

2016-2017  
Albany High  
School Handbook  
101

# Guidance Procedures

- If you need to speak to Mr. Leitz, our counselor, please ask your teacher for a request slip.
- If you need a schedule change, you must request this by August 12. No schedule change requests will be accepted after this date.
- You cannot go directly to Mr. Leitz, he will call you to his office for your appointment.

# School Fees/Lockers

- School Activity Fee is used to provide instructional materials, IDs, and your locker.
- Class fees are used for classroom materials and supplies
- A locker can be used to store your belongings, however; it is your responsibility to keep your locker locked.
- Lockers cannot be rigged. This jams the locker and cost the school money to fix.



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# Student ID Replacement

- ID must be worn with your picture showing.
- ID cannot be defaced in any way.
- If you lose your ID you can purchase a new one before school for \$5 in the office.
- If you forget your ID you can rent one before school for \$1 in the office.

# Medicine

- Your parent must bring prescribed medicine to the office for check-in along with a doctor's note and consent form.
- You cannot be in possession of any sort of medicine at any time. This includes Tylenol.
- Severe disciplinary action may result if you are found with any type of medicine.

# Student Parking

- Driving is a privilege.
- You can purchase a parking spot for \$20 in the office.
- You must follow all rules outlined on the parking permit form.
- If you are caught driving on campus after privileges have been revoked, you will be suspended.
- If you have 4 tardies to 1<sup>st</sup> hour, your driving privileges will be revoked for 2 weeks.

# Library

- The library is open for your use before school, during lunch, and after school until 3:00.
- If you need to go to the library, you need a signed note with the reason from your teacher.
- You can check a book out for 2 weeks. There is a .05 fine per day that your book is late.
- You are responsible for paying for lost or damaged books.



# Textbooks

- You are responsible for the books that are checked out to you.
- If you lose or damage your textbook, you are responsible for paying for that textbook.
- Springboard books are to be brought to class each day, if you lose your Springboard book, you are responsible for paying to get a new book (\$20).



# School Phone

- You cannot use any phone other than the phone in the office.
- You will not be called out of class to use the phone or answer a phone call unless it is an emergency.

# Cell Phones

- You are not to have a cell phone or electronic device at school or on the bus.
- If a you must bring a cell phone to school for an extenuating circumstance phones should be left in vehicles or the student must turn the phone in to the office for safe keeping immediately upon arrival at school.
- If a student is caught with a cell phone/electronic device on campus, the device will be confiscated and the student will receive disciplinary action.
- The school will not handle issues with lost or stolen electronic equipment including phones as they are prohibited at school.

# Cafeteria

- Breakfast: \$1.25/day
- Lunch: \$2.25/day
- You are not allowed to charge any meals.
- Extra items can be purchased in the cafeteria. These items are posted.
- Soft drinks or fast food are not allowed to be brought into the cafeteria.

# Grading Scale

Letter Grade	Scale	Honors Scale
A	100-93	100-90
B	92-85	89-80
C	84-75	79-70
D	74-67	69-60
F	66-0	59-0

# Check-In

- You must check in with the office when you are late.
- Late check-ins that are not covered by a doctor's excuse will result in a tardy.
- 3 unexcused tardies = detention

# Leaving Campus

- Once you enter campus (including the parking lot) you are not to leave campus for any reason without checking out through the office.
- You cannot leave campus for any reason without parental permission.
- You must check out through the office.



# Check-Out

- You are to go to the office to check-out
- You are not allowed to check out without parental consent.
- A picture ID is required for anyone checking you out of school.
- If you wish to check in after you have checked out, you must go through the office and present a valid excuse for your absence to be excused.
- You cannot check out during midterms, finals, and testing unless you have a doctor's excuse.
- If you wish to check out after exams you must return your permission slip.

# Absence

- You must attend all days of school each semester to earn credit.
- You will only be able to miss 5 days of school per semester unless there is an extenuating circumstance.
- Missing days for an extenuating circumstance require a valid excuse to be presented.



# Absence

- A suspension is considered an unexcused absence.
- Your absences are counted by individual class, not by full.
- This means you can miss 4 days in 1<sup>st</sup> hour and 7 days in 6<sup>th</sup> hour. You will then earn credit for 1<sup>st</sup> hour (with a passing grade), but not for 6<sup>th</sup> hour.

# Absence

- Student athletes are allowed to miss school time for an athletic event sanctioned by LHSAA.
- You must be in school a minimum of 4 hours in order to participate in any school activity.
- A note from you parent requesting an excuse because of sickness allows you to make-up your work, but the absence counts as one of your 5.
- If you miss the last few days of the semester, it is unexcused. You cannot take exams early. You will earn a zero.
- When your 6<sup>th</sup> excused absence is recorded in a class, a mandatory parent meeting will be scheduled .

**\*\*\*\*\*THERE ARE NO SKIP DAYS FOR STUDENTS!!!\*\*\*\*\***

# Excuses

- You should bring excuse directly to office.
- We only accept excuses up to 5 days after your absence.
- Your excuse can have no alterations whatsoever.

# Make-Up Work

- It is your responsibility to get your make-up work.
- You have 5 days upon returning to school to make up your work.

# Tardiness

- If you are late for advisor/homeroom you must check in through the office.
- If you choose not to ride the bus, you assume total responsibility for arriving on time.



# Field Trip Guidelines

1. You must not have more than 5 absences per semester, excused or unexcused, in any class period.
2. You must not have any F's (current grade).
3. You must not have any outstanding debts.
4. You must not have any suspensions.

# Tardy/Dress Code Chart

1 <sup>st</sup> Violation	No Consequence
2 <sup>nd</sup> Violation	Written notice from office
3 <sup>rd</sup> Violation	3 lunch detentions
4 <sup>th</sup> Violation	1 hour after-school detention
5 <sup>th</sup> Violation	2 hour after-school detention
6 <sup>th</sup> Violation	4 hour Saturday detention
7 <sup>th</sup> Violation	1 day suspension with parent conference required for re-admittance
8 <sup>th</sup> /Subsequent violations	1 Day suspension



# Dress Code

- Shirts:
  - Solid, navy blue or white, no symbols
  - Tucked in
- Skirts/Skorts/Shorts:
  - Khaki, not jean material
  - SKIRT MUST BE TO THE TOP OF THE KNEE
  - Shorts can be to the tip of the knee to four inches above.
- Slacks:
  - Khaki, no jean material
  - Worn at the waist
  - No cargo pockets

# Dress Code

- Belts:
  - Must be worn, brown or black
- Socks:
  - Solid, not higher than the knee
- Hose/Tights:
  - Solid color; white, navy blue, or skin tone.
- Shoes:
  - Closed toe
  - Boots can be worn with pants only

# T-Shirt Tuesday

- You have the option to design, vote, and purchase a shirt for your grade level. (See Mrs. Campbell)
- This shirt can be worn EVERY Tuesday once they have arrived.
- If you choose not to order a T-Shirt Tuesday shirt, you MUST wear a school shirt.

# Spirit Shirt Friday

- On Fridays this year, you may wear any school approved spirit shirt.
- This includes the following:
  - Club shirts
  - Friday Spirit Shirts
  - Sports Teams Shirts
- You cannot go out and have a shirt made to wear on Friday. It has to be one of the approved shirts.

# Hoodies

- You are allowed to wear a school approved hoodie to school this year.
- School approved hoodies include:
  - Grey, black, or maroon hoodie with AHS, ALBANY, or HORNETS on the hoodie.
  - Class Hoodie
    - This is the hoodie you receive when you order your class ring and your senior supplies.
  - No monogrammed initials are allowed to be worn on hoodies.



# Personal Appearance

- Caps, hats, un-prescribed glasses are not permitted.
- Earring(s) are not allowed for males as wearing apparel. (Ears or other body parts, shirt, pants, etc.)
- Females may NOT wear nose piercings, lip or eyebrow piercings.
- No tongue piercings are allowed.

# Personal Appearance

- Male hair length must not be past the shoulder or in your eyes. Headbands are not allowed. No Mohawk cuts, lines cut in the hair or extreme hair styles or coloring.
- Sideburns can extend to the lobe of the ear. Beards are unacceptable. Mustaches neatly trimmed are acceptable.

# Personal Appearance

- Female hair must be clean, neat, and well groomed. Extreme coloring and extreme hairstyles are not acceptable. Hair in rollers is not acceptable.
- Foundation garments must be worn.
- Personal hygiene must be maintained.

# Personal Appearance

- Questions about dress code/personal appearance should be discussed with the office.



# School-Wide Positive Behavior Support SWPBIS

- We encourage you to behave positively and we do not tolerate bullying, harassment or intimidation of any kind on our campus.
- You should report such behavior to a teacher or administrator and it will be investigated and appropriate action will be taken.

# SWPBIS Continued

- At Albany High School:
  - We treat people with dignity, integrity, and respect.
  - We take pride in our work, expecting everyone to do their best at all times.
  - We value the hard work, determination, and struggle needed to achieve success.
- Rewards are given each 9 weeks for students that have no tardies, dress code violations, or office referrals.

# Tuesday Detention

## 2:30-3:30 or 2:30-4:30

- Will be used for minor offenses.
- Failure to attend can result in a two hour detention, transportation is your responsibility.
- Failure to attend two hour Detention is an automatic Saturday detention.
- Detentions can not be rescheduled unless there is an extenuating circumstance, doctor's appointments and your work schedule are not a circumstance.



# Saturday Detention

7:00 am-11:00 am

- Saturday Detention will be assigned primarily for offenses that warrant more than a 2 hour detention or for a missed two hour detention.
- Parents will be notified, notice must be signed and returned.
- Detention will not be rescheduled for any reason other than an emergency - doctor's appointment and student work schedule will not be considered a reason to reschedule.

# Short Term Suspension/Detention

You can be suspended or earn detention for the following:

- Leaving campus without permission
- Disrespect, disobedience, disruptive behavior
- Profanity or obscenity (verbal/written)
- Forging/altering school documents
- Dress code violations
- Consistent failure to bring materials to class
- Sleeping in class

# Short Term Suspension/Detention

You can be suspended or earn detention for the following:

- Physical contact
- Skipping school (2<sup>nd</sup> offense)
- Gambling
- Any behavior that endangers others
- Any behavior that is unbecoming of a Albany High student
- Any violation of the state and parish guidelines.



# Long Term Suspension (3-9 Days)

You can be suspended long term for the following:

- Being under the influence of/using/possession/distribution/intent to distribute alcoholic beverages, prescription medicine, or "LOOK ALIKE" drugs (2<sup>nd</sup> offense-expulsion)
- Blatant disrespect or willful disobedience towards a school employee (possible expulsion)
- Failure to report to Tuesday or Thursday detention (alternative to suspension)

# Long Term Suspension (3-9 Days)

You can be suspended long term for the following:

- Fighting
- Possession/use of tobacco
- Indecent behavior
- Attending a school function during suspension
- Disobedience, disrespect, disruptive behavior

# Expulsion

You can be expelled for the following reasons:

- Possession and/or distribution of an illegal narcotic, drug, or other controlled substance (16 years and older- 24 calendar month expulsion; under 16 - 12 calendar month expulsion)
- Inciting or participating in a major disruption
- Breaking and entering school property

# Expulsion

You can be expelled for the following reasons:

- Upon receiving a 4<sup>th</sup> suspension
- Possession/use of a weapon
- Threatening or assault on school personnel
- Theft/Extortion
- Vandalism



# Suspension/Expulsion

- You may not return to Albany High campus.
- You may not attend or participate in any school-sponsored activity on /off campus
- You may make up any grades missed during the period of suspension for 50% credit.
- The suspension begins at 2:30 p.m. the day suspension is received.
- Albany High will attempt to notify by telephone as well as by written notice to parents of suspended student.



# School Bus Expectations

- While riding a school bus, students are subject to school rules and regulations. Students are under the direct supervision of the bus driver and are subject to all rules of safety deemed necessary by the driver.
  1. Students are to get on and off the bus in an orderly manner.
  2. Students are to remain in their assigned seats at all times until the bus comes to a complete stop. Boys should be on one side and girls on the other.

# School Bus Expectations

3. Students are not to make loud noises while riding the bus.
4. Students are to be respectful of the bus driver at all times. Disrespect of any degree will not be tolerated.
5. No objects are to be thrown out of the bus window.
6. Students are to do what the driver tells them to do the first time the driver tells them to do it.

# School Bus Expectations

7. Students, or parents of the students, will be held financially responsible for any damage done to the bus by the student.
8. Violation of the above rules may result in being suspended from the bus or school

**\*\*\*No student will be allowed to ride a different bus regardless of parent note or driver permission.**

# School Bus Violation Consequences

- It is our goal for every student to arrive to school and home safely. If a student fails to meet the school bus expectations, they are subject to detention or suspension from the bus.

# How to you get home?

- Do you...
  - A. Ride a bus? If so, which bus?
  - B. Drive home? If so, what is your parking permit number?
  - C. Walk home?
  - D. Carpool? If so, with whom?