school wide expectations reinforce the “PRIDE” acronym - **Punctual Respectful Involved Diligent Exceptional**

For example, being respectful to teachers and classmates, using kind words, following instructions, and showing responsibility.

3. Teachers and staff teach these expectations to all students, and model these expectations through their own actions to help students understand our values at CHS.

4. When students and teachers follow the rules and show positive behavior, they receive recognition and rewards. These rewards can be praise, Awesome Aggies Tickets with a possible opportunity for a free lunch off campus, free dress days, or snacks. The idea is to motivate students to continue making good choices.

5. If a student has trouble following the rules, PBIS also provides support. There are different levels of support depending on the situation. If a student needs help with certain behaviors, we provide additional support to target specific skills to help the student be successful.

6. There are individualized plans called behavior intervention plans (BIPs). The faculty creates these plans specifically for those students and the plans include strategies and support tailored to their needs. The goal is to help them succeed and improve their behavior.

PBIS encourages everyone to work together—students, teachers, parents, and the community. PBIS creates a positive environment in all areas of our lives, not just at school. Choudrant funds our PBIS program by selling parking spaces and generous donations from our community sponsors.

PBIS is about promoting positive behavior, creating a supportive school environment, and helping each other succeed.

Disciplinary Action

Action Codes

ISS = In School Suspension

OSS = Out of School Suspension

RE = Recommend Expulsion

***This grid is to serve as a general guideline and disciplinary actions may be altered at the discretion of the school or district administration.

MAJOR Infractions

Major Infraction	1st Offense	2nd Offense	3rd Offense
Assaulting Faculty or Staff	OSS – indefinite; RE	OSS – indefinite; RE	OSS – indefinite; RE
Careless/Reckless Driving	Vehicle restricted for 2 weeks	Vehicle restricted for remainder of school year	n/a
Cheating – Tests, Standardized Exams	Zero on work; ISS 1 day	Zero on work; OSS – 1 day	Zero on work; OSS – 2 days
Cutting Class – more that 15 minutes	Detention – 3 days	OSS – 1 days	OSS – 3 days
Defacing or Destroying School Property - Greater than \$20	OSS – 1 day; restitution	OSS – 3 days; restitution	OSS – 5 days; restitution
Destruction of others' property – Greater than \$20	OSS – 1 day; restitution	OSS – 3 days; restitution	OSS – 5 days; restitution
Disruption During Assembly/Drills – Safety Threat	ISS – 2 days	OSS – 2 days	OSS – 3 days
Distributing of Tobacco or Vape Products and/or Lighter, Matches, or Vape	OSS – 1 day.	OSS – 3 days.	OSS – 5 days.
Disturbs the School	ISS – 1 day	OSS – 1 day	OSS – 3 days
Entering Restricted Areas	ISS – 1 day	OSS – 1 day	OSS – 3 days
Fighting – Active Participant or Instigator	OSS – 2 days	OSS – 3 days	OSS – indefinite; Depending on severity
Flagrant Disrespect for Authority	OSS – 1 day	OSS – 3 days	OSS – 5 days
Forged Signature/Notes	Detention – 2 days	ISS – 1 day	ISS – 3 days
Gambling	Detention – 2 days	ISS – 1 day	ISS – 3 days
Det/ISS Rules Violation	OSS – 1 day	OSS – 2 days	OSS – 3 days
Leaving Campus Without Permission	OSS – 1 day	OSS – 2 days	OSS – 3 days
Attendance at LPSB Sanctioned Event While Under Out of School Suspension	1 additional days of suspension; possible referral to law enforcement	3 additional days of suspension; possible referral to law enforcement	OSS – indefinite; RE; possible referral to law enforcement
Possession of Alcohol and/or Illegal Drugs	OSS – indefinite; RE; refer to separate policy	OSS – indefinite; RE; refer to separate policy	OSS – indefinite; RE; refer to separate policy

Possession/Shooting Fireworks	OSS – 3 days	OSS – 5 days	OSS – indefinite; RE: refer to separate policy
Possession of Tobacco or Vape Products and/or Lighter, Matches, or Vape	OSS – 1 day and referral to law enforcement	OSS – 3 days and referral to law enforcement	OSS – 5 days and referral to law enforcement
Unauthorized Use Electronic Devices	ISS – 1 day or school fine	OSS – 1 day or school fine	OSS – 3 days or school fine
Possession of Weapons/Firearms	Refer to separate policy	Refer to separate policy	Refer to separate policy
Profane/Obscene Language/Gestures/Materials/Acts – Toward Another Person	ISS – 1 day or OSS – 1 day based on severity	OSS – 2 days	OSS – 3 days
Refusing to Surrender Cell Phone or Electronic Device to Teacher	ISS – 1 day	OSS – 1 days	OSS – 3 days
Sexual Harassment	OSS – 2 days	OSS – 3 days	OSS – 5 days; RE
Stealing	OSS – 1 day; restitution	OSS – 2 days; restitution; ethics program	OSS – indefinite; restitution; RE
Tampering with Fire Alarm/Intentionally Causing False Alarm	OSS – 5 days	OSS – indefinite; RE	OSS – indefinite; RE
Threatening/ Harassing Students	OSS – 1 day	OSS – 3 days	OSS – 5 days RE: separate policy
Threatening Faculty/ Staff Member	OSS – indefinite; RE: separate policy	OSS – indefinite; RE: separate policy	OSS – indefinite; RE: separate policy
Transporting Students Off-Campus Without Permission	OSS – 1 day	OSS – 3 days	OSS – 5 days
Videoing, Recording, Photographing Other Students or Teachers Without Consent	OSS – 1 day	OSS – 3 days	OSS – 5 days
Willful Disobedience or Habitual Violation of School Rules (3 Minor in 1 Week)	ISS – 1 day	OSS – 1 days	OSS – 3 days
Social Media Threats School/Students	OSS/Expulsion	OSS/Expulsion	OSS/Expulsion

MINOR Infractions

Minor Infraction	1st Offense	2nd Offense	3rd Offense
Cell Phone/Electronic Device	A parent must come to the school to pick up the child's phone and sign a form acknowledging our cell phone policy.	\$10 Fine	A \$5 fine increase is charged for each subsequent violation with the maximum fine being \$20. On the 4th offense we move to the Willful Disobedience Rubric under Major Infractions.
Cheating – Homework, Out of School Assignments	Zero on work; Parent Contact Detention – 1 day	Zero on work; Parent Contact Detention – 2 days	Zero on work; Parent Contact ISS – 1 day
Cutting Class (Less than 15 minutes)	Detention – 1 day	ISS – 1 day	ISS – 3 days
Defacing or Destroying School Property – Less than \$20	Detention – 1 day; restitution	ISS – 1 day; restitution	ISS – 3 days; restitution
Destruction of others' property – Less than \$20 Value	Detention – 1 day; restitution	ISS – 1 day; restitution	ISS – 3 days; restitution
Disruption During Assembly/Drills/Classroom	Detention – 1 day	ISS – 1 day	ISS – 3 days
Dress Code Violation	Correct violation	Correct violation; Detention – 1 day	Correct violation; Detention 3 days
Eating/Drinking in Restricted Areas	Detention – 1 day	Detention – 2 days	ISS – 1 day
No materials in class	Teacher Contact Parent	Detention – 1 day	Detention – 2 days
Profane/Obscene Language/Gestures/ Materials/Acts – In possession or using flippantly	Detention – 1 day	OSS – 1 day	OSS – 2 days
Public Displays of Affection	Detention – 2 days	ISS – 1 day	ISS – 2 days
School Phone (unauthorized use)	Detention – 1 day	Detention – 2 days	ISS – 1 day
Stealing – Less than \$20	Detention – 1 day; restitution	ISS – 1 day; restitution	ISS – 3 days; restitution
Sleeping in Class	Detention – 1 day	Detention – 2 days	Detention – 3 days
Tardy to Class	See Tardy Policy	See Tardy Policy	See Tardy Policy

Choudrant High School

Tardy Policy

2024-25

Tardiness for students is defined as not being seated at one's desk when the tardy bell rings. Students have ample time to gather books, materials, etc. and report to his or her classroom each period throughout the day. It is the responsibility of students and parents for students to report to school on time each morning.

Teachers are required to close their classroom doors immediately when the tardy bell rings. All students not in a classroom, should report to an administrator for a tardy slip. Only those students receiving a tardy slip should be allowed into the classroom. Administration will maintain records and administer consequences for tardies. The following guide will be used for **each semester**:

Tardy #1 & #2– The student will receive a warning.

Tardy #3 – The student will receive 1 day detention at 7:00 A.M.

Tardy #4 – The student will receive 2 days detention at 7:00 A.M.

Tardy #5 – The student will receive 3 days detention at 7:00 A.M.

Tardy #6 –The student will receive 1 day ISS.

Tardy #7 - The student will receive 2 days ISS.

Tardy #9 or more – The student will receive 1 day OSS for each additional tardy and may result in failure of classes.

****Consequences for being tardy to detention will include an additional day in detention.**

****If the student is absent on the day he or she is assigned detention or ISS, a parent should notify an administrator. The student will have the opportunity to make-up the detention or ISS.**

****If the student does not attend ISS on the designated days, additional days in ISS or OSS will be assigned.**

Choudrant High School

Seat Recovery Policy

2024-2025

Students with excessive unexcused absences will be required to make-up missed classroom time out of normal school hours to receive credit for their classes regardless of grades. At the end of each nine weeks attendance will be monitored. Excessive absences will lead to an extended school year during the summer or Saturday mornings. Please be mindful of your absences and tardies to prevent disciplinary action. Students who do not complete their makeup time will not receive credit for courses.

Contact Procedures

Parents, to obtain information or discuss concerns related to your child's education at Choudrant High School, please contact the individual outlined in the steps below:

Step 1: Your child's teacher

Call the school secretary at 318-768-2541 or email your child's teacher to find out when your child's teacher has a planning period or to set up a conference after school. Email addresses may be found on the school's website:

<https://www.lincolnschools.org/o/chs>

Step 2: A school counselor

Call Mrs. Amy McGuire, Academic School Counselor/Dean 318-768-2541 or amcguire@lincolnschools.org or Mrs. Jessie Bryan, Mental Health Counselor at 318-768-2541 or jbryan@lincolnschools.org

Step 3: A school administrator

Call Mr. Chris Jones, Principal at 318-768-2541 or chris.jones@lincolnschools.org or Mr. Geoffrey Underwood, Principal at 318-768-2541 or geof.underwood@lincolnschools.org.

Step 4: Mr. Daryl Savage, Child Welfare and Attendance at 318-255-1430 or daryl.savage@lincolnschools.org

Choudrant High School Uniform Policy

2024-2025

General Dress Code Rules--Reminder students represent CHS at all functions and should dress and act accordingly.

1. **LOGOS:** No logos or emblems over 1 inch are allowed except Choudrant High logos
2. The following **ARE NOT** allowed as part of a uniform:
 - chains on pants/shorts/skirts/skorts
 - bandanas
 - drawstring or elastic waist pants/shorts
 - cargo or carpenter pants/shorts
 - vests
3. Students should not write/draw on clothing or skin.
4. Allow for shrinkage and student growth

Shirts/Sweatshirts/Hoodies

1. **CHS T-Shirts** - Official School-Sold Uniform T-Shirt or plain solid polo shirt should be worn daily - CHS club/team attire can only be worn on Fridays.
2. **Style:** Polo style; long or short sleeve with collar
3. **Colors:** royal blue, white, grey, & black (Solid color only)
4. Logo rule applies
5. T-shirt and Polo shirt must be neatly tucked into pants at all times. Shirts must be long enough to remain tucked into pants when arms are raised, and no midriffs should be visible at any time.
6. T-shirt, Polo shirts, or turtlenecks must be worn under pullover jackets, hoodies, or sweatshirts. Pullover jackets, hoodies or sweatshirts cannot be worn alone as a shirt.
7. Sweatshirts (without a hood) must be plain in color (solid royal blue, black, white, or gray). And can be worn any day of the week.
8. Hoodies purchased through the school uniform site are allowed only on Mondays-Thursdays. Other CHS club/team hoodies are allowed on Fridays ONLY.

Pants/Shorts/Skirts/Skorts

1. **Colors:** Khaki/tan only (pleated or flat front)
2. **Fabric:** Cotton or cotton polyester twill with belt loops.
3. **Skirts/Skorts:** Visible leggings/tights/ biker shorts must be worn under skirts. Leggings worn under skirts/skorts must be plain/solid brown, black, or neutral. Only leggings/tights/biker shorts may be worn under skirts/skorts (no sweatpants, windpants, etc).
4. **Skorts/Shorts:** Skorts/Shorts can be no more than 3 inches from the knee cap. Fishing shorts ARE NOT ALLOWED.
5. Pants/Shorts/Skirts/Skorts may not have writings, holes, cuts, tape, bleached, frayed edges, or worn spots. Must be hemmed at bottom.
6. Must be of appropriate size and length and worn properly around midsection/waist. (No sagging pants)
7. No cargo pockets allowed.
8. Pants, shorts, or skirts/skorts should not be form fitting. No elastic in the cuffs.
9. Logo rule applies

Belts

1. Colors: solid colors
2. **Belt must be worn if a skirt/skort was made with belt loops.** (Belt loops may not be cut off clothing.) Belts worn must be buckled at all times.

3. Belt buckles should be plain, normal sized, and contain no writing or symbols.
4. Logo rule applies

Shoes

1. Sensible shoes/sandals with low or no heels
2. Boots may be worn with pants and skirts/skorts only; pants may not be tucked in boots.
3. Shoes must be laced or securely fastened at all times; sandals are allowed as long as they are not all rubber (no all rubber flip-flops, crocs, etc).
4. The following are not allowed as part of uniform shoes: camo or rubber boots/shoes/slides, house slippers, rubber flip-flops, beach/water shoes, fuzzy boots, or **crocs**.

Socks

1. Crew length or ankle length are permitted. No socks higher than mid-calf allowed.

Coats/Jackets/Cardigans

1. If a student wears any type of jacket that will remain on all day, it must be **SOLID** black, gray, white, or royal blue. (Example: fleece, windbreaker, etc.) No stripes, designs, etc.
2. Must fit properly, not oversized and be waist length
3. CHS school letter jackets and club jackets are allowed.
4. Logo rule applies
5. Teachers may ask students to remove jackets while in the classroom.

Accessories/Miscellaneous

1. **Gloves:** No gloves (cold gear or decorative) are to be worn inside the building.
2. **Hats/Caps:** No hats or caps of any style permitted on campus during school or bus rides.
3. **Sunglasses:** Sunglasses should not be visible at school.
4. **Scarves:** Winter scarves may be worn with coats but removed before tardy bell each morning. They should be placed in a locker or book bag. Scarves should not be worn with the uniform.
5. **Piercings:** Students may have piercings in ears and nose STUDS only. No tongue, lip, brow or septum piercings should be visible.
6. **Hair--**All hair should be out of eyes at all times so as to not impair student learning. In addition to the student's natural hair color, only one additional color can be worn.
7. **Tattoos----**Any visible tattoo must be appropriate in manner and not offensive to others.
8. **Water Bottles-** must have a leak proof lid with no removable straw.

Spirit/Reward Day Attire/Fridays

1. Denim blue jeans may be worn with school, athletic, or club shirts. No black or colored jeans! Rules 2-9 of Pants/Shorts/Skirts/Skorts apply also to jean wear.
2. Designated club/team attire may be worn additional days with prior approval of administration.

APPENDIX I: COURSE REQUIREMENTS CHART

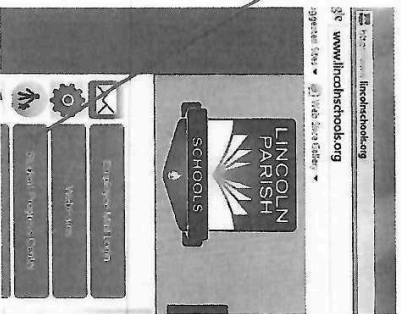
SUBJECTS	TOPS UNIVERSITY DIPLOMA		CAREER DIPLOMA	
	# Units	Courses	# Units	Courses
English	1	One of the following: English I, English Language Part 1: Cambridge IGCSE, or English Literature Part 1: Cambridge IGCSE	1	One of the following: English I, English Language Part 1: Cambridge IGCSE, or English Literature Part 1: Cambridge IGCSE
	1	One of the following: English II, English Language Part 2: Cambridge IGCSE, or English Literature Part 2: Cambridge IGCSE	1	One of the following: English II, English Language Part 2: Cambridge IGCSE, or English Literature Part 2: Cambridge IGCSE
	1	One of the following: English III, AP English Language and Composition, IB Literature, IB Language and Literature, IB Literature and Performance, English Language Part 1: Cambridge AICE—AS (Honors), or Literature in English Part 1: Cambridge AICE—AS (Honors)	2	The remaining units shall come from the following: Technical Writing, Business English, English III, English Language Part 1: Cambridge AICE - AS (Honors), Literature in English Part 1AICE - AS (Honors), English IV, any AP or IB English course, English Language Part 2: Cambridge AICE - AS (Honors), Literature in English Part 2: Cambridge AICE - AS (Honors), or comparable Louisiana technical college courses offered by Jump Start regional teams as approved by BESE
	1	One of the following: English IV, AP English Literature and Composition, IB Literature, IB Language and Literature, IB Literature and Performance, English Language Part 2: Cambridge AICE—AS (Honors), or Literature in English Part 2: Cambridge AICE—AS (Honors)		
	NOTE: If a student chooses to take the A level Cambridge course, the second unit will count as an elective credit.			
Mathematics	1	Algebra I	1	Algebra I, Applied Algebra I, or Algebra I-Part 2 (The elective course Algebra I-Part 1 is a prerequisite.)
	1	Geometry	3	The remaining units shall come from the following: Geometry, Financial Literacy (formerly Financial Math), Math Essentials, Algebra II, Advanced Math-Functions and Statistics, Advanced Math—Pre-Calculus, Algebra III, Pre-Calculus, Business Math, Probability and Statistics, Statistical Reasoning, Transition to College Math, or comparable Louisiana technical college courses offered by Jump Start regional teams as approved by BESE. Integrated mathematics I,II, and III may be substituted for algebra I, geometry, and algebra II and shall count as three math credits. Additional Math: Cambridge IGCSE, Math 1 (Pure Math): Cambridge AICE—AS (Honors), Math 1 (Pure Math): Cambridge AICE—AS (Honors), Math 2 (Part 1): Cambridge AICE—A Level (Honors), or Math 2 (Part 2): Cambridge AICE—A Level (Honors)
	1	Algebra II		
	1	One of the following: Algebra III, Advanced Math—Functions and Statistics, Advanced Math—Pre-Calculus, Pre-Calculus, IB Math Studies (Math Methods), Calculus, AP Calculus AB, IB Mathematics SL, AP Calculus BC, AP Statistics, IB Further Mathematics HL, IB Mathematics HL, Probability and Statistics, AP Computer Science A, Statistical Reasoning, Additional Math—Cambridge IGCSE, Math 1 (Probability and Statistics): Cambridge AICE (Honors), Math 1 (Pure Math): Cambridge AICE—AS (Honors), Math 2 (Part 1): Cambridge AICE—A Level (Honors), or Math 2 (Part 2): Cambridge AICE—A Level (Honors)		
	NOTE: The Integrated Mathematics I, II, and III sequence, including the Cambridge IGCSE Integrated Math sequence, may be substituted for the Algebra I, Geometry, and Algebra II sequence.			
Science	1	Biology I	1	Biology I
	1	Chemistry I	1	One of the following: Chemistry I, Physical Science, Earth Science, Agriscience II*, Environmental Science, Principles of Engineering, any AP or IB science course, PLTW Principles of Engineering, Principles of engineering (LSU Partnership), Physics I: Cambridge IGCSE, Biology II: Cambridge AICE—AS (Honors), Chemistry II: AICE—AS (Honors), or Physics II: Cambridge AICE—AS (Honors)
	2	Two units chosen from the following: (a) Earth Science; (b) one of Environmental Science, Environmental Awareness; (c) one of Physical Science, Principles of Engineering, PLTW Principles of Engineering, Principles of Engineering (LSU Partnership); (d) Agriscience II*; (e) one of Chemistry II, AP Chemistry, IB Chemistry I, IB Chemistry II, or Chemistry II: Cambridge AICE—AS (Honors); (f) one of AP Environmental Science, IB Environmental Systems; (g) one of Physics I, IB Physics I, AP Physics I, Physics I: Cambridge IGCSE; or (h) one of AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, IB Physics II, AP Physics II, or Physics II: Cambridge AICE—AS (Honors); (i) one of Biology II, AP Biology, IB Biology I, IB Biology II, Biology II: Cambridge AICE—AS (Honors), or Human Anatomy and Physiology		
	*The elective course Agriscience I is a prerequisite for Agriscience II.			
	Social Studies	1	One of the following: U.S. History, AP U.S. History, or IB History of the Americas I	1
1		One of the following: Civics, American Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States	1	One of the following: Civics, American Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States
2		Two units chosen from the following: (a) one of European History, AP European History, Western Civilization, or History (European): Cambridge AICE—AS (Honors); (b) one of World Geography, AP Human Geography, IB Geography, Physical Geography, or Geography: Cambridge AICE—AS (Honors); (c) one of World History, AP World History, IB History of the Americas II, or History (International): Cambridge AICE—AS (Honors); (d) History of Religion; (e) one of IB Economics, Economics, AP Macroeconomics, AP Microeconomics, or Economics: Cambridge AICE—AS (Honors); (f) AP Psychology, History of Religion		
Health and Physical Education	0.5	Health Education	0.5	Health Education
	1.5	Physical Education I and II; Adapted Physical Education I and II for eligible students in special education; JROTC I, II, III, or IV; or Physical Education I (1 unit) and 1/2 unit of Marching Band, extracurricular sports, Cheerleading, or Dance Team	1.5	Physical Education I and one half unit from among the following: Physical Education II, Marching Band, extracurricular sports, Cheerleading, Dance Team Adapted PE for eligible students or JROTC or may be substituted
NOTE: JROTC I and II may be used to meet the health education requirement. Refer to §2347.				
Foreign Language	2	Two units from the same language (§2345)		
Art	1	Art (§2333), Music (§2355), Dance (§2337), Theatre (§2369), Speech III and IV (one unit combined), Fine Arts Survey, Drafting, Media Arts (§2354), Photography I/II, Digital Photography, or Digital Design (§ 2338)		
Electives/ Jump Start	3	Electives	9	Jump Start course sequence, workplace experiences, and approved credentials (a minimum of one industry-based credential is required for graduation)
Total Units	24		23	

Refer to [Bulletin 741](#) for a comprehensive list of approved courses and the most current graduation requirements.

REVISED MAY 18, 2020

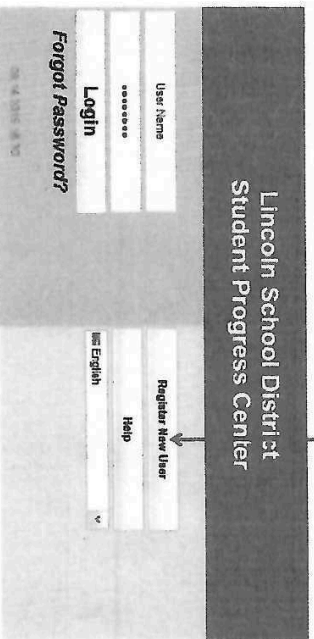
GUIDE TO ACCESS THE STUDENT PROGRESS CENTER

URL: <https://lr ades.lincolnschools.org/progress/>, or you may visit the Lincoln Parish School Board's website (www.lincolnschools.org) and click on the "Student Progress Center" link.



If you are a registered user, enter your User Name followed by your password within the left-hand panel, and then click Login.

If you have misplaced or forgotten your username and password or if you are a first-time user of the Student Progress Center, click on the "Register New User" link located in the right-hand panel.



1. Select your relationship with the student from the drop down menu and then enter your information into the proceeding fields.

- o Click on the drop-down arrow and choose your relationship to the child (Guardian, Father or Mother).
- o Enter YOUR last name (which might not necessarily be the same as the child's last name.)
- o You are not required to enter your first name.
- o Enter the Pin Number or PSN number : this number is the last five (5) digits of the child's social security number.
- o You are not required to enter any other information. Click Continue

Register New User
Step 1: Verification

Relationship:

Last Name:

First Name:

Pin Number:

Street Address:

City:

State: LA

Zip:

2



2. If the information you entered above *did not* match the data in the student information system, a message like below will appear: A new user *must* be listed as a **Guardian, Father, or Mother** of the student and all information about the user must match exactly with what is in the system. If you believe all the information is typed correctly and you are getting the message below, please contact your child's school to verify/update your information or to see if a fee is owed.

The page at : X

New user account cannot be created.

1. Verify you entered P-AD-IT information not student information

2. Verify you entered the correct PSN.

3. If the student records matched parent information.

4. Student's records may have been blocked from online viewing.

If you continue to have a problem please contact the school secretary for assistance.

3. If the information *did* match with the data system, a screen similar to the one below will be displayed. You must enter a 6-20 character User Name, then enter the desired Password (twice)—again the password must be between 6-20 characters in length. You may have to answer a couple of security questions (example: what is your favorite color or food, etc.) Click on "Complete" to finish the new user registration.

Register New User

Cancel

Username

Password

Confirm Password

Complete

4. Once you have entered the above information, you should see a message that reads "*Account Created Successfully*."
5. Please make a note of your login and password . . . if you should forget or misplace this login information, you must register again as a new user.

Once the account has been created successfully, you should see your child's picture. Click on the picture to view grades, discipline, communications, absences, etc.

If you click "Help" on the login page, there will be additional help guides and videos to help with navigation within the Student Progress Center.

Lincoln School District
Student Progress Center

User Name

Password

Help

Register New User

Login

Forgot Password?