

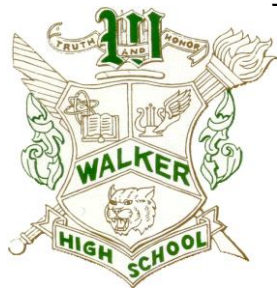
**2019-2020**

# **WALKER HIGH SCHOOL**



# **STUDENT HANDBOOK**

*"We are Walker!"*



# **Walker High School**

**9677 Florida Boulevard**

**Walker, LA 70785**

**225-271-3200**

**FAX: 225-664-4321**

**<http://www.walkerhigh.org/>**

## **ADMINISTRATION**

**Jason St. Pierre, Principal**

**Lisette Manuel, Assistant Principal**

**Tim Rogers, Assistant Principal**

**Mildred Powell, Administrative Assistant**

**Margaret Westmoreland, Instructional Coach**

## **SUPPORT STAFF**

**Blair Coxe, Guidance Counselor**

**Ranee' Keller, Guidance Counselor**

**Catherine Vicknair, Guidance Counselor**

**Cyndie Branch, Attendance Secretary**

**Linda Clark, Front Office Secretary**

**Jennifer Kahn, Guidance Secretary**

**Fran Moss, Financial Secretary**

\*\*\*Any situation not covered in this handbook will be dealt with by a member of the administrative staff.

### **Notice of Nondiscrimination**

Livingston Parish Public Schools adheres to the equal opportunity provisions of federal and civil rights laws, and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability. The Title IX Coordinator is Stephen Parrill, Assistant Superintendent, P.O. Box 1130, Livingston, LA; phone (225)686-7044; email [Stephen.Parrill@LPSB.org](mailto:Stephen.Parrill@LPSB.org). The Title II Coordinator is Tammy Kuhn, PO box 1130 Livingston, LA 70754; phone (225)686-7044; email [Tammy.Kuhn@lpsb.org](mailto:Tammy.Kuhn@lpsb.org). The Section 504 Coordinator is Monica Sullivan, PO box 1130 Livingston, LA 70754; phone (225)686-7044; email [Monica.Sullivan@lpsb.org](mailto:Monica.Sullivan@lpsb.org).

In addition to the above, it is the policy of LPPS that no person in the school district shall, on the basis of age, race, color, creed, disability, religion, national origin, veteran status in its educational programs and activities, sex, or similar personal distinction be denied the benefits of, or be subject to discrimination in regard to employment, retention, promotion, transfer, or dismissal in any educational program or activity under the jurisdiction of the LPPS.

Any individual having a question about this policy or concern that the policy is not being followed should immediately contact the Superintendent at 13909 Florida Blvd., Livingston, LA 70754, or by calling (225) 686-7044.

## **VISION**

1. Walker High School will be a model school for dual academic and Jump Start pathways.
2. We will be a leader among high schools partnering with business and industry.
3. We will be the pride of Livingston Parish where parents want their children to graduate and students WANT to attend.
4. We will be an "A" school.

## **MISSION**

Walker High School's purpose is to provide a safe and positive learning environment where all students have the opportunity to discover their potential and achieve success through a diverse experience of rigorous, relevant, and interesting courses within a college or career curriculum.

## **MOTTO**

We ARE Walker – Where Opportunities Today Mean Success Tomorrow!

## **BELIEFS**

1. All students can learn.
2. Success looks different for everyone and can occur with either a college or career path.
3. Courses should be rigorous, relevant, and interesting for the student.
4. Curriculum and instructional practices should include differentiated instruction to teach all students.
5. Students learn best when they are engaged in the learning process.

## **ALMA MATER**

OH, HAIL TO THEE, THE GREEN AND WHITE,  
WE HOLD YOU IN OUR HEARTS.  
WE WILL GUARD YOUR NAME WITH PRIDE  
AND SPREAD YOUR NAME BOTH FAR AND WIDE.  
YOU HAVE TAUGHT US LOYALTY.  
YOUR TRUTH SHALL BE OUR GUIDING LIGHT.  
WHEN THROUGH YOUR PORTALS WE DEPART,  
OH, WALKER HIGH, BE IN OUR HEARTS!

## **2019 – 2020 SCHOOL CALENDAR**

<b>Students Report/Classwork Begins</b>	<b>Friday, August 9, 2019</b>
<b>Labor Day Holiday</b>	<b>Monday, September 2, 2019</b>
<b>LPPS Professional Development</b>	<b>Monday, September 23, 2019</b>
<b>Livingston Parish Fair Holiday</b>	<b>Friday, October 11, 2019</b>
<b>Parent/Teacher Conference Day</b>	<b>Wednesday, October 23, 2019</b>
<b>Thanksgiving Holidays</b>	<b>Monday - Friday, November 25-29, 2019</b>
<b>First Term Ends</b>	<b>Friday, December 20, 2019</b>
<b>Christmas/New Year's</b>	<b>Mon., December 23, 2019 – Tues., January 7, 2020</b>
<b>Second Term Begins</b>	<b>Wednesday, January 8, 2020</b>
<b>Martin Luther King Day</b>	<b>Monday, January 20, 2020</b>
<b>Mardi Gras Holidays</b>	<b>Monday &amp; Tuesday, February 24 &amp; 25, 2020</b>
<b>LPPS Professional Development</b>	<b>Monday, March 16, 2020</b>
<b>4-H Achievement Day**</b>	<b>Friday, March 27, 2020</b>
<b>Easter Holidays</b>	<b>Friday, April 10, 2020 - Friday April 17, 2020</b>
<b>Second Term Ends</b>	<b>Friday, May 22, 2020</b>

**\*\*No school for Walker High students only**

### **INTERIM GRADE REPORTS ISSUED**

**Thursday, September 12, 2019**  
**Thursday, October 10, 2019**  
**Thursday, November 14, 2019**  
**Friday, February 7, 2020**  
**Friday, March 13, 2020**  
**Thursday, April 9, 2020**

### **REPORT CARDS ISSUED**

**Friday, January 10, 2020**  
**Friday, May 29, 2020**

## 2019-2020 WHS BELL SCHEDULES

### Bell Schedule

6:55	Students may arrive on campus
7:19	1 <sup>st</sup> Bell (Students report to 1 <sup>st</sup> Block)
7:24 – 9:01	1 <sup>st</sup> Block (97 min)
9:06 – 10:39	2 <sup>nd</sup> Block (93 min)
<b>10:39 – 11:10</b>	<b>1<sup>st</sup> Lunch</b> → 11:15 – 12:48 3 <sup>rd</sup> Block (93 min)
10:44 – 12:17	3 <sup>rd</sup> Block (93 min) → <b>12:17 – 12:48 2<sup>nd</sup> Lunch</b>
12:53 – 2:26	4 <sup>th</sup> Block (93 min)

### AM Activity Schedule

7:19	1 <sup>st</sup> Bell
7:24 – 8:40	1 <sup>st</sup> Block
8:45 – 10:00	2 <sup>nd</sup> Block (Students will leave belongings in 2 <sup>nd</sup> Block)
10:00 – 10:40	AM Activity*

\*Following assembly, students will return to 2<sup>nd</sup> Block to get their belongings and then report to 3<sup>rd</sup> Block and follow the regular schedule

### PM Activity Schedule

7:19	1 <sup>st</sup> Bell
7:24 – 8:53	1 <sup>st</sup> Block
8:58 – 10:21	2 <sup>nd</sup> Block
<b>10:21 – 10:52</b>	<b>1<sup>st</sup> Lunch</b> → 10:57 – 12:16 3 <sup>rd</sup> Block
10:26 – 11:45	3 <sup>rd</sup> Block → <b>11:45 – 12:16 2<sup>nd</sup> Lunch</b>
12:21 – 1:40	4 <sup>th</sup> Block
1:45 – 2:26	PM Activity

### Half Day Schedule (with Homeroom)      Half Day Schedule (no homeroom)

7:19	1 <sup>st</sup> Bell	7:19	1 <sup>st</sup> Bell
7:24 – 7:59	1 <sup>st</sup> Block	7:24 – 8:07	1 <sup>st</sup> Block
8:04 – 8:34	Homeroom	8:12 – 8:55	2 <sup>nd</sup> Block
8:39 – 9:13	2 <sup>nd</sup> Block	9:00 – 9:43	3 <sup>rd</sup> Block
9:18 – 9:52	3 <sup>rd</sup> Block	9:48 – 10:31	4 <sup>th</sup> Block
9:57 – 10:31	4 <sup>th</sup> Block		
10:31 – 10:58	Lunch - Car riders dismissed at 10:31. (Buses begin leaving campus at 10:58.)		

### Regular Homeroom Schedule

7:19	1 <sup>st</sup> Bell
7:24 – 8:51	1 <sup>st</sup> Block
8:56 – 9:08	Homeroom
9:13 – 10:39	2 <sup>nd</sup> Block

## **POLICIES AND PROCEDURES**

### **I. Attendance Policies**

#### **Attendance Requirements**

The Livingston Parish School Board lists personal illness with a doctor's note, death in the immediate family with a copy of the obituary, religious holidays, court dates, and extreme emergencies as legitimate excused absences. These absences are considered **subtractable** and do not count as one of the five days a student can miss each semester.

All excuses (doctor's excuse or note written by parent or guardian) should be turned in to the attendance secretary, Mrs. Branch, in the office before/after school or during lunch break. Students have 5 school days to turn in a doctor's excuse or note written by a parent or guardian; **excuses will not be accepted after this 5 day period.**

When turning in excuses, make sure student's name and the date(s) for excused absence is provided. **Do not alter excuse information in any way (name, date, etc.). This action will result in a suspension.**

Absences are recorded each block. Due to check-in/outs, a student may be over the limit of absences and receive no credit in one block while remaining eligible to receive credit in others. Any student missing 45 or more minutes of a block will be considered absent for that class. **Any student with excessive unexcused absences in any class could receive no credit for that class.**

If a student returns to school from an absence and does not bring a doctor's note, obituary, etc. (see list of acceptable excuses from 1<sup>st</sup> Attendance paragraph) or brings in a note written by a parent/guardian, the day will not be considered subtractable but students can make up the missed work.

#### **Makeup Work**

Students will have at least one day for every day that they are absent to make up work; however, if an assignment due date was assigned prior to the absence and given a "hard due date", the assignment is still due on the original due date. In this case, work may not be accepted late or points may be deducted for late work at teacher discretion.

Example: Mr. Potter has assigned a project that is due within the next 2 weeks and the absolute deadline for the project is April 3<sup>rd</sup>. A student who is absent on April 3<sup>rd</sup> is still responsible for turning in the assignment on time. (This can be done by turning it in early or dropping off the assignment in the front office on the due date.)

[“Hard Due Date” – Essays, projects, and other long-term assignments assigned two or more weeks in advance or otherwise designated so are considered “hard dates” and will not be accepted after 2:45 on the due date. These dates are not flexible even if the student is not at school due to illness or other excusable reasons. To avoid grading penalties, students can turn in work early or he/she can have a parent drop off the assignment.]

For prolonged absences, parents can request make up work. A student must be absent at least 3 days and not expected to return for at least 2 more days to request work. Requests for Homework can be made through Walkerhigh.org, under the Student Life tab. Just click on the tab and complete the form. Requests made prior to 8 am will be processed the same day. After 8 am, requests will be processed the next school day.

#### **DMV Enrollment Forms**

Students must present an enrollment form to the DMV to obtain a drivers license or permit. Requests for the DMV Enrollment Form can be made through Walkerhigh.org, under the Student Life tab. Just click on the tab. Complete the form. After the form has been completed, students may pick them up at the Wildcat Window.

## **Tardies**

If a student enters a class after the tardy bell has begun to ring, the student is considered tardy unless he has a note from a teacher or the office stating a legitimate reason for being tardy. The teacher will record each student's tardy in PowerSchool, the official school record. The following actions will be taken for students with any combination of excessive tardies: **5<sup>th</sup> tardy**, after-school detention; **6<sup>th</sup> tardy**, **Saturday Clinic**; **7<sup>th</sup>** and thereafter, **suspension**. Tardies start over at mid-year. The overall disciplinary record **does not** start over at mid-year.

## **Check-Ins**

A check-in is defined as arriving at school at any time after the 7:25 morning bell. All students who check-in must report to the office to sign in and receive a tardy and an admit slip to class. AM Tech Center students must sign in at the main office each day.

## **Check-Outs**

If it is necessary for a student to leave school during school hours because of illness or other emergency, the student must comply with the following:

1. Students will report to the office with a hall pass from the teacher and fill out/sign the check-out form. The student will return directly to class.
2. The office will call a parent or guardian and let the student know when he/she is in the office. Only those adults on the approved form will be allowed to check out a student. Students are not allowed to walk home.
3. If a student checks out of school and returns the same day, he/she **must** have a doctor's excuse in order to check back in.
4. There will be no check-outs allowed after 2:00. Students are not allowed to use the phone during school hours. Phones will be available for student use before and after school.
5. Any student checking out or leaving campus for **any** reason must obtain permission and must sign out in the main office. PM Tech Center students must also sign out each day. Failure to do so will result in a suspension.
6. Students are not allowed to go into the halls before school until the bell rings at 7:21. Students are not allowed in the halls during lunch unless they are going to the library. Students must use the restrooms in the cafeteria before school & during their lunch.

## **II. Discipline Policies**

### **Disciplinary Code**

It should be understood by all students that all teachers are obligated to carry out all policies of this school and that the students are obligated to take instructions from any teacher or school personnel. This includes bus drivers, custodial staff, lunchroom workers, and paraprofessionals. The administration reserves the right to modify/add to the Discipline Policy according to the requirements of the Central Office.

This could occur when a specific need is recognized that warrants a change to ensure smooth operation of the school. Offenses involving illegal activities may result in police action in addition to school disciplinary measures. Students failing to cooperate in investigations involving school personnel are subject to disciplinary action. Student conferences are subject to being recorded by school personnel. Any evidence confiscated by school personnel may be turned over to the authorities. Any student and his/her belongings are subject to being searched if school personnel have reasonable suspicion of any material that may violate school policy.

### **Disciplinary Actions**

Students may be subject to the following disciplinary actions for various offenses:

After-school detention, Work detail, Saturday clinic, Suspension or Recommendation for expulsion

***The following list includes, but is not limited to, a number of punishable offenses:***

- Leaving campus or class without permission. Cutting class, skipping school, or coming on campus and leaving without reporting to office
- Forging signatures or altering school documents
- Having prohibited body piercings
- Possession of a cap or hat on campus
- Stealing
- Violation of dress code/uniform policy/grooming code
- Misconduct on the school bus or in the cafeteria
- Profanity, obscenity (written, verbal, or through mannerisms)
- Indecent behavior
- Fighting or inciting a fight
- Possession of a weapon
- Parking lot violations
- Threats of violence against students, faculty, or administration
- Gambling
- Harassment of any type (bullying, sexual, verbal)
- Running in halls or on campus
- Failure to have an ID; use of another student's ID
- Public display of affection (hugging, kissing, or any physical contact)
- Being under the influence of/using/possession /distribution/intent to distribute alcoholic beverages and/or illegal substances, including prescription medications or "look alike" drugs
- Possession of or use of any tobacco product (snuff, cigarettes, etc.)
- Possession of or use of any vape pens or other e-cigarette paraphernalia
- Possession of electronic devices such as music players, laser pointers, etc. These will be confiscated and kept until the end of the year.
- Improper personal use of a cell phone
- Blatant disrespect or willful disobedience toward any school employee, including failure to follow instructions.
- Failure to attend after-school detention, Saturday clinic, or any other assigned punishment (alternative to suspension)
- Attending a school function during a suspension
- Sleeping in class
- Consistent failure to bring materials to class
- Failure to do/complete punish work
- Chewing gum
- Any behavior that endangers oneself or others
- Any violation of the state and parish guidelines on student discipline
- Any violation of the medicine policy
- Any student found in an unauthorized area will be suspended. An unauthorized area is any area a student has not obtained permission to be in.
- Any behavior that is unbecoming of a responsible Walker High School student
- Committing any other serious offenses as determined by the administration

**Search and Seizure**

You and your belongings can be searched, and property can be taken if it violates School Board policy. Be very careful if you take something from another student to hold for him/her. Anything in your possession is considered to be your property.



## **Cell Phones**

**Student cell phones are not allowed on campus for personal use.** On the 1st offense of non-approved usage, the phone will be confiscated, and the student will receive a Saturday clinic. **A parent may pick up the phone the following day.** On the 2nd and all subsequent violations, the phone will be confiscated and a suspension will be given. Confiscated phones will be returned to a parent or guardian on **the following day.** Failure to turn over a cell phone that has been used inappropriately to administration or school officials or parents picking up a cell phone on the day it is confiscated could result in a multiple-day suspension.

## **Unauthorized Areas**

Students are not allowed to go to the parking lot anytime during school hours. During lunch and all school hours, students are not allowed to go to any unauthorized areas. An unauthorized area is any area a student has not obtained permission to be in.

## **Drug Policy**

State law and parish policy will be followed. A copy of the parish policy will be sent home for parents to review, sign, and return to the school.

## **Drugs, Alcohol and Tobacco**

All three substances are prohibited on school grounds and school-sponsored activities, including athletic events, performances, dances, practices, etc. This includes being under the influence of any drug or alcoholic beverages.

- Drugs: Students 16 years or older will receive a 4-semester expulsion. Students under the age of 16 will receive a 2-semester expulsion.
- Alcohol: Any students in possession or under the influence will be suspended from school. On the first offense the student will be required to get an assessment from an approved agency before returning to school. A second offense may result in an expulsion.
- Tobacco: Any student in possession of or using tobacco, snuff or cigarettes, E-cigarettes or vaping pens will be suspended from school for each violation.

## **Harassment Policy**

It is part of the mission of the faculty, staff, and administration of Walker High School to provide a safe environment for all students and employees. Therefore, there is zero tolerance for any type of harassment, be it verbal, physical, sexual, or otherwise. Also, Walker High School does not tolerate bullying, including cyberbullying, or intimidation of any kind on its campus. Students should report such behavior to a teacher or administrator, and it will be investigated and appropriate action will be taken.

## **Lost or Vandalized School Property**

Any school property that is damaged or lost must be paid for by the student. Vandalism will result in a suspension or expulsion in addition to financial responsibility for the loss. Vandalism will be reported to the police department with criminal charges filed when applicable.

## **Weapons on Campus**

Weapons are prohibited from campus; an expulsion can result from this offense. Students are expected to report to a teacher or an administrator anyone carrying a weapon on campus. The report will be confidential and is critical to maintaining a safe environment. Weapons include knives, guns, chains, or any other items that can cause bodily harm.

### **Surveillance Cameras**

Certain areas of the campus are monitored by surveillance cameras. You consent to be searched upon entering these areas.

### **Cheating/Plagiarism**

Each student is expected to do his or her own work unless specified by the teacher. Any student who cheats or copies from another source without permission is considered to be cheating or plagiarizing. This will result in the student receiving a zero for the assignment.

### **Saturday Clinic/After-school Detention**

Saturday clinic will be assigned primarily for minor offenses and will be used as an alternative to suspension at the discretion of the administration. A student may be placed in Saturday clinic a maximum of 2 times. Any violation of rules governing the clinic will result in an automatic suspension from school. The parent or guardian must sign the clinic assignment letter in order for the student to attend. Clinics and detentions are scheduled in advance and will not be rescheduled for any reason.

### **Suspensions/Expulsions**

1. The student may not return to WHS campus.
2. The student may not attend or participate in any school activity on or off campus, including participating in sporting events.
3. The suspension begins at 2:45 P.M. on the day the student receives the suspension from school.
4. The student may make up work missed during the period of suspension for a maximum of 30% of the possible assigned points.
5. Walker High School will notify the suspended student's parents by telephone and/or letter.
6. For infractions that do not involve suspensions, written notification will be sent home with the student for Saturday clinic and after-school detention. A parent's or guardian's signature is required on written notification for students to attend Saturday clinic and after-school detention.
7. A detention will not be rescheduled for any reason.

### **Internet Use Policy**

Students must adhere to the guidelines found in the Livingston Parish School Board Internet Acceptability Use Policy. Students **MUST** present a current Walker High School student ID to access the Internet. Internet privileges may be suspended at any time.

LPPS Acceptable Use Policy:

[http://www.lpsb.org/UserFiles/Servers/Server\\_546/File/SiteMigration/Technology/aup%20in%20the%20student%20handbook.pdf](http://www.lpsb.org/UserFiles/Servers/Server_546/File/SiteMigration/Technology/aup%20in%20the%20student%20handbook.pdf)

### **ID Cards**

All students are required to wear an ID card on a clip while on campus. Each student receives a free ID and clip. The ID is used to identify students, to check in and check out of school, and for all library transactions. Failure to wear the current school year ID will result in disciplinary action. On the 3<sup>rd</sup> offense, the student will receive an after-school detention. On the 4<sup>th</sup> offense, the student will receive a Saturday detention. On the 5<sup>th</sup> and every subsequent offense, the student will receive a one-day suspension. If a student forgets his or her ID card, the student may purchase a temporary ID from the library for \$1.00. Students must purchase temp IDs in the library before the tardy bell rings in the morning or they will receive a dress code violation. A new ID can be purchased from the library for \$3.00; a new clip costs \$1.00. ID card must be free from stickers and all writing.

### III. Dress Code Policies

#### Dress Code/Personal Appearance

Each student should take pride in his or her appearance, and the following guidelines will be in place. Students will adhere to the parish dress code policy. The administration will determine if an article of clothing, hair style/color, or other dress/grooming example is acceptable or not.

- Uniform pants and shirts must fit properly. **Tight shirts are prohibited, and you will be required to get another shirt. Pants should fit properly and should not be too tight or worn below the waist. Pants must be worn at the waist.**
- Navy blue or white golf/box style polo shirt or oxford cloth shirt. No emblems or logos. Cap sleeves are not permitted. Undershirts should be white. Shirts must be tucked in at all times. **A detention will be given if your shirt is not tucked in. No warning will be given. If your shirt cannot remain tucked in, it is too short.**
- Khaki pants, shorts, skirts or skorts. No flaps are allowed on pockets of pants. No slits are allowed in seams. **No rivets on uniform pants.**
- The length of shorts and skorts must be no shorter than four inches from the top of the knee. Skirts must reach the top of the knee.
- Belts must be a solid color: brown or black, or navy blue. Oversized belt buckles will not be allowed as they present a safety hazard.
- Hair must have a natural color and must be out of eyes. Male students must have their hair cut according to parish policy.
- Shoes must have closed toes and closed heels. Slippers are not allowed.
- Males must be clean-shaven; students will be required to shave if not in compliance.
- The only acceptable piercings are the earlobes of females. Piercings of the nose, eyebrow, lip, tongue, etc. are strictly prohibited. No pegs, straws, fishing twine, or other material can be worn to retain "holes" in body parts. No piercings are allowed on male students. On the first offense, the ring or other device will be confiscated and the student's parent notified. A suspension will be given on all subsequent offenses.
- No caps or hats are allowed on campus.



## Special Dress Guidelines



#### **Fundraiser Fridays \$2.00** (last Friday of each month)

- Shirts: Full coverage  
No spaghetti straps or tank tops  
No see-through  
No halter-type
- Bottoms: Jeans, sweats, capris, skirts, shorts  
Lengths follow uniform dress code  
No holes  
Not too tight
- Dress: Top and bottom same as above
- Hats: Outside only

**Note:** Yoga pants, tights, jeggings, running shorts, and pajama bottoms are NOT allowed as pants.

- MCJROTC Uniform - required for class
  - Scrubs – required for class

#### **Spirit Day** (Announced by Administration)

- Shirts: Any homemade or purchased shirt that promotes WHS clubs, athletics, academics or events.
- Regular uniform bottoms

#### **Event Shirt Day**-Admin Approved

- Shirts: Specific to event  
Exs: Club Day – Club Shirt  
Bank Promo – Bank Shirt  
Drama Publicity – Play Shirt  
Prom Eve – Prom Shirt, ...ETC...
- Regular uniform bottoms

Homecoming Week:  
see special dress requirements

## IV. Campus Policies

### Cafeteria

[2019-2020 School Year – Breakfast and lunch will be free for ALL students.]

~~Breakfast costs \$1.25; the reduced breakfast price is 30 cents. Students who qualify for free lunch also qualify for free breakfast. Lunch costs \$2.25 per day; the reduced lunch price is 40 cents. The cafeteria cannot give change. Online payments can be made at~~

~~[http://lpsb.ss4.sharpschool.com/parents/child\\_nutrition/meal\\_prices\\_and\\_payments/](http://lpsb.ss4.sharpschool.com/parents/child_nutrition/meal_prices_and_payments/).~~

~~Applications for free and reduced lunch will be given to students during the first week of school. Students must re-apply for free/reduced lunch EVERY YEAR. Only one application per family is required; paper applications should be returned to the school where the youngest child in the family is enrolled. Parents may apply online for Free/Reduced meal benefits at <https://www.heartlandapps.com/District.aspx>.~~

Students may not take lunches into the commons area; all lunches are to be eaten inside the cafeteria. Students who choose to bring a bagged lunch may do so on a day-to-day basis. They may decide to get a meal at any time during the month.

During lunch, students are to abide by the following rules:

- Follow directions the first time they are given.
- Walk in a quiet, orderly manner.
- Speak in a soft voice when seated.
- Clean your lunch area.

**Parents or friends may not bring fast food/drinks or other food/drinks from off campus to students. Adults and students are prohibited from bringing carbonated beverages into the cafeteria during meal service.**

### Extracurricular Activities

There are many co-curricular and extracurricular clubs at Walker High School. Almost all clubs at WHS have membership policies that allow all students to join once dues are paid.

### Fees

WHS assesses each student a **\$60** instructional fee for copy paper, copy machine maintenance, one student ID and clip, one student handbook, postage, test answer sheets, medical and sanitary supplies, etc.

There are no individual course fees (with the exception of specialized fees for Dual Enrollment, AP, band fees, athletic fees, club fees, etc.). Students may not participate in field trips, may not attend the homecoming dance or the prom, and may not graduate until all outstanding debts are cleared.

School Fees may be paid online. Go to the link

[http://lpsb.ss4.sharpschool.com/parents/online\\_school\\_payments/](http://lpsb.ss4.sharpschool.com/parents/online_school_payments/).

### Field Trips

When field trips are scheduled by a teacher or club sponsor, permission must be given by the parent for the student to attend. A form for this purpose will be provided and collected by the sponsoring teacher. Students on a field trip are held to the same behavior and discipline requirements as during the regular school day. The administration may deny participation in a field trip to any student because of disciplinary reasons, poor attendance record, academic concerns and/or outstanding financial responsibilities. Parents must fill out and sign a Student Release of Liability and Hold Harmless Agreement form for students to be able to participate.

### **Fire and Emergency Drills**

It is crucial to the safety of everyone on campus and to the effectiveness of the Crisis Management Plan that each student be held accountable for knowledge of and compliance with established emergency procedures. Failure to comply with emergency procedures and policies in an efficient manner will result in disciplinary action.

### **Guidance**

The Guidance Department will strive to assist each individual to grow to his/her maximum potential as a mature individual who is a contributing member of society. The counselors work with students individually and with classes as a whole, stressing values, coping skills, reaching academic potential, problem solving, and planning for the future. The Guidance Department is open between the hours of 7:00 A.M. and 2:45 P.M.

### **Library and Textbooks**

Textbooks are loaned to the student at the beginning of each school term. Books that are damaged, lost, or destroyed will be paid for by the student before a replacement can be issued. **Students must return the books issued to them through the scanning process.** Students are encouraged to write their names in the front of their textbook in the appropriate location. Once the textbooks are issued, it is the responsibility of each student to examine his/her textbooks to determine if any damage exists. The student will purchase any textbook that has damage that was not previously reported.

The function of the library is to assist the students and teachers with resources and media to enhance the learning process. The library is staffed by one librarian. There will be a **\$1.00** charge for any damaged or missing barcodes on any library or textbooks that are returned.

The library will open at 7:00 A.M., during both lunch periods, and after school until 2:45 P.M. Students may not play games on the library computers.

### **Medication Policy**

As per Act 87 passed by the Louisiana Legislature in 1993, **NO** medicine will be administered to any student without a written order from a Louisiana licensed physician or dentist and a letter of request and authorization from the student's parent or guardian. For more information, contact the school.

The LPSB policy states that students cannot have in their possession, take, or be given any prescription, or non-prescription medication such as Tylenol, aspirin, cold medication, ointments, etc. except by designated school officials during school hours. Medication forms are to be completed and remain on file in the office. A parent or guardian must bring medicine to school. Any violation of this policy will result in disciplinary action. All medication must be picked up by parent/guardian at the end of the school year or it will be discarded.

### **Parent/Teacher Conferences**

Parents/Guardians may request a personal or phone conference with a student's teachers by calling the main office to set up an appointment (271-3200). The reason for the conference must be stated, and conferences are scheduled as quickly as possible. If a parent or teacher must cancel the appointment, those expected at the conference should be notified. Parents may also contact teachers via the teachers' e-mail.

## **Student Transportation**

Student drivers are required to purchase a \$20.00 parking tag from the front office. Tags will be on sale to seniors first, then juniors, and then sophomores (if space permits). There are a limited number of student parking spaces. Students must have a valid drivers license and insurance to purchase a tag. **Failure to display parking tag or parking in the incorrect designated parking areas will result in a school-issued parking ticket. Multiple tickets can lead to a loss of driving privileges on campus.** When students arrive on campus, they must park their vehicles in a designated parking place and proceed to the commons area. Students will not be allowed to congregate in the parking lot or remain in their vehicles once they park on campus.

The entrance to Carpool is located off of N. Palmetto Drive behind the CTE/Industrial Arts building. Students are to exit vehicles at the Drop Off point at the Main Building then move from the car rider area immediately to the commons area.

No one is allowed to bring food or drinks onto campus. Students who have a class at Walker Freshman High must ride the bus transportation that is provided; no students may drive their personal vehicles

## **Transportation/Buses**

The school bus is an extension of the school; therefore, all school rules apply on the bus, while students are waiting for the bus, and immediately upon exiting the bus. The bus driver is an authorized school employee and should be treated with respect. For the safety of all students, behavior unbecoming of a responsible WHS student will not be tolerated, and disciplinary action will be taken when infractions occur.

## **Visitors**

All visitors must report immediately to the office upon arriving on campus and be given permission to visit other parts of the campus. All visitors will be given a visitor's pass. Visitors are to park in the administrative parking lot that borders Florida Boulevard. Students are not allowed to bring visitors to school.

## **V. Classroom/Grading Policies**

### **Grading Procedures**

Students will receive two report cards, one at the end of each semester. The report card will be a cumulative grade of the entire semester's work based on weighted grades per subject. **Grades will be weighted to include Major Assessments (MA), Assessed for Accuracy (Quizzes, Labs, Projects, etc...)(ACC), Participation/Completion (PC), and End of Semester Assessment (SEM EX). In a 100% grading system, MA will carry a weight of 40% of the total grade. ACC will carry a weight of 35% of the total grade. PC will carry a weight of 10% of the total grade. SEM EX will carry a weight of 15% of the total grade.**

### **Grade Reports**

Three interim reports will be issued each semester: 4 ½ weeks, 9 weeks, and 13 ½ weeks. Interim grades are cumulative as well. Report cards are issued at the end of each semester. When calculating percentages to determine a letter grade, .50 and above will always be rounded off to the next highest number. GPAs are not rounded! It is strongly encouraged to check PowerSchool grades at:

<https://powerschool.lpsb.org/public/home.html>. Please contact the office for initial login information.

### **Homework/Classwork**

Any assignment given by a teacher must be completed by each student. Work assigned should be considered an extension of the current lesson. Learning does not occur in isolation, rather in collaboration with many things. Each teacher is held accountable for providing each student with the opportunity to learn; each student must take responsibility to learn.

The State Library of Louisiana offers homework services which can be found at the following web link <http://www.homeworkla.org/>.

### **End-of-Course (EOC and LEAP 2025) Tests**

Students must pass certain state mandated End-of-Course/LEAP 2025 tests for graduation requirements; the score on the EOC/LEAP 2025 will also be 15% percentage of the final grade in the courses that require an EOC/LEAP 2025 test. State mandated tests will be given in the following courses: English I, English II, English III, Algebra I, Geometry, Biology, and US History. In addition, all students must earn the necessary Carnegie units in order to receive a diploma.

### **Parish Proficiency Tests**

Students will take a parish proficiency test in courses that do not require a state EOC test. These proficiency tests are weighted 15% of the final grade. The administration will set a schedule for EOC tests, proficiency tests and final exams; proficiency tests and final exams will not be given early. Students who miss these tests must have a doctor's excuse in order to make up the exams.

### **PowerSchool Parent Portal**

The PowerSchool program is an excellent way for parents to keep up with their child's academic progress and his/her attendance. It is available 24-hours a day via the internet at the website. Parents can create an account by following the instructions at [http://lpsb.ss4.sharpschool.com/parents/power\\_school\\_parent/](http://lpsb.ss4.sharpschool.com/parents/power_school_parent/). If a parent or guardian is missing key information such as the student's access ID and password, please come to the school to receive the information. Please be prepared to show a picture ID.

### **Scheduling**

The counselors begin scheduling students for the new school year in early spring. It is very important that students and their parents take this process seriously. Once the classes are selected and the master schedule is set, it is almost impossible to make schedule changes because adding or removing students in one class has a domino effect in almost all other classes. Schedule wisely and carefully. Priority in scheduling is given first to graduation requirements, then to TOPS requirements, then to college requirements.

### **Grading Scales**

Regular Classes		College Board Advanced Placement Classes (starting in 2014-15)		Advanced Level Classes (Honors, Dual Enrollment, etc)	
Grade/Point Value	Average	Grade/Point Value	Average	Grade/Point Value	Average
A = 4	93 – 100	A = 5	90 - 100	A = 4	90 - 100
B = 3	85 – 92	B = 4	80 - 89	B = 3	80 - 89
C = 2	75 – 84	C = 3	70 - 79	C = 2	70 - 79
D = 1	67 – 74	D = 2	60 - 69	D = 1	60 - 69
F = 0	0 – 66	F = 0	0 - 59	F = 0	0 - 59

### **Credits Required for Grade Placement**

Freshman	0 – 4	Credits/Units
Sophomore	5 -10	Credits/Units
Junior	11- 16	Credits/Units
Senior	17	Credits/Units

## **Graduation Ceremonies Participation Policy**

In order to participate in the graduation ceremonies at Walker High School, a student must adhere to all of the following:

1. Earn the required number of Carnegie units as mandated by the State of Louisiana.
2. Take and pass all required portions of the EOC/LEAP 2025 as well as ACT and/or WorkKeys.
3. Be a "student in good standing" by meeting one of the following requirements:
  - A. Be a full-time student at Walker High School or mid-term grad
  - B. Be enrolled in an approved early-release program
  - C. Be participating in dual enrollment through an approved college, university, or vocational program
4. Complete FAFSA form or an "opt out" FAFSA form, TOPS Consent form, PII, IGP, and/or any other forms required by the district or state.
5. Order a cap and gown from our approved vendor and pay the Graduation Participation fee to WHS.
6. Participate in graduation practice in school uniform as well as follow graduation ceremony dress code.

## **Plans after Graduation**

While updating the 5-year education plan each year at scheduling time, parents should work with their child to identify his/her talents, abilities, and interests so that wise choices for post-secondary education can be made. Choices may be college, technical or trade school, an apprenticeship, the military, or joining the workforce. Parents and children should talk about the possibilities and make smart choices.

## **Admission to College**

Admission requirements to Louisiana community colleges, technical schools, and 4-year universities vary from institute to institute. There is a wealth of information regarding admission to certain post-secondary schools available on the guidance Facebook page. You will also find TOPS information on this site.

## **VI. Parish Policies**

### **Student Rights and Responsibilities**

*Right:* Students have the right to pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.

*Responsibility:* In order to obtain a quality education, students must do the following:

1. Be on time when time is involved.
2. Do whatever is asked by school personnel the first time it is requested.
3. Obey at all school and school board policies.

***It is a goal of this administration, faculty, and staff to provide each student with a quality education and to see that students grow in a mature and responsible fashion.***

### **Use of Student Pictures**

At times, students' school pictures and/or candid photographs may appear on the school website, in the newspaper, etc. If a parent does not want his/her child's picture to be displayed in such media, the parent must come to the school and sign a form stating the denial of inclusion.

Audio and video recordings are not allowed at WHS due to possible violations of FERPA and HIPPA, both of



which regulate and protect the right to privacy for adults and minors. Any audio or video recordings at WHS require the prior approval of the Principal. Please note that this policy does not apply to general assemblies, award ceremonies, and other school sponsored events at WHS.

### **Livingston Parish Public Schools Health Rules**

The following guidelines are offered to help you determine when the student should not attend school.

- **Diarrhea/Vomiting:** Students who are vomiting or having diarrhea (2 or more watery stools) will be sent home from school. They will not be allowed to return until they are symptom free for 24 hours from the onset of symptoms.
- **Fever:** Students who have a fever of 100.0 F or higher will be sent home. Students will be readmitted after they have been fever free for 24 hours without the use of fever reducing medications. (ex: Tylenol, Motrin, or Advil).
- **Cold/Flu:** Students with severe colds, sore throats, cough or "flu like" symptoms will not be allowed to stay at school. They should stay home for rest and proper attention to their symptoms.
- **Pink Eye:** Symptoms of pink eye such as eye drainage, crusty eyelids, redness on the white part of the eyes, swelling, and itching may indicate pink eye, which is a contagious disease. Children with these symptoms will be sent home and should be seen by a doctor for a diagnosis. A doctor's excuse will be required to return to school. If diagnosed with pink eye, the student must be on treatment for at least 24 hours before he can return to school. Some conjunctivitis may require the student remain at home until all symptoms are resolved.
- **Rash/Lesions:** A student with an undiagnosed rash or lesion will not be allowed to stay at school. Skin rashes or lesions will be considered possibly contagious until a student has seen his physician and has a note that it is acceptable to return to school.
- **Medication:** If your child needs to take medications for chronic conditions at school please contact your school nurse. State law requires a medication administration form be completed by the physician and parent. This includes prescription and over-the-counter medications. If a student is prescribed a new medication, he or she must remain at home for 12 hours after the first dose to be observed for adverse reactions.
- **Lice:** A student's hair must be free of nits and bugs in order to remain at school. The student will be readmitted to school after the parent has treated the child and all nits and bugs are removed. After successful treatment, the parent will need to bring the student to the office to be rechecked for lice by school personnel before being allowed to stay at school. It is recommended that parents check their child on a regular basis for signs of head lice.
- **Immunizations:** Louisiana State Law Statute LA R.S. 17; 170 All  
students entering school for the first time shall present evidence of completed immunization records. All students entering 6th grade AND 11 years old or any student that is 11 years old (regardless of grade) shall present evidence of age appropriate vaccinations including a Tdap Booster, Meningitis vaccine, and a second varicella (chickenpox).

Students who have not received proper immunizations may not be allowed to come to school if there is an outbreak of a communicable disease at school (Chickenpox, Measles, Pertussis, etc.). By state law, these students must be excluded from the school setting. These absences will not be excused.

Parents of students who are unable to receive their immunizations due to medical, religious, or personal reasons must submit a written letter of dissent that has been notarized. If this dissent is due to a medical reason, a written statement from the doctor must be received.

- **Vision/Hearing:** Students vision and hearing are screened by the school nurse in Pre-K, Kindergarten, 1st, 3rd, 5th, and 7th grades and from parent or teacher referrals. If a problem is

detected, notes will be sent home to the parent referring them to their physician for a more complete evaluation.

- **Scoliosis:** Students are screened in 6th grade for curvature of the spine. If signs are seen, students will be sent home with a letter referring them to their physician for a more complete evaluation.
- **Medical Conditions:** If your child has a chronic medical condition, contact the school nurse annually. Some examples of chronic medical conditions are: Seizures/Epilepsy, diabetes, asthma, celiac disease, severe allergic reactions to insects or food that require use of an Epipen or Benadryl during the school day. A SPECIAL DIET ORDER form is required annually from a physician if your child has specific food allergies.

If you have any questions or concerns, you may call Jennifer Wilkinson, RN School Nurse Coordinator at (225)686-4368 or contact the school nurse at your child's school.

### **CHILD FIND**

In accordance with the State of Louisiana Child Search Program, annual and ongoing activities are conducted to identify and locate children (ages 3 through 21) suspected of being exceptional and needing special education and/or related services.

If you have a child or know of a child between the ages of 3 and 5 years old who seems to have difficulty learning, help is available. Contact Heather Thibodeaux, the Livingston Parish Public Schools Preschool Child Search Designee at (225) 667-2080. If your child is school-aged, contact your home-based school district regarding these concerns.

### **Asbestos Management Plan**

The Asbestos Hazard Emergency Response Act (AHERA) requires all schools to conduct detailed inspections to identify all asbestos containing building materials that may be present in the school environment. AHERA requires the inspection results and the associated Management Plan to be submitted to the Louisiana Department of Environmental Quality (LDEQ). A copy of the Management Plan must be maintained at the administrative office for review by the public.

Walker High School maintains a proactive asbestos awareness program. Periodic surveillances (every six months) are performed by a qualified individual to assess the condition of the remaining asbestos containing building materials (ACBM). All of this information is updated in the Management Plan and available for review.

This letter of notification is an annual requirement to the public. If there are any questions, please contact the Designated Person, Danita Duffy, at 225-686-4212 for more information or assistance.

### **Student Accident Insurance**

The Livingston Parish School Board is pleased to inform parents and students that optional Student Accident Insurance Coverage is available again this year. Multiple coverage options, plans, and rates are available to allow for a coverage plan that best suits each family's needs. Policy information is available at <https://www.bollingerschools.com/site/>

If parents already have coverage (personal healthcare coverage) for those injuries and/or claims contemplated by the plans offered under the Student Accident Insurance Coverage policy noted above, the existing coverage will likely provide primary coverage for associated claims. The above noted Student Accident Insurance Coverage policy, if selected, would likely provide secondary coverage for associated claims for individuals who already have personal healthcare coverage. A failure to secure either personal coverage or the coverage outlined in the attachment could result in an absence of coverage for student injuries.

# WALKER HIGH SCHOOL

## Student Handbook 2019-2020



All homeroom teachers have reviewed all pages of the student handbook with every student and your child signed a form that they understand all the information outlined in it. Your child is bringing this sheet home to make you aware that the Walker High student handbook is located on the Walker High website (<https://www.walkerhigh.org/>) as well as on the Walker High mobile app (available for Android and iPhone).

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### Student Handbook 2019-2020

This is to certify that my teachers have reviewed all pages of the school handbook with me and I understand the information outlined in it. I am aware that the document is located on the Walker High website (<https://www.walkerhigh.org/>) as well as on the Walker High mobile app (available for Android and iPhone).

Student's Signature: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to your homeroom teacher today.