

ZWOLLE HIGH SCHOOL



Student Handbook

2024-2025

Sabine Parish School Board

Principal

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ZWOLLE HIGH SCHOOL

PHILOSOPHY

We, the faculty of Zwolle High School, feel that the school is the unifying agent within our community. The school must accept the challenges of preparing the student to be a well-rounded, productive member of the community, but the community, in return, must provide the financial and moral support for a successful school system. Thus, we believe that positive interaction between school and community is necessary to sustain a desirable educational program.

We believe that each student should have the opportunity to reach his full potential in the academic, athletic, and social areas. We recognize the fact that individual differences in ability in all these areas do exist, and through our educational program we adjust our techniques of teaching and the learning situation to meet these differences in an effort to encourage the best possible use of the capacity that each student possesses.

We stress discipline as a key principle in developing a sound educational environment. We feel that discipline enhances both teaching and learning and creates an atmosphere of respect and cooperation among students, faculty, and administrators. We, therefore, encourage the development of self-discipline so as to make a student more receptive to his responsibilities as he becomes a member of our democratic society.

We recognize the cultural backgrounds that exist in our local school system and the community. The faculty seeks to encourage an understanding of and an appreciation for these various cultural influences so as to prepare the student to be able to interact, as an adult, with the multi-cultures that are present in the American society.

We, the faculty and administration, seek to instill within the student body an appreciation for the sacrifices and efforts that have been made by all segments of society in establishing the freedoms that we, as Americans, enjoy. We realize that continually-changing forces shape these United States and attempt to prepare the student to confront these challenges awaiting him as a worker and a citizen as he leaves the formal educational environment. We believe, most importantly, that a student must appreciate his own self-worth and his identity as an individual in preparation for constructive participation in our American system.

ZHS other points of emphasis include but are not limited to the following.

PARENT – TEACHER CONFERENCES / VISITORS

All parents are welcome to visit with the teachers, the principal, and the guidance counselor. All visitors and parents must sign-in at the office and wear a visitor badge while visiting a teacher or classroom. If consultation is desired this may be arranged through the office. The school policy is to accept only those visitors who have legitimate business to attend to at the school. Guests and visitors must report to the office. Visitors are expected to leave promptly when their business is completed.

CLOSED CAMPUS

We operate a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until they are picked up by the bus. Any student leaving the school grounds must have permission from a parent or guardian and must check out through the office with permission from the principal or other official office personnel and must leave campus immediately. If a student returns on the same day, he must sign back in. If a student leaves campus without checking out through the office, then the student will be suspended for three days.

CARS ON CAMPUS

Students who drive to school and all vehicles driven on school campus are to be in compliance with Louisiana motor vehicle laws. Students who drive to school will park in designated parking spaces only. Vehicles are to be locked and may not be visited at any time during the day without permission from the principal's office. Once a student arrives at school, they are to report to their designated location and not sit in their vehicles. Alcoholic beverages, weapons, illegal drugs and/or controlled and hazardous substances are not permitted in vehicles parked in the school parking area. Students will be required to purchase a parking permit from the office. Students who purchase permits will be drug tested and subject to random drug screening throughout the year. Penalties for careless or fast driving on campus are left to the discretion of the principal. Cars may be parked in the student parking lot only.

LOCKS AND LOCKERS

Students are required to rent a locker with a school lock for a cost of \$5.00. Homeroom teachers will issue the locks and lockers. Only one student per locker is allowed. All locks and lockers remain the property of the school and may be searched at the discretion of the administration.

INSURANCE

Students may take private insurance through the school at a low cost. It is not compulsory and the school cannot be responsible in case payment of claim does not come to expectations of students and parents.

EXTRACURRICULAR ACTIVITIES

All rules and regulations that apply for daily school activities also apply at extracurricular activities. The following requirements apply for participation in each activity listed:

ATHLETICS – Students in grades 9-11 must pass 3 classes per semester and meet LHSAA grade-point average requirements. Seniors must take at least 2 classes per semester that count toward graduation and pass all classes taken, in addition to meeting LHSAA grade-point requirements. A student participating in a sports activity must be in school 1/2 day on the day of activities, unless doctor's excuses are received.

ACADEMIC BRUNCH – To be invited, students must maintain honor roll status (no grade below a "B") for the first, second, and third nine weeks of school based on 4.0 scale. Students must be enrolled in at least 4 Carnegie unit classes to be invited.

CLUBS – Beta, 4-H, FFA, FBLA, Library Club: See sponsor for rules and policies.

PROM – All students must be in good standing to be eligible to attend. *See sponsor for prom contract.*

FIELD TRIPS – To participate in field trips, students must have exhibited reasonable attendance prior to the trip, as determined by the principal.

PBIS No Referral Trip – Must have no referrals and no attendance recovery owed at the time of the trip.

*****Any student who owes attendance recovery may NOT participate in Prom or Ring Ceremony.**

LETTER JACKET POLICY

Athletic Letter Jacket: In order for a student-athlete to qualify for a jacket, they must complete two full years in a sport while in grades 9-12.

Academic Letter Jacket: In order for a student to qualify for a jacket, they must earn a final letter grade of A in every class through five consecutive semesters. (Effective 2016)

STUDENTS LEAVING EARLY

Any student who is picked up by the parent or guardian during the school day must be signed out by the parent or guardian in the office. The parent or guardian should have with them some type of identification. A student who signs out early must leave the school premises. There should be no wandering around the halls, gym, or the parking lot.

BALLOONS AND FLOWERS

Students who receive balloons or flowers in a glass vase must be picked up by their parents. No students will be allowed to board the bus with these items.

STUDENT ABSENCES / MAKE-UP WORK

Doctor's excuses for student absences **MUST** be turned in to the office within five (5) school days of the student's absence. If not, the student's absence will be considered unexcused. **NO** excuses will be taken after five (5) school days. Students are allowed three (3) days to make up assignments upon returning from an absence. It is the **STUDENT'S RESPONSIBILITY** to get the assignments from the teacher.

ATTENDANCE RECOVERY

Any student that exceeds the minimum number of allowed absences per semester will be allowed to make up attendance with the attendance recovery program. If a student is assigned a Saturday attendance recovery and does not attend, it will not be assigned again. It is the responsibility of the student and parent to make sure they attend. The truancy policy will be followed as outlined. In order to be eligible to receive credits toward graduation, students must meet state guidelines for attendance.

HONOR ROLL

At the end of each nine weeks the honor roll will be announced for each grade. To be named to the honor roll, one must have a B average or above, with no grade below a C and no incompletes. High school students must be enrolled in at least four Carnegie units to be on the honor roll. Seniors must be enrolled in at least 2 Carnegie units per semester to qualify for the honor roll. Each nine weeks, students having no discipline referrals and either straight A's or perfect attendance will be honored by being named a member of the Principal's Club for that nine weeks.

ELECTRONIC DEVICES – CELL PHONES and SMART WATCHES

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students. Such prohibition shall not apply to after-school functions or events when the coach, sponsor, or other school employee in charge of the event authorizes the use of such devices. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school. 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.

For purposes of this policy, the terms *use* and *operation* shall mean whenever the electronic telecommunication device is turned on.

If a student needs to make a phone call, they must use the ZHS office phone only!

| ZHS Consequences for Violation of Electronic Telecommunication Device Policy | | |
|---|---|---------------------------------|
| Offense | Device Confiscated For # of School Days | Disciplinary Consequence |
| 1st Offense | Until required parental conference with Principal and/or Designee; parent must sign acknowledgement of policy upon receipt of phone | |
| 2nd Offense | 5 Calendar Days | 3 Days SAC |
| 3rd Offense | 10 Calendar Days | 3 Days OSS |
| 4th Offense | 20 Calendar Days | 5 Days OSS |
| 5th Offense | 30 Calendar Days | Recommendation for Expulsion |
| Student Refusal to Turn Over Electronic Telecommunication Device To School Administrator | *Student will be suspended for 3 days for Complete disregard of administrative authority. | |

- The student's device will only be released to a parent/guardian.
- The parent/guardian will sign off saying they received the device.
- The student must complete the discipline consequences before being eligible to receive his/her device back.

ZWOLLE HIGH SCHOOL DRESS CODE 2024-25

*****ZHS reserves the right to implement more restrictive requirements for the student dress code at any time during the school year.**

1. Shorts are allowed to be worn. All shorts must be knee length and be khaki or denim.
2. Work-out pants, and skin tight pants, including leggings, jeggings, and yoga pants are NOT allowed. Short pants including capris (mid-calf) are allowed.
3. Pants or shorts with holes or frays in them are NOT allowed unless there are patches behind them. NO skin should be visible.
4. Sweat pants/jogging pants “fleece lined” are NOT allowed. No pictures or verbiage other than the school logo printed on the pants.
5. “Sagging” pants are NOT allowed. All male students must wear a belt.
6. Solid white T-shirts (undergarments) CANNOT be worn as an outer garment.
7. All students should have a school approved shirt under their hoodie/jacket.
8. All skirts and dresses MUST be long enough to reach the top of the knee cap.
9. For female students, all tops MUST be long enough so that no skin is showing when the student is in a standing position with arms by the sides.
10. All tops MUST have sleeves. Tank tops are allowed only if worn under a top with sleeves.
11. Cleavage MUST NOT be visible.
12. Undergarments, including straps, CANNOT be seen, even under a sheer fabric. A shirt with at least a one inch strap must be worn under sheer blouses.
13. House shoes, slippers, flip flops (foam/rubber soled) are NOT allowed. NO Crocs may be worn.
14. Headgear (hats, hoods, bandanas, headbands- not to exceed 2” wide, etc.) is NOT allowed to be worn in the building.
15. NO clothing will be permitted that causes distractions. Clothing with profane or obscene language, inappropriate pictures, alcoholic beverages, or questionable printing is NOT allowed.
16. Body piercing is limited to ears and nose studs only.
17. Natural hair colors only.
18. No school spirit shirts from other high schools are allowed to be worn.

***Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming (facial hair) and what is appropriate and suitable for school wear.**

****The ZHS dress code applies to all school activities (ball games) and school functions.**

ZHS Policy on Face Coverings

- **No Bandanas as face coverings**
- **No verbiage other than school logo or student initials.**

***** The school administrator shall be the final interpreter of the dress code.**

ZWOLLE HIGH SCHOOL DISCIPLINE CODE/POLICY

Self-discipline is the most effective kind of discipline and students are to assume responsibility for their own behavior. When student behavior is not acceptable, necessary action will be taken. According to state law, the teacher or school administrator has the right to control or discipline a student during the time such student is in attendance or in transit to or from school or any school-sponsored function. Misconduct will be dealt with immediately.

SAC Policy

| BEHAVIOR | CONSEQUENCE |
|---|-----------------------------------|
| Inappropriate Articles / Websites/ Misuse of Technology (principal's discretion) | Confiscate and 3 days SAC |
| Leaving Assigned Location Without Permission | 3 days SAC |
| Defacing or Destroying Property | Restitution and 3 days SAC |
| Profanity | 3 days SAC |
| Willful Disobedience or Disrespect | 3 days SAC |
| Eating (unless otherwise allowed)/ gum chewing | 3 days SAC |
| 2nd Cell Phone Offense | 3 days SAC |
| Cheating | 3 days SAC |
| Tardies | 3 days SAC |
| Dress Code Violation | 3 days SAC |
| 2nd SAC Mark | Added 1 day SAC |

SAC is an administrative decision and may not be refused by a student. All SAC time will be served. Refusal by a student will be considered a complete disregard of administrative authority and will result in a 5 day or indefinite suspension. Upon returning from suspension, the student will serve any remaining SAC time.

Consequences for Repeat Offenders:

- 1st offense – 3 days SAC; parents are notified by mail
- 2nd offense – 3 days SAC; parents are notified by mail and phone and are reminded that the next SAC offense will be a suspension
- 3rd offense – suspension; parents notified by phone
- 4th offense – 3 days SAC and a **1 day suspension**; parents are notified by phone and mail
- 5th offense – Principal discretion; this student is a constant offender and is a disruption to the school environment

SUSPENSIONS

| BEHAVIOR | CONSEQUENCE |
|---|---|
| Possession of tobacco or use of tobacco/ Vaping | 3 days out of school, ZPD/SPSD citation for vaping |
| Fighting (principal discretion on severity of fight could change punishment) | 3-5 days out of school suspension & turned over to authorities |
| Profanity directed toward a teacher or staff member | 3-5 days out of school suspension |
| Skipping school | 3 days out of school suspension |
| Stealing | 3 days out of school suspension |
| 3rd SAC Mark | 3 days out of school suspension |
| 3rd Cell Phone Offense | 3 days out of school suspension |
| Threatening faculty or staff | Indefinite out of school suspension |
| Turning in Forged/Falsified Doctor's Excuses (<i>Any Change to a Dr.'s Excuse</i>) | 3 days out of school suspension |
| Complete disregard of administrative authority | 3-5 days or indefinite suspension at principal's discretion |

All the discipline, SAC, and suspension policies will be enforced by the principal or his appointed designee. The final decision of any disciplinary action taken is per the discretion of the Zwolle High School administration.

Students who are suspended from school are not allowed to participate in or attend any school functions during their suspension.

EXPULSION

Possession of dangerous substances, alcohol, or weapons is grounds for expulsion from school. Any student, after being suspended for committing violations of any discipline policies or other rules, depending on the severity of the behavior, may be expelled.

*For the complete SPSB Code of Conduct Policy, please see the SPSB Student Handbook for a full listing of applicable behavior interventions and consequences.

STUDENT ADJUSTMENT CENTER (SAC) CONTRACT

SAC at Zwolle High School is an alternative to the suspension program that will keep students within the school environment provided they are able to follow the rules of the SAC program as outlined by this contract.

A student who commits a violation of school rules may be considered a candidate for this program.

After reporting to the SAC room, the students are isolated in various parts of the classroom. The assignments, provided by the student's regular teachers, cover the same material being covered in the regular classes. Students work individually, receiving assistance as needed, from the SAC teacher. The regular teacher has the option of giving all tests or allowing the SAC teacher to administer them.

Students are assigned specific times to attend to their restroom and thirst needs. This time will occur when all other students are in class. They will have lunch when all other students are in class. The student will not be penalized academically because they are not in the regular classrooms.

The students will abide by all Sabine Parish and Zwolle High School rules in addition to the following:

1. No talking to fellow students.
2. All questions to the teacher must be written.
3. Both feet must be kept on the floor at all times.
4. No sleeping.
5. Complete all assigned work.
6. Report promptly to the SAC room at 7:40 a.m.
7. All books must accompany student to SAC.
8. Must stay busy at all times; if student does not bring assignments or complete all assignments, work will be provided for him to complete.

Upon breaking any rule while in SAC, the student will receive a mark.

On the **2nd mark** during the assigned SAC time, the student will be given an additional day of SAC and parents will be notified by phone.

On the **3rd mark** during the assigned SAC time, suspension is warranted. Upon returning to school from the suspension, the student WILL complete any SAC time remaining.

SAC is not intended for constant repeat offenders.

A complete disregard of SAC authority is grounds for suspension.

Sabine Parish School Board

SHANE WRIGHT
SUPERINTENDENT

695 PETERSON STREET * P.O. BOX 1079
MANY, LOUISIANA 71449
PHONE (318) 256-9228 * FAX (318)256-0105

UNPAID FEE COLLECTION PROCEDURE

1. A club sponsor or school administrator shall notify a parent in writing before any adverse action or denial of opportunity to a student due to an unpaid fee.
2. The notification shall state the description of the fee, the dollar amount, how the fee is to be used and the payment method of collection of the delinquent fee.
3. The notification shall also state the original deadline of the fee and give at least 5 school days from the date of the notice for the delinquent fee to be paid prior to any adverse action or denial of opportunity to a student due to an unpaid fee.
4. The notification shall make mention of the economic hardship waiver and a blank economic hardship waiver shall be attached to the letter of notification.

ECONOMIC HARDSHIP WAIVER PROCEDURE

1. The economic hardship waiver shall be posted on each school website and printed copies of the waiver shall also be made available at each school office.
2. A parent or student may fill out the economic hardship waiver and return it to the school office in a sealed envelope marked to the attention of the school's principal.
3. If an economic hardship waiver is denied at the school level, the denial may be appealed to the Director of Student Services at the Sabine Parish School Board Central Office.
4. Appeals should be made within 10 school days of the denial.

Sabine Parish School Board

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SUPERINTENDENT

695 PETERSON STREET * P.O. BOX 1079
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Additional information relating to fees, fines, charges, and textbooks.

A fee is a fixed charged for certain services or privileges, for admission or participation in co-curricular or extracurricular activities.

Examples of things that are **NOT** fees are class rings, letter jackets, yearbooks, or similar items.

Restitution for damaged or lost textbooks or damage to other school property is not a fee.

The Sabine Parish School Board's policy regarding Student Fees, Fines, and Charges is located under file JS in its policy manual.

File JS also contains information relating to Sabine Parish School Board's Policy as it relates to Damage to Textbooks / Instructional Materials

SPSB's policy manual is located online at:

<http://www2.sabine.k12.la.us/policy/caps/SabineCAPS.htm>

| FEE DESCRIPTION | AMOUNT | COLLECTED BY | HOW THIS FEE IS USED | DEADLINE |
|---------------------------|---------------|---------------------|--|-----------------|
| Beta Club Dues | \$10.00 | Club Sponsor | Beta induction program supplies, Senior beta stoles, other various Beta expenses | 9/28/2024 |
| Beta Induction Fee | \$32.00 | Club Sponsor | National Beta membership dues | 9/28/2024 |
| FBLA Club Dues | \$20.00 | Club Sponsor | National/State membership and local membership | 9/21/2024 |
| 4-H Enrollment Fee | \$10.00 | Club Sponsor | For parish 4-H enrollment dues | 10/31/2024 |
| ZHS Library Club Dues | \$10.00 | Librarian | To purchase books and club supplies | 10/16/2024 |
| Jr High Library Club dues | \$5.00 | Librarian | To purchase books and club supplies | 5/17/2025 |
| FFA-Dues | \$20.00 | Club Sponsor | National, State, Local dues | 9/30/2024 |
| Baseball gear | \$150.00 | Coach/Secretary | Purchase Baseball Gear | 11/20/2024 |
| Senior Class dues | \$20.00 | Class Sponsor | Pay for graduation expenses (decorations, chair rental, etc.) | 5/1/2025 |
| Boys Basketball | \$150.00 | Coach/Secretary | To purchase athletes shoes/gear | 10/19/2024 |
| Girls Basketball | \$150.00 | Coach/Secretary | Purchase basketball shoes/gear | 10/19/2024 |
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***NOTE -- THIS FEE SCHEDULE IS ACCURATE AS OF THE TIME OF PUBLICATION, HOWEVER FEES MAY CHANGE THROUGHOUT THE YEAR. AN UP TO DATE FEE SCHEDULE CAN BE FOUND ON THE SCHOOLS WEBSITE.