

Breaux Bridge High School



Student Handbook

2018-2019

Louis Blanchard
Principál

Andría Navarre
Asst. Principál

Georgette Braselman
Asst. Principál

Andrew Dwyer
Dean of Students

STUDENT STATUS

The following criteria are used to classify students into grade levels:

TOTAL CREDITS EARNED/STATUS

0-4 ½ credits..... **Freshmen**

5-10 ½ credits..... **Sophomore**

11-17 ½ credits..... **Junior**

18-above credits **Senior**

Student grade levels will be changed at the beginning of the school year only, prior to October 1st. No changes in grade levels will be made at Term 2, except for juniors who are eligible for graduation after Term I.

Keep track of your child's grades, homework assignments and attendance using the Student Progress Center.

PARENT COMMAND CENTER

Log onto: www.saintmartinschools.org

1. Click on student
2. Click on student progress center
3. Scroll down and click on the green box(student progress center)
4. Continue to website
5. Click on register new user
6. Choose mother or father and input parents name
7. The PSN is the last 5 digits of the student's social security number.
8. Create a log in and password
9. Click submit
- 10.You are now ready to log in and view your child's records

**** SPECIAL NOTES ****

1. Students receiving Social Security benefits must attend at least 3 of 4 classes a day per term.
2. Athletes must pass 3 of 4 courses with a minimum grade point average of 1.5. Athletes remain on campus all day each term.
3. Cheerleaders must maintain a 2.0 average and attend 4 of 4 classes a day per term.

*******Note: In order to participate in the graduation ceremony, seniors must clear all unpaid fees owed to the school.**

Grading Scale

100-93 -- A	Superior	4 quality points
92-85 -- B	Excellent	3 quality points
84-75 -- C	Average	2 quality points
74-67 -- D	Below Average	1 quality points
Below 66-0	Failing	0 quality points

Grading scales and policies for honors, gifted, Advanced Placement, International Baccalaureate or any other type of course for which special grading policies exist:

Students' in the honors and gifted will follow the same grading scale as students in the general education program. However, the level of rigor for courses in these advanced programs will be designed to explore the potential of student participants at challenging levels of required performance.

Students in Advanced Placement, Gifted and Dual Enrollment courses identified for college credit will follow the same grading scale as other courses. However, for graduation ranking purposes, the point values of grades will be as follows: A = 5 points, B = 4 points, C = 3 points, D = 1 point, F = 0 points.

5 Point Scale

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92-85 -- B	Excellent	4 quality points
84-75 -- C	Average	3 quality points
74-67 -- D	Below Average	1 quality points
Below 66-0	Failing	0 quality points

The number of tests to be given per nine weeks is left to the teacher's discretion. In no case, however, should there be less than nine grades in one grading period. Grades should be determined through a variety of means such as homework, daily grades, quizzes, unit tests, and so on. The average of these grades should be assigned a letter grade on the report card.

The report cards are issued every nine weeks and are a guide to a student's performance in each subject. They are to be brought home for parents to review. Students or parents are welcome to make arrangements to discuss pupil performance and grades with the administrators and teachers. In addition, two parent-teacher conference days are held during the school year to provide opportunities for parents and teachers to meet and discuss such areas as work accomplishments of pupils. Progress reports are issued every three weeks.

The parish also offers the ability to view a student's grades at any time on the Student Progress Center. The Student Progress Center is located on the St. Martin Parish Schools website at www.saintmartinschools.org.

At the 9, 10, 11, and 12 grade levels the semester grade (of a one credit course) is obtained by averaging the nine weeks grades. To obtain semester credit in a course the average of the nine weeks grades must average to at least one quality point. For a one-half credit course an informal progress report is given after three weeks interval. One half credit will be given for specific courses which allow half credits to be given if the course is successfully completed. Such courses include: civics, free enterprise, health, and certain consumer science courses.

BREAUX BRIDGE HIGH SCHOOL HONOR GRADUATE CURRICULUM

1. Student must complete the LA Core 4 curriculum or the TOPS University curriculum.
2. Student must take and pass all four English, math, science, and social studies courses at an Honors level (total of 16 honors courses).
3. Student Honors GPA will be based on 32 semester grades (4 English, math, science, social studies).
4. Student must have a GPA of at least 3.5 using **only** the following curriculum.
5. The requirement of three honors or advanced classes per year may be waived in the case of sophomore students who choose to enroll in the honors curriculum after their freshman year. However, all other requirements apply including requirements of Honors courses.

4 English Honors (I, II, III, IV) 8 semester grades

4 Social Studies 8 semester grades

World Geography H
American History H
Free Enterprise H (if applicable)
Civics H
World History H

4 Mathematics: 8 semester grades

Algebra I H
Geometry H
Algebra II H
Advanced Mathematics I H or II H

4 Sciences: 8 semester grades

Physical Science H
Biology H
Chemistry H
Physics H
Biology II

The cumulative grade point average and ranking that will appear on the official senior transcript sent to the State Department of Education is calculated by the mainframe school board computer system and includes all courses taken in high school, including electives.

DIPLOMA PATHWAYS

For Students Who Graduate Prior to 2018

LA Core 4	LA Basic	Career Diploma
English- 4 Units: I, II, III, and IV	English- 4 Units: I, II, III, and IV	English- 4 Units: I, II, III, and IV
Math- 4 Units: Algebra I, Geometry, Algebra II, and Advanced Math.	Math- 4 Units: Algebra I, Geometry, and two additional Math Courses.	Math- 4 Units: Algebra I, Geometry, and two additional Math Courses.
Science- 4 Units: Physical Science, Biology, Chemistry, and Physics or Biology II.	Science- 3 Units: Biology, and two additional Science Courses.	Science- 3 Units: Biology, and two additional Science Courses.
Social Studies – 4 Units: World Geography, U.S History, Civics/F.E., and one of the following: World History.	Social Studies – 3 Units: World Geography, U.S History, Civics/F.E	Social Studies – 3 Units: World Geography, U.S History, Civics/F.E.
Health- 1Unit	Health- ½ Unit	Health- ½ Unit
PE- 1 ½ Units	PE- 1 ½ Units	PE- 1 ½ Units
Foreign Language- 2 Units in the same language.		
Fine Arts- 1 Unit: Fine Arts Survey or Art I		
Electives- 3 Units: Journey to Careers, IBCA and Elective of Choice	Electives- 8 Units: Journey to Careers, IBCA and an Area of Concentration	Electives- 7 Units: Journey to Careers, IBCA and an Area of Concentration
Required # of credits: 24	Required # of credits: 24	Required # of credits: 23

For Students Who Graduate Prior to 2018

Units	Course
English = 4	
	English I, II, III, & IV
Math = 4	
1	Algebra I, or Integrated Mathematics I, or Applied Algebra I or Algebra I - Parts 1 & 2 (two units) or Applied Mathematics I & II (two units) or Applied Algebra 1A and 1B (two units)
1	Algebra II or Integrated Mathematics II
2	Geometry or Calculus or Applied Geometry or Integrated Mathematics III or Applied Mathematics or Advanced Math-Pre- Calculus or Advanced Math-Functions and Statistics or Pre- Calculus or Probability and Statistics or Discrete Mathematics or Algebra III
Science = 4	
1	Biology I or Biology II
1	Chemistry I or II, or Chemistry Com
2	Earth Science, Physical Science, Environmental Science, Integrated Science, Biology II, Chemistry II, Physics, Physics II, Physics for Technology I or II, AP Physics C: Electricity & Magnetism, AP Physics C: Mechanics, or Anatomy and Physiology or both Agriscience I & II (both for 1 unit)
Social Studies = 4	
1	American History
2	World History, Western Civilization or World Geography or European History or History of Religion
1	Civics and Free Enterprise (1 unit combined), Civics (1 year), or AP Government and Politics: United States
Fine Arts = 1	
1	Fine Arts Survey or 1 unit of a performance course in music, or dance, or theater or 1 unit of studio art or 1 unit of visual art or both Speech III & IV (both for 1 unit)
Foreign Language = 2	
2	Foreign Language (both units in same language)
19	UNITS

TOPS INFORMATION

TOPS TECH CORE CURRICULUM

For Students Who Graduate Prior to 2018

TOPS TECH Award requires 17 units or 19 units (depending on the option taken) of high school course work, constituting a core curriculum as follows:

Credits	Courses
3	English I, English II, English III
1	English IV or Business English
1	Algebra 1
2	Geometry, Algebra II, Financial Mathematics
1	Biology I
1	Chemistry I
1	Environmental Science, Physical Science, Biology II, Chemistry II, Physics or Agriscience I and II (both for one unit)
1	US History
1	World History or World Geography
1	Civics and Free Enterprise (one unit combined)

Remaining courses must be selected from one of the two following options:

OPTION 1

Credits	Courses
1	Fine Arts survey (or substitute TWO credits of performance courses in Music, Dance, and/or Theater; or substitute TWO credits of Visual Art, or TWO credits of Studio Art or a Career/Technical studies course approved by BESE; or substitute One credit of an elective from among the other subjects listed in this core curriculum.
2	Foreign Language (2 units in the same language)
1	Computer education program of studies approved by BESE.
17	Total Core Curriculum Units

OR **OPTION 2**

Credits	Courses
4	A career major comprised of a sequence of related specialty courses and approved for the school by BESE
1	Related or technical fields course
1	Basic computer course
19	Total Core Curriculum Units

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1. Your parent or legal guardian must come to school to sign the appropriate forms.
2. Obtain appropriate forms from the counselor.

3. Return all school books and property. Pay all fees owed, including cafeteria and library dues.
4. All fees and textbook fines must be paid before your records can be released.

Hall Passes

Students are encouraged to use the restroom during transition between classes. Students are allowed to access the restroom during class for emergencies only. All students leaving class MUST have a hall pass signed by a teacher.

Student Aide Program

Breaux Bridge High School will offer for no credit a student aide program to qualifying seniors. The purposes of the program are: (1) to give participating students work experience in a particular field of interest that is related to a school program; (2) to give assistance in the form of clerical help to various school programs.

In order for a student to be considered for an aide position, the following criteria must be met:

1. Have school attendance record of 95% or above.
2. Show a definite interest in a particular area of the school program. We must be convinced that a student will benefit positively from the experience.
3. Be able to "fit" the program in his/her schedule without affecting the students' credits necessary for graduation.
4. Apply with the school office for the position and be recommended by a member of the school staff.
5. Have application approved by the school principal.
6. Student must have a clean discipline record.
7. Turn in application by May 1st of your junior year.

Aides selected will serve in the capacity of a student assistant to a particular office employee for at least one period per day for a semester or school term. If the performance is determined to be unsatisfactory, the student will be terminated from the program and assigned an elective course to fill the time slot. However, the student cannot receive credit for being a student aide.

DISCIPLINARY GUIDELINES

The faculty and staff of BBHS strive to operate our school in a manner that provides for an orderly process of education for all students. In order to create an environment that encourages learning and ensures safety for students and staff, BBHS has adopted Positive

Behavior Incentive Support as its means for disciplining students. The goal of the school's PBIS is to increase instructional time and reduce time students spend outside the classroom in time-out, in-school suspension and out of school suspensions. The program emphasizes teaching and modeling appropriate behavior, recognizing and rewarding appropriate behavior and consequences for inappropriate behaviors.

TIME OUT

Teachers may have the pupil immediately removed from his/her classroom and placed in supervised time out. Students may be removed if the behavior:

1. Prevents orderly instruction of others
2. Poses an immediate threat to the safety or physical well being of any pupil or teacher
3. Exhibits disrespectful behavior toward the teachers:
 - a. using foul or abusive language directed at a teacher
 - b. threatening a teacher

Students removed from the classroom under these circumstances will be sent to the principal or his designee to implement additional disciplinary measures. (Detention, time out, in/out of school suspension, parent conference)

DETENTIONS

Students are assigned to noon or Saturday detention in lieu of in or out of school suspensions.

Objectives:

1. Identify and address the inappropriate behavior
2. Promote and enhance positive appropriate behavior i.e.
 - a) Corrective Action Plan
3. Develop appreciation and understanding of school, parish and classroom rules.

Guidelines:

The program will operate in a strict controlled setting. Noon detention is held in the school's Behavior Adjustment Center. Students must follow center rules and complete all work assigned by Facilitator of the BAC.

Hours of Operation:

Noon Detention during his/her lunch period

Saturday Detention is held at BBJH from 8:00 AM to 11:30 AM. Students must be in school uniform with a valid school ID. Parents are responsible for transportation.

Students not following the rules of the program will be removed and will face additional consequences including, but not limited to ISS or out of school suspension.

BEHAVIOR ADJUSTMENT CENTER

Breaux Bridge High School's Behavior Adjustment Center houses students that have been assigned to time-out, detention or in-school suspension. The hours of operation are Monday-Friday from 8:00am-3:02pm. Students are assigned to BAC by a school

administrator based on a violation of school or parish policy. This is a restrictive environment and the facilitator is responsible for monitoring student activity while in the Behavioral Adjustment Center. Students must be prepared to complete class assignments or remedial work assigned by the facilitator. The teacher must send any and all work the student is expected to complete to BAC. All work will be placed in the teacher's box at the end of the day.

Consequences:

1. Extended Time
2. Additional Remedial Work
3. Additional Days
4. Removal from BAC

Students removed from BAC may be suspended out of school or assigned to a Saturday detention.

RULES:

1. Student report to 1st block teacher so he/she may be marked present for the day. He/she is not to remain in 1st block but report directly to behavior center after checking in.
2. Work assignments (including tests) are sent to the BAC to be completed by the student. The completed work is returned to the teacher. Students receive credit or grades for work successfully completed.
3. Students assigned to ISS of more than 3 days must be approved by the supervisor of child welfare.
4. A student assigned to the BAC Program must have the following materials necessary to complete all work assigned (Paper, pencil, pen and textbook).
5. Consequences for inappropriate behavior while in BAC may include but are not limited to:
 - a. extended time
 - b. additional remedial work
 - c. additional days
 - d. removal

NOTE: *All work assigned while a student is in BAC is to be completed.*

IN SCHOOL SUSPENSION (ISS)

Students are assigned to In School Suspension in lieu of Out of School Suspension by the Principal, Assistant Principal or Dean of Students. The number of days assigned depends on the severity of the infraction. Assignments of three or more days must be approved by the Supervisor of Child Welfare. Parents are notified by

phone or in writing whenever his or her child has been assigned to ISS. Students must report to his or her first block teacher and be marked present before reporting to BAC. Teacher will send all class assignments including tests to BAC. All completed work will be returned to the teacher at the end of the day and the students are given credit for work completed.

TIME-OUT /NOON DETENTION

Students are assigned to BAC for a supervised time-out for the class period. A supervised time-out occurs when students are removed from the classroom because their behavior is disruptive and prevents classroom instruction. Students are given an opportunity to reflect on the inappropriate behavior and work on his or her action plan for improving unacceptable behavior. During lunch period, students are placed in BAC when referred to the office for incidents that violate classroom or school rules. They are allowed to return to class at the end of the lunch period.

BBHS School Wide Expected Behavior

- 🐾 Be Responsible
- 🐾 Be Respectful
- 🐾 Have a Positive Attitude
- 🐾 Safety First



School-wide Behavioral Expectations

BREAUX BRIDGE HIGH SCHOOL

Location	Be Responsible	Be Respectful	Have a Positive Attitude	Safety First
Cafeteria	<ul style="list-style-type: none"> * Keep your area clean * Dispose of litter properly * Use designated entrance and exit 	<ul style="list-style-type: none"> *Say please and thank you *Use appropriate school language *Use monotone voice 	<ul style="list-style-type: none"> *Be thankful for food served 	<ul style="list-style-type: none"> *Keep food on plate *Stay in line *Keep hands to yourself
Hallway & Commons Area	<ul style="list-style-type: none"> *Maintain a low noise level *Walk to the right *Keep traffic flowing 	<ul style="list-style-type: none"> *Use "Excuse Me" or "I'm Sorry" *Engage in appropriate conversation *Use appropriate school language 	<ul style="list-style-type: none"> *Greet others in a friendly manner *MYOB and adhere to matters that pertain to you 	<ul style="list-style-type: none"> *Refrain from horseplay, teasing, bullying or harassing *Remain in authorized area
Classroom	<ul style="list-style-type: none"> *Be on time *Have necessary material *Remain on task Avoid class disruptions 	<ul style="list-style-type: none"> *Respond to teachers directives in a timely manner *Use appropriate school language 	<ul style="list-style-type: none"> *Be considerate of others *Call peers by name *Take care of personal belongings 	<ul style="list-style-type: none"> *Keep hands and feet to yourself
Restroom	<ul style="list-style-type: none"> *Avoid acts of graffiti and vandalism *Flush after use *Report any problems *Adhere to dress code 	<ul style="list-style-type: none"> *Dispose of personal items properly *Give others privacy 	<ul style="list-style-type: none"> *Be courteous and wait your turn 	<ul style="list-style-type: none"> *Practice good hygiene
Bus & Bus Loading	<ul style="list-style-type: none"> *Report to designated area in a timely manner *Dress according to school policy 	<ul style="list-style-type: none"> *Listen and respond promptly to directive given by bus driver 	<ul style="list-style-type: none"> *Be considerate of others 	<ul style="list-style-type: none"> *Wait in line without pushing or shoving *Remain seated while bus is in motion
Library	<ul style="list-style-type: none"> Use computers and other equipment for classroom work only *Maintain low noise level *Remain on task 	<ul style="list-style-type: none"> *Use appropriate language *Use inside voice Be polite 	<ul style="list-style-type: none"> *Be considerate *Be polite *Follow directions 	<ul style="list-style-type: none"> *Keep area clean *Dispose of litter properly
Office	<ul style="list-style-type: none"> *Obtain permission to visit office 	<ul style="list-style-type: none"> *Be patient *Maintain low noise level 	<ul style="list-style-type: none"> *Follow directions of office staff 	<ul style="list-style-type: none"> *Wait in designated area for service

STUDENT ACTIVITY PROGRAM

The Student Activity Program at Breaux Bridge High School is designed to help meet the leisure, recreational, social and emotional interests and needs of the students. These activities also provide students with opportunities to develop leadership and to be self-directed.

There are numerous active student organizations at Breaux Bridge High School. In addition, there are opportunities for students to take part in such co-curricular/extra-curricular activities as art, and athletics. These provide students with opportunities to develop their talents and vent their energies in worthwhile activities. Students are encouraged to participate in one or more of the clubs, organizations, or co-curricular/extra-curricular activity programs.

All organizations at BBHS operate under adopted constitutions. These constitutions contain rules on dues, election of officers, program of activity and membership. The student activity program includes:

- 4-H Club
- A-Team
- Athletics
- Beta Club
- Cheerleaders
- Dance Squad
- Future Business Leaders of America (FBLA)
- Future Farmers of America (FFA)
- JROTC
- National Honor Society
- SADD
- Speech & Debate
- Student Council
- Talent Search
- Upward Bound

Note: *Most club meetings will be held before or after school hours.*

SPECIAL SERVICES

Guidance

The purpose of the Guidance program at Breaux Bridge High is to provide a counseling opportunity for every child in high school, either through group or individual sessions. Counseling interviews give each student the help he/she needs in personal and social adjustment, to help interpret strengths and weaknesses indicated by test scores, to help in planning further educational goals, to show where to obtain information on occupations, to assist in preparing for life work, and to give any other assistance needed.

Besides the services of counseling, the guidance department provides occupational information, college catalogues, and scholarship materials.

Do not hesitate to see your counselor during the day. (Before school, at your lunch period, after school, between classes)

The American College Test (ACT) will be taken by all juniors in March, as part of State testing. The test is administered several times during the school year at B.B.H.S. Inquire in the guidance office or go to www.actstudent.org for testing dates.

Standardized Testing

Juniors and Seniors may take the Armed Forces Vocational Aptitude test. The test is given by the Army to determine strengths and weaknesses in mechanical, clerical, electronics, and technical areas. A test date is announced during the school year.

The Preliminary Scholastic Aptitude Test (PSAT) combined with the National Merit Scholarship Qualifying Test (NMSQT) is also offered to juniors each year. The test is administered at school and a fee is charged. Students who take the PSAT/NMSQT are entering into the competition for scholarship programs administered by the National Merit Scholarship Corporation.

PLAN is a three hour test designed by A.C.T. and gives 10th graders information useful in academic and career planning. By taking tests in English, Math, Reading and Science, and by completing an interest survey, students get an early indication of their academic progress and career interest. The PLAN will be given to first-time tenth graders as part of their career planning process.

Vocational Rehabilitation

Vocational Rehabilitation is a State-Federal program designed to assist handicapped individuals to fit themselves to gain a livelihood. This assistance is available to those having any physical or mental handicap; and it permits them to take training in colleges, business or trade schools, or to take on-the-job training with commercial establishments.

NOTE: Students who take straws out of the cafeteria will be warned one time and will attend the Behavior Adjustment Center thereafter.

SCHOOL PLANT

We at B.B.H.S. are extremely fortunate to be occupying a freshly painted school and having new construction occurring on campus; it is a new point of interest. Because of this we will have the responsibility of "taking care" of our plant. This is everyone's school, and we must take pride in and have appreciation for this exceptional facility. We hope that everyone desires to be a caretaker, determined to keep the surroundings beautiful.

Use of School Telephone

Parents are requested not to call students over the telephone, cell phones or ask that messages be delivered, except in cases of sickness or emergency.

Students are not permitted to use the school office telephone except for emergencies.

No long distance phone calls can be made unless permission is obtained from the principal or assistant principal. These should not be charged to the school number.

Use of Library

The Library will open at 7:30 each morning and remain opened until 3:02 p.m. The usual loan period is two weeks. A fine is charged for a book kept later than the period it is due as indicated on the date due slip. The fine should be paid when the book is returned. Students who abuse the past due dates of returning books will be ineligible to use the services of the Resource Center.

TARDY POLICY/LATE TO SCHOOL

Students are considered tardy (**late**) to class when he/she enters the classroom after the tardy bell stops ringing. Students should walk to class in an orderly fashion keeping to the right to keep traffic flowing. Students must report to his/her assigned class; if they are tardy teachers will have them report to the front office for a tardy slip. Once given a tardy slip students must return to class promptly. Tardy count and consequences are cumulative and start over each grading period (**every nine weeks**).

Consequences for Tardy to Class

- 1st Referral – 5th tardy and/or late to school - conference/contact parent
- 2nd Referral – 6th tardy and/or late to school - 1 day in school suspension, contact parent
- 3rd Referral – 7th tardy and/or late to school - 2 days in school suspension; loss of driving privileges
- 4th Referral – 8th tardy and/or late to school - 1 day out of school suspension; loss of driving privileges for one month
- 5th Referral – 9th tardy and/or late to school - Parent conference – 2 days out of school suspension; loss of driving privileges for remainder of quarter
- 6th Referral – 10th tardy and/or late to school - 3 days out of school suspension
- 7th Referral – 11th tardy and/or late to school - 9 days out of school suspension, recommendation for expulsion

Students arriving to school after 8:45am are considered “**checking in**”. Any student who has “**checked in**” to school must sign in at the Front Office. You will sign in on the Check In/Check Out binder and a secretary will issue you a tardy/check in slip which you will give to your 1st block teacher. Late to School counts toward class block absences. Consequences will be in accordance to St. Martin Parish Student/Parent Handbook and Discipline Policy Pages 19 and 20.

Vehicles on Campus

Students who drive vehicles are to register these with the office. A parking fee of \$25.00 per year will be assessed to each driver. Parking permit must be visibly hung on the rear view mirror in the assigned vehicle. This parking permit may allow students to park only in specified student parking areas. Parked vehicles with no stickers may be towed away at the owner's expense. Speeding, reckless operation, or making excessive noise on school property may result in police citation. Students must follow the entrance/exit signs or be denied driving privileges. **PARKING PERMIT MUST BE VISIBLE!**

Sitting in cars before, during, and after school is not permitted. Students must leave the vehicle within one minute after arrival.

Students are not to enter the parking areas during the school day without permission from the office.

Students must park in the designated space. No vehicles are to be parked outside the yellow lines or too close to the main highway.

Student parking is available in front of school, in the gym area, and at the stadium.

All cars improperly parked or parked in restricted areas may be towed away at owner's expense.

Student violators will lose their driving privileges.

NOTE: If you do not have a parking permit or your permit has been suspended, your vehicle is not allowed on campus and can be towed at the owner's expense.

My Stuff

Every student is required to pay the activity fee. The activity fee for the year is \$25.00. This covers the cost of the student handbook, locker rental, I.D. card, etc. **If you lose your I.D. after the original is given out, there will be a \$7 charge for a new I.D. If you forget your student ID a temporary ID (good for that day only) can be purchased in the front office for \$2.00.** Time element and disturbing factors make it necessary that students observe strict regulations concerning locker usage. Lockers will be used at the following designated times:

1. before school
2. Before reporting to lunch lines
3. When bell rings at the end of the lunch periods
4. between classes
5. at dismissal time

Lockers are to be kept orderly and free from pin-up pictures, markings and other unnecessary items. Locker combinations are to be a matter of strict confidence. Each student will be responsible for his locker, its contents and condition. Your lockers are not private. They will be subjected to periodic searches for health and safety reasons. The master list of combinations and the master keys are in the possession of the administration.

School Property

Students are obliged to respect and properly utilize all school property. High school students should realize that there is a big cost on the part of their parents, as taxpayers, and the school district in the operation of the schools. Thus, it is the duty of all students to see that school property is protected from abuse. If a student fails to accept this responsibility as a citizen, he will be expected to pay for the damages or loss.

Textbooks

Students are responsible for all textbooks issued to them. In the event a textbook is lost or damaged beyond use, the student must pay full price for the book. If the book is defaced but usable, the student must pay a defacement fee to be determined by the administrators.

Note: *Liquid paper is not allowed at school due to school defacement problems.*

Standards of Dress and Grooming

The students of BBHS are expected to maintain their appearance in such a way so as to reflect the ideals of their school and community.

Good grooming, appropriate and decent dress are conducive to the proper atmosphere for learning. It also enhances the reputation of the individual student and the school. Hair should be neat, clean and well-groomed. Neat, clean clothes of the appropriate style must be worn.

ID's must be worn and visible at all times. If a student forgets or loses his/her ID, a temporary ID can be purchased in the main office for \$2.00. ***It is the student's responsibility to wear his/her ID on a school approved lanyard around their neck while on campus.***

BREAUX BRIDGE HIGH SCHOOL UNIFORM CODE

Shirt: Solid color: White or BBHS-Maroon

Short or long sleeves

Two or three buttons at the top front and collar

No emblems, insignias, or monograms



Skirts: Solid color: Khaki

Style must be cotton twill or cotton blend (no jean material)

Hems no more than 2 inches above the knee when student is kneeling

Must be worn at waistline

*All shirts must be fully tucked, not rolled or folded within pants and belt must be visible

Slacks: Solid color: khaki

Style must be cotton twill or cotton blend (no jean material)

Set in-side pockets, no patch pockets

No elastic or gathered at the ankles

Must be hemmed and length not to exceed top of shoe, pants are not to be tucked into shoes

No pockets on lower legs

Can be pleated or flat front

Must have front waistband and belt loops

Elastic allowed on back and sides

Must be worn at waistline

NOT ALLOWED: Cropped, stirrup, parachute, wind, stretch/warm-up, and jean-style pants

Belts: Mandatory

Belt buckles must be plain

NOT ALLOWED: large and oversized belt buckles, belt buckles with emblems, insignias, or initials prohibited

Must be appropriate length for waist size

Socks/Tights: Mandatory wear

Shoes: No sandals, boots, moccasins, crocs, slippers, or heels above one inch

Close toe and close heel shoes

If shoes tie, shoes should be properly tied.

Sweatshirts: Solid color white, black, grey, or BBHS maroon

Sweatshirts are to have no hood and may be worn over polo shirts in the building.

**No pictures or writing allowed on shirt other than school approved spirit sweatshirts.

T-Shirts/Undershirts, Turtlenecks/Mock Turtlenecks:

Solid color: white, black, gray or BBHS Maroon

No designs, emblems, insignias, or monograms should be visible through school polo shirt.

Hats/Caps: No caps, "do rags", sweatbands, sport bands, bandanas, hairnets, wrap caps, or scarfs are allowed on buses, playgrounds, or inside buildings

Winter knit pullover hats shall be allowed on buses and outdoors during cold weather.

*Blankets are not allowed on campus

Coats, Jackets, & Sweaters: Solid color: black, navy BBHS maroon, white, or grey

School issued jackets are permissible (letter jacket, A-team, band, etc.) No long, below the knee dusters or trench coats allowed.

The uniforms will be classic-traditional style. No **baggy** or **oversized clothes** will be allowed. All clothing worn must be appropriate size, not oversized or too tight. Slacks must fit at the waist and the crotch. All clothing must be hemmed (not frayed or slit at the seams or stapled or taped at the hem) and may not have any holes or tears. Pants or skirts which are too tight, revealing, or which allow underclothing to show are not allowed. Shirts must be worn tucked into slacks or skirts so that the waist is visible. Sweaters, sweatshirts, or jackets worn in cold weather do not have to be tucked in. Belts must be kept in the belt loops. Girls may wear shorts under their skirts as long as the shorts are not visible. Socks or tights must be worn.

Pre-Designated /Spirit Days

The principal may allow on the pre-designated days for student on an approved list to wear "A" Team t-shirts, 4-H shirts, spirit shirts or their Boy/Girl Scout sashes. All other school uniform clothing must be worn on pre-designated days. This is also true for field trips.

Incentive Days:

Principals may allow for special dress days, including jeans, for school incentives. (Ex. Perfect attendance, Honor roll, Student of the month, BIG BUCKS)

1. All students enrolled in St. Martin Parish shall wear school IDs at all times.
2. Earrings are allowed to be worn in the ears only. They must be small studs or hoops. No large earrings will be allowed. No facial piercing, lip, tongue, nose or eyebrow jewelry is allowed.
3. Heavy chains hanging from belt loops or pockets and other type items are prohibited.
4. Hair curlers and rakes of any kind are prohibited.
5. Sunglasses (unless prescribed by a physician) are prohibited. A principal or designee may request a statement from the physician.
6. Book bags, Knapp sacks, or other bags used to carry student books and accessories must be mesh or see-through.
7. Gang-related jewelry, insignias, colors, paraphernalia, and materials are prohibited. Such may vary school to school and may change year to year.
8. Make-up, hair designs, and hair colors which cause undue attention, distracting from the educational environment as determined by the principal, are not allowed.
9. Excessive jewelry or clothing that is considered a distraction or a danger by the administrator is prohibited. (ex. Black trench coats, large dangling or hoop earrings, oversized purses etc.).
10. Body art/tattoos which cause undue attention, distracting from the educational environment as determined by the principal must be covered.

Individual school administrators have the right to implement a more restrictive student dress and appearance code policy. Any student who violates the Student Dress and Appearance Policy will be subject to the consequences listed in the Discipline Portion of School Handbook

NOTE: A revised St. Martin Parish Student Uniform Dress Code went in effect in the 2014-2015 school year. Refer to the Dress Policy changes thereafter. No logos other than BBHS may be worn. Students will wear a white or maroon polo shirt and khaki pants. This uniform policy will be strictly enforced.

Title IX Regulations

"Students, their parents, and employees of St. Martin Parish School System are hereby notified that this school system does not discriminate on the basis of sex and is required by Title IX of the Education Amendments of 1972 not to discriminate on the basis of sex in its educational activities and employment practices. Any person having inquiries concerning compliance with Title IX by the St. Martin Parish School Board is directed to contact Mrs. Bridget Lovvorn, 701 West Bridge Street, Breau Bridge 394-3226 or 332-4388 ext. 3232. Mrs. Lovvorn has been designated by the St. Martin Parish School Board to coordinate the school district's efforts to comply with Title IX."

Breaux Bridge High School is compliance with the Title IX Regulations. All students will have access to all course offerings and will be encouraged to select courses on the basis of their interests, values, and abilities.

NOTICE OF NONDISCRIMINATION

The St. Martin Parish School Board does not discriminate on the basis of race, color, national origin, sex, or handicap in its programs and activities.

Closed Campus

Once a student reports on the school campus he will not be allowed to leave until classes are dismissed for the day unless an emergency arises (illness, death in family, etc.) and the student is properly checked out. In order to check out, the front office or the BAC Facilitator must contact the parent or guardian and receive permission to sign him/her out from school.

Specifically the closed campus policy implies:

- a. Students who ride the bus are to report directly to school and may not leave the campus during any part of the school day, unless permission has been granted by the administrator.
 - b. A student driving to school in an automobile is to register his vehicle with the front office and may not sit in or use the automobile until after school is dismissed.
 - c. Students who have a dental or medical appointment may leave the campus, if the parent or guardian has contacted the school to check out the student. NOTE: All dental or medical appointments should be made after 3:05 p.m.
 - d. Students are not to be allowed to leave the campus to run personal errands.
 - e. Parents are allowed to pick up their children at any time during the school day as long as they are properly checked out in the front office.
 - f. Students are not allowed to go home for lunch even though they live close to school-- unless the parent or guardian properly checks out the student.
 - g. Once a student leaves the school campus (early dismissal, work, etc.) he may not return to attend a school function (pep rally, etc.)
- Parents, your child **WILL NOT** are called out of class to be given a personal message. It is your parental responsibility to inform your child before he/she leaves from home each morning of any personal messages your child is to be apprised of unless it is deemed an emergency.

Student Becoming ill at School

Any student too sick to be in a classroom will be sent home. Parents/guardians will be called from the Behavior Adjustment Center. ***The person picking up the student is required to sign the student out in the front office and provide a picture ID.***

Check-outs

Students must notify their classroom teacher who will in turn notify the facilitator in the Behavior Adjustment Center. The facilitator will contact the parent. The child will remain in their classroom until parent arrives at school to pick them up.

Radios, etc.

Radios, Walkman's, CD players, and other such electronic devices are not allowed on campus. They will be confiscated.

Cell Phones, Beeper and Other Telecommunication Devices

Beepers, used to notify an individual of a phone call or message, are not to be in a student's possession, in book bags or lockers. Cell phones and similar electronic devices are prohibited for all students in grades pre-Kindergarten through grade 12. They are not allowed on your possession. They may be kept in a student's vehicle, however. They must not be used during school hours! Otherwise, they will be confiscated.

When a principal or designee has reasonable cause to believe, and after verifying same, discovers that a student is using or in possession of an electronic telecommunications device including any beeper, pager, or cell phone while on school grounds or on a school bus or bus loading zone in violation of school board policy, that student shall be subject to disciplinary action.

The following procedures shall be followed:

First Offense - Remove the device, call parent, and device will be released to parent.

Second Offense - Remove the device, call parent, device will be released to parent and one (1) day in-school suspension.

Third Offense - Remove the device, call parent, device will be released to parent and student will incur an out-of-school suspension (1-3 days).

Fourth Offense – Remove the device, call parent, device will be released to parent and student will incur an out-of-school suspension (3-5 days).

Weapons

School Board policy and state law prohibit possession of weapons or articles which may be used as weapons by students. Dangerous articles or weapons include, but are not limited to firearms, fireworks, explosives, knives, razors, clubs, pocket/wallet chains or other articles which may be used for assault or injury.

Earrings

Earrings which indicate any type of drug paraphernalia or which are inappropriate for school will not be allowed on campus. Earrings may be worn on the ears only! Posts on the tongue, navel, eyelid, chin, nose etc. are not allowed. Covering a facial piercing with a Band-Aid is not allowed.

Chains

Students may not carry pocket watch, wallet, or any other chain types which may be considered as weapons. In other words, no chains are allowed.

Dress Code and Rules for Special Occasion Events:

The following guidelines have been developed within the spirit of the Board of Education's dress code policy with adaptation for a formal and semi-formal dance. The guidelines address behavior, dress, dancing, and musical selections for dances.

General Guidelines: All students must bring a pictured school ID with them to each event (this includes dates that do not attend Breaux Bridge High School). Dates who do not attend Breaux Bridge High School must have a completed approval form turned in to the office by the day established by administration. Faculty and administration will be checking all picture IDs at the entrance of the dance.

St. Martin Parish School Board policies and consequences regarding behavior are in effect during any school sponsored activity or event whether held on or off school property.

No book bags or large over-sized purses will be allowed at the dances. Small purses are acceptable. There will be a security check of everyone entering the dance.

Personal property such as coats, purses, cameras, etc. will be the responsibility of the owner.

Behavior: The St. Martin Parish School Board's rules and consequences will be in effect at all times. Students who choose to bring an outside guest are responsible for having a completed approval form turned in no later than the date established by administration and properly informing their guest of the rules and regulations.

Dress Attire for Events: Homecoming is a semi-formal event and semi-formal attire must be worn as described below:

Boy's Semi-Formal Dress: Long-sleeve, button-down shirt and slacks. No denim or jeans and no t-shirts. Tennis shoes and athletic shoes are not acceptable.

Girls Semi-Formal Dress: Dresses may be strapless or may feature spaghetti straps. Bare or open backs are acceptable. However, bare stomachs or bare midriffs and side seam cutaways are not permitted. Strapless dresses shouldn't fall below the bra-line. The back of the dress should not dip lower than the waistline. The skirt length and any slit in the skirt cannot be higher than four inches above the knee. No pants are allowed.

Prom is a formal event and formal attire must be worn as described below:

Boy's Formal Dress: Formal prom attire may be classified as a tuxedo or dress suit, including a tie or bow tie, a long-sleeve, button-down shirt, which may include a vest or cummerbund. Dress shoes must be worn while in any public building. Tennis shoes and athletic shoes are not acceptable. No denim or jeans allowed.

Girl's Formal Dress: Traditionally, formal dresses and gowns may be strapless or may feature spaghetti straps. Bare or open backs are acceptable. However, bare stomachs or bare midriffs and side seam cutaways are not permitted. Strapless dresses shouldn't fall below the bra-line. The back of the dress should not dip lower than the waistline. The skirt length and any slit in the skirt cannot be higher than four inches above the knee. Garments that are extremely tight or low-cut are unacceptable.

Music and Dancing: Music selections being played must be appropriate for a high school dance. A diverse selection of music may be played including pop, country, oldies, rock, dance, rap or other appropriate genres. Any music that implies promiscuous sexual activity or explicit lyrics including but not limited to extreme violence and foul language or profanity will not be permitted.

No one will be admitted after 9:00 P.M. No one will be permitted to leave and reenter the building.

Gym Classes

Students reporting to gym classes will leave their textbooks/clothes in the gym lockers while they participate in physical education activities. Be sure to lock all lockers! You are responsible for your valuables. Don't share your locker or combination with anyone!

Hall Traffic and Conduct

Keep to the right when walking to and from classes. Refrain from hand-holding and other displays of affection anywhere on the school premise.

Early Arrivals

Students arriving at school before 7:30 a.m. should confine their activities to the commons area. The gym and all classrooms will be available to students by 7:55 a.m. Students cannot be dropped off earlier than 7:10am.

Bus Transportation

In accordance with LA.R.S 17:158, the St Martin School Board provides free transportation for any student attending a school in the parish. Students must ride the bus they are assigned, unless other arrangements are made and approved by administration. For the safety of everyone on the bus, students should be aware of and obey all rules while on the bus and at the bus loading zone. Anyone violating rules of conduct will receive consequences based on parish guidelines.

NOTE: *The 3:02 p.m. dismissal bell is for students who ride the first busload only. Students who ride later buses or who ride in vehicles are to be released at 3:05 p.m.*

Accidents and First Aid

At each school, procedures shall be developed for the proper handling of accidents or emergency illness and made known to the staff. These shall incorporate the following requirements:

- a. The principal or another trained person shall be responsible for administering first aid.
- b. In all cases where the nature of an illness or an injury appears in any way serious, every effort shall be made to contact the parents immediately.
- c. No young child who is ill or injured shall be sent home alone, nor shall any older child unless the illness/injury is a minor one. A young child who is ill or injured shall not be taken home unless it is known that someone is there to receive him.
- d. In extreme emergencies, the principal may make arrangements for immediate hospitalization of injured or ill pupils, contacting the parent or guardian in advance if at all possible.
- e. The teacher or other staff member to whom a child is responsible at the time an accident occurs shall make out a report on an official form providing details about the incident. This shall be required for every accident for which first-aid is given.
- f. Serious accidents to students shall be reported as soon as possible to the Superintendent.

Medication in Schools

As a general principle, medications are not to be given at schools. Acutely ill students should be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists.

Students are not allowed to have any drugs or medication in their possession on the school grounds. This includes cough medicine/cough drops, aspirin, etc. of any kind!

Special circumstances exist for a health problem that can be expected to be of a long duration. A meeting with school nurse is mandatory if medications are needed on campus, please contact the school to make an appointment. When such a condition exists, the following policy will be adhered to:

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness:

1. Any student who is required to take medication during the regular school day must comply with school regulations. These regulations must include at least the following:
 - a. The parent or legal guardian of the student must provide an administration-of-medication form completed in its entirety and signed by a licensed physician or dentist for each medicine prescribed. A second form must also be signed by the parent. These forms may be picked up in the school's front office.
 - b. All medication must be labeled by the pharmacist with patient's name, name of medication, strength, dosage, and directions for administration. Unit dose containers or blister packs are strongly recommended.
 - c. Medication must be brought to school and picked up by the parent or legal guardian. Students will not be allowed to have any medication in their possession on school grounds or on school buses. Exceptions to this regulation will be made in extenuating circumstances if it is medically certified that student must have medication on his person to sustain life and that the student has been properly instructed on its care and use. Forms are available upon request.
 - d. Medication is to be administered by the principal's properly instructed designee(s) and recorded on the medication log when administered. At least 2 people in each school must be

designated to administer medication. The Parental Consent and Physician/Dentist Order Forms should be attached to the medication log.

e. Medication will be administered during a specified period established by the school. No medication will be administered at any other time unless there are special circumstances which are approved by the school administrator. During the time period when medication is being administered, the person responsible for the administration will be relieved of all other duties.

f. All medication will be locked up near or in the principal's office, unless the student self carries with permission of the school nurse.

Student Insurance Program

All students are enrolled in the school's insurance program. Any students may purchase additional school insurance if they so desire. Students who hurt themselves at school should report the incident to the assistant principal immediately. The student insurance program is a secondary policy. NOTE: The School Board shall not assume liability for accidents to students.

Student Conduct on School-Sponsored Trips

Students who go on off-campus trips sponsored by the school, whether during the school day or overnight, are under the immediate jurisdiction of the school. All trips must be approved by the building principal who will determine the number of sponsors necessary to properly chaperone the group. In order to ensure behavior that will be a credit to the schools of St. Martin Parish and to each individual school community, the following regulations will be in effect:

- a. A student will follow all school/parish rules governing behavior, dress and appearance
- b. Sponsors shall have the right to enforce curfews on their group or on certain individuals within the group.
- c. Sponsors shall have a right to regulate when and where a student may go while on the trip.
- d. Sponsors shall have the right to refuse to take certain students on the trip who have demonstrated an unwillingness to cooperate.
- e. Unless a student is at a school-sponsored trip under the direct supervision of the school, the school will not be responsible for the student.

Since student behavior on these trips reflects the integrity of the entire student body, punishment for irresponsibility, dishonesty, or immoral conduct should be accordingly severe.

Adopted: date of manual adoption: St. Martin Parish Public Schools

CRISIS PLAN STRATEGY

Breaux Bridge High School has developed a Crisis Plan that includes procedures to follow in an emergency situation. If the severity of the crisis warrants an evacuation of the school, the students will be evacuated by bus to the Breaux Bridge Junior High Gym. The parents are asked to follow posted signs for parking and to sign out/check out the student with the designated school personnel

NOTE: *Any policy of BBHS may be superseded by policies of the St. Martin Parish School Board.*

2015-2016 Breaux Bridge High School Bell Schedule

BBHS Bell Schedule 2015-2016	
Time	1st Lunch Students
7:55	1 st Bell and Channel 1
7:58	Tardy Bell
7:58	Channel 1 (10)
8:05-9:30	Block One (85)
9:30-9:33	Transition (3)
9:33-10:58	Block Two (85)
10:58-11:28	1 st Lunch (30)
11:28-11:31	Transition (3)
11:31-12:56	Block Three (85)
12:56-12:59	Transition (3)
12:59-1:34	Skinny (35)
1:34-1:37	Transition (3)
1:37-3:02	Block Four (85)
3:02	First Bell
3:05	Second Bell
Time	2nd Lunch Students
7:55	1 st Bell and Channel 1
7:58	Tardy Bell
8:05-9:30	Block One (85)
9:30-9:33	Transition (3)
9:33-10:58	Block Two (85)
10:58-11:01	Transition (3)
11:01-12:26	Block Three (85)
12:26-12:56	2 nd Lunch
12:59-12:59	Transition (3)
12:59-1:34	Skinny (35)
1:34-1:37	Transition (3)
1:37-3:02	Block Four (85)
3:02	First Bell
3:05	Second Bell