



# DOYLE HIGH SCHOOL

## 2024-2025 Student Handbook

P.O. Box 160, Livingston, LA 70754

(225) 686-2318

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### Message from Administration

The purpose of this parent/student handbook is to give you an overview of the school's policies, procedures, guidelines, and expectations. We ask that you review the complete handbook (posted on school website) with your child and use it as a guide throughout the year. The primary responsibility of the faculty and staff of Doyle High School is to meet the academic needs of our students while also providing a safe environment where they can grow socially and develop life skills needed after graduation. We provide a varied educational program, recognizing that students vary in their abilities and learning styles. Specific course information, daily assignments and/or weekly agendas will be posted by each teacher. It is our hope that this will increase students' organizational skills and help you, the parent, know the academic responsibilities of your child. Working together as a team can make this school year a very successful one for your child. If you have any further questions please contact the school at 225-686-2318.

### SCHOOL CALENDAR – 2024/25

Planning/Preparation (TEACHERS and PRINCIPALS)*	Mon./Tue./Wed. August 5,6,7, 2024 (Full Days)
First Semester Begins (STUDENTS)	Thursday, August 8, 2024 (Full Day)
LPPS Prof. Development* (different areas of the district will be closed)	September 17,18,19, 2024 (Full Day)
LPPS Professional Development*	Wednesday, October 23, 2024 (early dismissal)
First Semester Ends (STUDENTS/TEACHERS)	Friday, December 20, 2024
Planning/Preparation (TEACHERS and PRINCIPALS)*	Monday-Tuesday, January 6,7, 2024 (Full Days)
Second Semester Begins (STUDENTS)	Wednesday, January 8, 2024
LPPS Professional Development* (different areas of the district will be closed)	Feb. 11,12,13, 2025 (Full Day)
LPPS Professional Development	Wednesday, March 19, 2025 (early dismissal)
Second Semester Ends (STUDENTS)	Friday, May 23, 2025
Second Semester Ends (TEACHERS and PRINCIPALS)*	Friday, May 23, 2025

ELEMENTARY & JUNIOR HIGH		SECONDARY	
Wednesday	September 11, 2024	Wednesday	September 11, 2024
Friday	November 15, 2024	Tuesday	October 15, 2024
Tuesday	February 11, 2025	Friday	November 15, 2024
Friday	April 25, 2025	Tuesday	February 11, 2025
		Friday	March 18, 2025
		Friday	April 25, 2025

SCHOOL HOLIDAYS (STUDENTS)	
Labor Day	Monday, September 2, 2024 (1 Day)
LPPS Fall Break	Thursday-Friday, October 10-11, 2024 (2 Days)
LPPS Professional Development*	Wednesday, October 23, 2024(early dismissal)
National Election Day	Tuesday, November 5, 2024(1 day)
Convention and Thanksgiving	Monday - Friday, November 25-29 2024 (5 Days)
Christmas and New Year's	Monday, Dec. 23, 2024 – Tuesday, Jan. 7, 2025 (12 Days)
Martin Luther King Day	Monday, January 20, 2025 (1 Day)
Mardi Gras	Monday-Wednesday, March. 3,4,5, 2025 (3 Days)
LPPS Professional Development*	Wednesday, March 19, 2025 (early dismissal)
Easter	Monday, April 14-18, 2025 (5 Days)

GRADING PERIOD ENDS/ELEM. & JUNIOR HIGH		GRADING PERIOD ENDS/SECONDARY	
Wednesday	October 9, 2024 - 44 days	Friday	December 20, 2024- 88 days
Friday	December 20, 2024 - 44 days	Friday	May 23, 2025- 89 days
Friday	March 14, 2025 - 44 days		
Friday	May 23, 2025 - 45 days		

\*School staff will observe all holidays with the exception of those designated as for planning and in-services.

REPORT CARDS TO BE ISSUED			
ELEMENTARY AND JUNIOR HIGH		SECONDARY	
Friday	October 18, 2024	Tuesday	January 14, 2025
Tuesday	January 14, 2025	Friday	March 18, 2025
Friday	March 21, 2025	Thursday	May 29, 2025
Thursday	May 29, 2025		

### ABSENCES, ATTENDANCE AND EXCUSES (LPPS Policy JB)

DHS follows state and local guidelines for attendance. State law requires:

- 6-8<sup>th</sup> grade students to be in attendance for 167 days each year. Students may only be absent a total of 10 school days
- 9<sup>th</sup>-12<sup>th</sup> grade students to be in attendance 83 days each semester. Students may only be absent a total of 5 school days each semester
- LPSB list personal illness with Dr. note, death in the family and extreme emergencies as legitimate excuses for absences.
- Hand written excuses will be accepted for make-up work only. It will not be deemed as an excused absence.
- Suspensions are considered unexcused absences.

Class absences are by individual class periods, not by full day. Tardiness and early checkouts will affect the number of absences in the classes missed even if only part of the class was missed.

- Students missing the last few days of a semester because of vacation, jobs, etc. will be given unexcused absences for days missed. No midterm or final exams will be given early.
- Any student with 15 or more absences in 4 or more classes shall not be able to attend homecoming or prom.

### TARDIES

A student shall be considered tardy to school if the student is not in his/her first period class when the bell to begin class rings. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal.

- Students arriving late to school must report to the office.
- 3 or more unexcused tardies will result in disciplinary action.
- On the 7th tardy your child will also receive a FINS referral.

High School Bell Schedule					
Monday (B)		Tuesday/Thursday (A)		Wednesday/Friday (B)	
<b>First Bell 7:25</b>					
1	7:28-8:16	1	7:28-9:10	2	7:28-9:10
2	8:19-9:05	3	9:14-10:46	4	9:14-10:46
3	9:08-9:54	5	10:50-12:25	6	10:50-12:25
4	9:57-10:43				
5	10:46-11:32				
6	11:35-12:21				
<b>Lunch 12:25-12:50</b>					
7	12:54-1:40	7	12:54-2:28	8	12:54-2:28
8	1:43-2:28				

Junior High School Bell Schedule					
Monday (B)		Tuesday/Thurs. (A)		Wednesday/Friday (B)	
<b>First Bell 7:25</b>					
1	7:28-8:16	1	7:28-9:10	2	7:28-9:10
2	8:19-9:05	3	9:14-10:46	4	9:14-10:46
3	9:08-9:54				
4	9:57-10:43				
<b>Lunch 10:43-11:11</b>					
5	11:14-12:02	5	10:50-12:25	6	10:50-12:25
6	12:05-12:51				
7	12:54-1:40	7	12:54-2:28	8	12:54-2:28
8	1:43-2:28				

## CHEK-IN AND CHECKOUT PROCEDURES

1. All students who arrive at school late must sign-in to the office and will receive an admit slip to class.
2. Should a student need to leave school before dismissal, a parent or guardian must come to the office and officially sign the child out of school.
3. Students will only be allowed to check out with the people listed on their check out card. We are not familiar with all parents, relatives and friends on your list; therefore, identification is necessary. This is for the child's protection.
4. 5 unexcused checkouts may lead to disciplinary consequences.

## LEAVING CAMPUS DURING THE SCHOOL DAY

1. No staff member shall excuse any pupil from school prior to the end of the school day, or into any person's custody, without direct prior approval. The principal shall not excuse a pupil before the end of the school day without a request by the students' parents.
2. Please instruct your child not to leave school with anyone other than those persons having your permission.
3. Please phone the office in advance (225-686-2318) to notify us that you are sending someone else to pick up your child.

**We must be made aware of any custody problems that may exist where only one parent has the right to pick up a child. We must also have a copy of the legal papers on file. It is the parents' responsibility to keep the school informed where these problems could exist.**

## VISITORS ON CAMPUS

All visitors must report to the office immediately when arriving on campus. Permission and a visitor's pass must be obtained before visiting any area of campus.

## BUS RULES

The bus loading area is off limits to vehicular traffic between 7:00 am – 7:30 am and 2:00 pm- 3:00pm. The safety of your child is our number one priority. All school rules apply while on the bus. Severe or habitual violations of bus rules will result in the student being removed from the bus for the remainder of the school year.

## CAR RIDERS

Student are not allowed to be dropped off or picked up anywhere on campus except at the designated parent drop off area. To assure student safety each vehicle must come to a complete stop and wait for the student(s) to reach the sidewalk before driving ahead. Please be courteous of other parents and do not block the driveway to stop and talk or get out of your vehicle. We ask that you be very careful and travel at a minimum speed while on this campus.

## STUDENT PARKING

All students who drive to school are required to purchase a parking tag to park only in the student parking lot. The student parking lot is located on the North side of the campus. NO student is to park, at any time, in the back parking lot near the gym. Students are to observe all rules and regulations as outlined in the DHS Parking Permit Form, or parking privileges may be revoked.

## STUDENT BOUNDRIES

When High School students leave their buses or cars, they are to go immediately to the commons area between the gym and the office building. Junior High students should stay on the West side of the Lunchroom.

## TRANSPORTATION

Student Transportation information is included as part of the Emergency Information card parents are required to complete and return to school. Please list the names of only those persons having your permission to pick your child up. We will **NOT** allow a child to leave school with anyone other than those listed. If your child will be walking to and from school please write this on the Student Transportation Form. We ask that parents of walkers please stress the importance of safety to your child. Bus riders are assigned to a specific bus according to the location of their home. Students will NOT be allowed to ride different buses for the purpose of going to another person's home. Please do not call school and ask that we put your child on a different school bus to go to grandmas, aunt, etc. as bus drivers can only transport those students who have been assigned to their passenger list.

## STUDENT SUPPLY FEE

The student supply fee is due by October 1. This will be used to provide student supplies as well as classroom instructional materials. Unpaid fees will be marked as a debt on the student account.

## LOCKERS

High students will have the option to rent a locker. In order to be able to use the locker, the student must pay a \$5 nonrefundable fee. The student will then be issued a combination for the lock. If the lock is damaged or lost, the student will be charged a \$10 replacement fee. **ALL LOCKS MUST REMAIN ON ASSIGNED LOCKERS.**

## LUNCH/BREAKFAST

Breakfast-on-the-go will be available daily as students arrive to school. Students may eat the school lunch or a lunch from home. Students may not bring soft drinks or fast foods on campus. All LPPS students will receive free meals for the 24-25 school year. **Students may not leave campus during lunch. Students that check out and return to campus without an acceptable excuse/dr. note will receive an unexcused tardy.**

## MEDICATION

In accordance with Livingston Parish School System's Medication Policy, all medicine (prescribed or over the counter) must be checked in with the office, along with parental consent form for medication administration signed by parent and doctor.

## TELEPHONE

The school telephone is only available to students for emergencies or illness. Classes will not be interrupted to deliver messages except for emergencies.

## ASSIGNMENTS

Specific course information, daily assignments and/or weekly agendas will be posted by teachers. Access information will be provided by each teacher.

## CHEATING

If a student is caught cheating, a grade of zero will be given for the work involved and the teacher or administrator will notify the parents of the student caught cheating. Disciplinary action may also be issued.

## GRADING

Points will be recorded in the grade book for each activity or test that will count towards the students' grade. DHS will follow the LPPS Middle/High School Weighted Grading Policy. The following grading scale will then be applied in order to obtain a letter grade for each grading period:

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

## PARENT PORTAL

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment feedback. A PowerSchool parent account allows you to participate more fully in your students' progress. A link to the parent portal can be found on our school website. Please call the office for help setting up an account.

## PARENT TEACHER CONFERENCES

If you have a concern or feel there is information that we need to know about your child, please schedule a conference by calling the school office. Teachers/Administrators are not available during class time or throughout the school day when they are teaching and fulfilling student related responsibilities. It is best that appointments be scheduled in advance. We would also encourage you to communicate with our staff via e-mail or phone if that is more convenient for you the parent.

## LIBRARY

Students are encouraged to use the library.

1. Only one book at a time can be checked out by a student.
2. No gum, food, or drink is allowed in the library.
3. Students are responsible for returning books on time. Overdue books will be recorded as a debt on student accounts.

## GUIDANCE

When a student wishes to see our guidance counselor, he/she should ask his teacher for a guidance request form. The student should fill it out and give it to his/her teacher.

## STUDENT CONDUCT

DHS embraces the principles of Positive Behavioral Intervention/Supports to implement the most effective approach to addressing problematic behaviors. We set high expectations for all students. The DHS infraction system will be used for minor disciplinary behaviors. More serious offenses will be referred to the office.

## CAMPUS RULES

1. A student must be in school for at least one-half day to be able to participate in any after-school activity.
2. Students are not to be in a classroom without supervision. Ex-before school, recess, after school, etc. Students are not allowed in the teachers' lounge.
3. No personal items other than those required for class will be allowed at school. This includes Smart Watches, toys, radios, fidget spinners, trading/Pokémon cards, computer games, etc. These items will be confiscated by the principal and returned at the end of the school year or by parent pick up in the office.
4. Students may not bring, swap and sell/buy any items on campus/buses.
5. Students may not loiter in the restrooms. Multiple students are not allowed in the restroom stalls together.
6. Every student must participate in all classes. Sleeping, not bringing required materials, or not attempting assigned work will not be allowed.
7. Students with poor grades, missing grades, excessive infractions/office referrals may be excluded from any and all extracurricular activities.
8. School rules as outlined in this handbook apply to all extra-curricular activities.
9. Students must adhere to all directions or instructions provided by ANY school staff member.

## DISCIPLINE POLICY

1. No student has the right to disrupt the education of any other student.
2. No student has the right to interfere with the mental, physical, or emotional well-being of other students or staff.
3. Students are expected to show respect and obedience to all school personnel.

Any conduct which causes a substantial disruption with any school function, activity, or purpose, or that interferes with the health, safety or well-being, or the rights of themselves or others is prohibited. The following list is a general guideline- not all acts of misconduct can be itemized here. Violations of these rules will result in disciplinary action including detention, suspension or expulsion.

1. Willful disobedience
2. Treats an authority with disrespect
3. Uses profane and/or obscene language
4. Is guilty of immoral or vicious practices
5. Is guilty of conduct or habits injurious to his/her associates
6. Uses or possesses tobacco, lighter, or e-cigarette
7. Uses or possesses alcoholic beverages
8. Disturbs the school or habitually violates any rule
9. Cuts, defaces or injures any part of public-school buildings/vandalism
10. Writes profane and/or obscene language or draws obscene pictures
11. Instigates or participates in fights while under school supervision
12. Violates traffic and safety regulations
13. Leaves school premises or classroom without permission
14. Is habitually tardy and/or absent
15. Unauthorized use of technology. Misusing the internet/violates electronic/technology policy
16. Improper dress
17. Academic dishonesty
18. Failure to serve an assigned consequence
19. Possessing, handling or transmitting any object or material that could be considered a weapon.
20. No physical contact is allowed between students while on campus. This includes slapping, kicking, playing, hugging, hand holding or any form of aggressive or affectionate contact.
21. Use and possession of gum, candy, or any other foods not allowed at school.
22. **The 3<sup>rd</sup> suspension will result in immediate recommendation for expulsion.**

The Administration reserves the right to change the DISCIPLINE POLICY according to requirements by the Central Office and recognizable need for the smooth operation of the school. Disciplinary measures will be imposed for offenses other than those listed here as the need arises and at the discretion of the school administration.

Action to be administered by the office for discipline problems shall be one of the following:

**Conference-** Conferences may be used at the discretion of the Administrator for minor discipline problems or to avoid the occurrence of a more serious, major offense.

**Detention-** Detention is an alternative to suspension. It is designed to improve behavior, and it affords the student an opportunity to not miss any instructional time. Any violation of rules governing the detention will result in an automatic suspension. After school detention, **will not be rescheduled** without prior request made by **the parent only**. Students cannot reschedule detentions. If a student fails to attend detention, this may result in a suspension.

**In School Detention-** Students will report to a designated location on the day of their ISD. Students will complete regular assignments in the ISD classroom instead of attending their regular classes. Students will not interact with their peers on the day of their ISD.

DHS will attempt to notify by telephone as well as by written notice parents of suspended students. For infractions that do not involve suspensions, written notification is sent home with the student.

## STUDENT USE OF PERSONAL ELECTRONIC DEVICES

**No student, shall use, make visible, or operate any personal electronic device any school grounds. The devices shall include, but are not limited to, cellular phones, smart phones, smart watches, iPads or other devices with audio features.**

**Students in Grades 6 – 12:** No student shall possess, on his/her person, an electronic telecommunication device throughout the instructional day. If a student brings an electronic telecommunication device in any school building during an instructional day, **the electronic device shall be turned off and properly stowed away for the duration of the instructional day.**

Any cellular telephones and/or other personal electronic devices in possession, use or operation during the regular academic day shall be confiscated by a faculty or staff member at the time of the infraction. A student's refusal to relinquish the device shall be disciplined in accordance with the Student/Parent Handbook. The confiscated device shall be held in the administrative office, and the student's parents or guardian will be contacted. Parents may retrieve the device before, or at the end of, the regular academic day, or other designated time determined by the principal. When a student's device is confiscated pursuant to this policy, he/she shall be disciplined in accordance with the progressive discipline policy as listed in the school's Student/Parent Handbook.

- Each student shall be responsible for personal electronic devices at all times. The school is not responsible for storing or keeping the device(s) secure at any time. A student brings such device at his/her own risk. The school will not be responsible for searching for lost or stolen devices.
- Students shall not use devices to record, transmit, or post photographic images, sound, or video of a person or persons on campus during school activities and/or hours at any time, unless otherwise directed by a teacher for specific educational purposes that have been approved by the principal.
- Unless specifically directed by a teacher, a student turning on or activating a personal electronic device during testing or assignments, except in the case of emergency shall be subject to discipline and confiscation of the device in accordance with policy.
- Improper use of devices may result in disciplinary action.
- Student devices with camera and video capability shall not be used in any way to infringe upon the privacy of students and staff.
- Students shall comply with all teacher or administrator requests regarding technology.

**Any violation of these guidelines may result in the loss of privileges as well as other disciplinary action.**

## RECORDINGS

Audio and video recordings are not allowed at DHS without prior approval from the Principal. This is to protect the rights and privacy of adults and minors on our campus. Please note, this does not apply to general assemblies, awards ceremonies, and other school sponsored events or sports.

## BULLYING PROCEDURES

DHS does not tolerate bullying, harassment, or intimidation. Reporting can be done by any student or parent. Each report shall be handled according to parish policy

## DRESS CODE

It is the responsibility of each student to use good judgment regarding appearance and attire.

1. Styles of dress and grooming never should be such that they represent a collective or individual protest.
2. **Appropriate footwear must be worn to school (no shower shoes, flip-flops).**
3. Caps, hats, unprescribed glasses are not permitted.
4. Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited.
5. Earrings are allowed for students provided they are not a safety concern or a distraction on campus.
6. Piercings, other than ears, are not permitted.
7. Jewelry, including earrings, worn during the school day should be a size and dimension that is not a safety concern or a distraction.
8. Hair should be neat, clean, and out of the student's eyes. Students should have natural hair color. Extreme unnatural colors are not allowed. Principals have discretion if a hairstyle including accessories interferes with learning.
9. Neatly groomed facial hair is acceptable, including mustaches, beards and goatees.
10. Tattoos that are vulgar, obscene, political, offensive or otherwise disruptive to the school environment are not permitted and must be covered.
11. Foundation garments must be worn.
12. Dress during any period where uniforms are not required, such as special event days, or for transferring students, shall be consistent with the intent and spirit of the School Uniform Dress Code.

## SCHOOL UNIFORM DRESS CODE

### Shirt:

- Solid color: Navy blue or white. Polo: (golf-boxed, hemmed) two, three or four buttons at the top front with collar (Short or Long sleeves) or Oxford/dress shirt (short or long sleeves)
- Middle/Junior High and High school students shall be required to tuck in shirts.
- Designs, emblems, insignias, monograms and logos are prohibited.
- Under-shirts and t-shirts, if worn must be white, gray or black.
- If applicable, school issued spirit shirt may be worn in place of the uniform polo on designated day.

### Pants, Skirts, Shorts, Skorts, Jumpers:

- Solid color: Khaki. No jean, knit, jeggings, stretch, cargo, capri, or cropped styles.
- Appropriate fit: not too loose, not too tight; no sagging.
- Middle/junior/high school students' pants must have belt loops and a belt is mandatory.
- Must be worn at waistline
- Skirts should be to top of kneecap. Jumpers should be to top of kneecap; not allowed for 9-12.
- Shorts/Skorts: Top of knee to four (4) inches above knee.
- The only logos allowed should be the manufacturer's label. All bottoms must be hemmed.

Belts: Belt required with clothing designed with belt loops, any color, no inappropriate logos or slogans. Belts are to be worn correctly and buckles are not to be excessive size or offensive in design. Studs and spikes are prohibited.

### Socks/ Hose/Tights:

- Socks may not have inappropriate or offensive wording or images. Socks above the knee are prohibited.
- Tights/Leggings solid color black, gray, navy blue or white (May only be worn under skirts/dresses/jumpers).

### Pullovers:

- Solid Navy blue or White (¾ zip, crew, hoodies, sweaters) are allowed. A pullover cannot be worn in place of shirt nor be so large that it conceals a student's bottom garment. Designs, emblems, insignias, monograms and logos are prohibited
- Any spirit pullover purchased from the school or a vendor with the school name or logo is acceptable.

Shoes: Closed-toe and closed-heel shoes are mandatory. Footwear shall not extend above the knee.

### Coats:

- Coat/jacket/sweater may be worn as long as the uniform shirt collar is revealed under the coat/jacket/sweater
- Vests/jackets/sweaters/coats that zip/button/snap from top to bottom may be any color and with hood.

**Non-compliance shall result in progressive disciplinary action.**

### Progressive Disciplinary Action (Regarding Dress Code):

**Students violating the School Uniform Dress Code shall be disciplined as follows:**

- **1<sup>st</sup> – 3<sup>rd</sup> Offense: Notification sent home to parents via student.**
- **4<sup>th</sup> Offense: Lunch Detention and parent/guardian notification per incident.**
- **5<sup>th</sup>-6<sup>th</sup> Offense: After School Detention/Extended Detention and parent/guardian notification per incident.**
- **7<sup>th</sup> or more offenses: One (1) day out school suspension for each offense due to willful disobedience.**

## NON-UNIFORM DRESS

On occasion students will be permitted to wear apparel other than school uniform. It is important that in ALL cases the dress is school appropriate.

### Shirts

- No spaghetti straps, tank tops or sleeveless
- No inappropriate sayings, slogans or logos
- No bare midriff or crop tops allowed

### Shoes

- Closed-toe/closed-heel shoes are mandatory
- No crocs, slides or house shoes

### Bottoms

- Blue jeans or school appropriate athletic bottoms
- **NO HOLES, cutoffs or frayed edges**
- No leggings, clingy sweatpants or pajamas
- **Shorts/skirts/skorts must be no higher than 4 inches above the knee**

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.

TITLE IX: Livingston Parish Public Schools adhere 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 Bruce Chaffin, Assistant Superintendent, P.O. Box 1130, Livingston, LA; phone (225)686-7044. 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.

ACT 93: In accordance with Louisiana Act 93 suicide awareness, prevention, and training will be addressed at DHS. Suicide Prevention Numbers: Dial: 9-8-8 OR Text: 833-TEXT-TEEN