South Terrebonne High School
Student Handbook
2026-2027

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https://www.tpsd.org/schools/sth
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BELL SCHEDULE

Time	Class Period
7:00 - 7:20	Take-In/Breakfast
7:25 - 8:20	HR/1st Period
8:24 - 9:16	2nd Period
9:20 - 10:12	3rd Period
10:16 - 11:08	4th Period
11:08 - 11:43	Lunch
11:48 - 12:40	5th Period
12:44 - 1:36	6th Period
1:40 - 2:35	7th Period
2:35	Dismissal

EXPECTATIONS STATEMENT - S.W.A.M.P.
Stay Focused
Work Hard
Accept Ownership
Model Respect
Project Pride

VISION AND MISSION
Vision: South Terrebonne High School will invest in our bayou community by promoting intrinsic motivation for continuous improvement in academics and for future success through molding visionary, productive citizens who value innovation and creativity.

Mission: South Terrebonne High School will:
- foster a positive, safe, supportive school climate
- support a challenging, innovative academic environment
- develop motivated, adaptable individuals
- provide opportunities for postsecondary excellence
- encourage continued investment and unity among stakeholders.

ACADEMICS
The Terrebonne Parish grading scale is as follows:

		Regular & Honors Courses	AP & 5 point Honors Courses
A	90-100	4 quality points	5 quality points
B	80-89	3 quality points	4 quality points
C	70-79	2 quality points	3 quality points
D	60-69	1 quality point	2 quality points
F	59 and below	0 quality points	0 quality points

A student enrolled in AP courses who does not take the AP exam **will not** be afforded the AP grading scale.
To pass a one-unit course, a student must obtain the equivalent of five quality points. A student who fails BOTH the last grading period AND the LEAP 2025 / final exam, will fail the course for the year regardless of the number of quality points he has earned up to that point (Double F Policy).

To pass a ½ unit course, a student must obtain 2½ quality points.

Exemptions

Students may only be exempt from a final exam if they maintain an A average for all grading periods. There are no final exam exemptions in half unit, LEAP 2025, or AP courses. If a student chooses not to show up for a final exam and has not met the qualification for an exemption, the student will receive a grade of F for the exam which may affect his/her transcript average in the class.

Grade Reports

The Student Progress Center (SPC) is utilized for reporting of all grades including report cards and progress reports. Report cards will be posted to the SPC every 9 weeks. Progress reports will be posted to the SPC at the midpoint of each grading period. Current grades can be checked at any time through the SPC.

High School Promotion/Classification

- T9 – any incoming 9th grade student who does not meet the 8th grade promotion requirements
- Freshmen – any incoming 9th grade student who meets the 8th grade promotion requirements
- Sophomore – a student who has earned at least 5 Carnegie units
- Junior – a student who has earned at least 11 Carnegie units
- Senior – a student who has earned at least 17 Carnegie units

Graduation Requirements

TOPS University Diploma *College Requirements*	Jump Start TOPS TECH (Career Diploma) *Junior or Technical Colleges Only*
4 Units of English	4 Units of English
4 Units of Math	4 Units of Math
4 Units of Science	2 Units of Science
4 Units of Social Studies	2 Units of Social Studies
½ Unit of Health	½ Unit of Health
1 ½ Units of PE	1 ½ Units of PE
1 Unit of Art	Complete a series of Jump Start coursework
2 Units of the same Foreign Language	Attain approved statewide, regional or advanced Jump Start credentials
3 Electives *Students entering 9th grade in 24-25:* *-2 electives* *-1 Financial Literacy*	9 Pathway Electives
TOTAL 24 Units	TOTAL 23 Units

In addition, students will be required to pass the LEAP 2025 assessment in English I or English II, Algebra I or Geometry, and Biology or U.S. History (Civics will replace U.S.

History for students entering 9th grade in the 2024-2025 school year).

Scholarships

Post-secondary scholarship financial assistance funds can be awarded by federal or state government agencies, academic institutions, private foundations, or other funding agencies as a reward for personal achievement as measured by ACT, SAT, and Core GPA. Once qualified through academics, other categories such as service, leadership, individual talents and financial need are evaluated to determine eligibility for financial assistance. Some scholarship resources are listed on the school website under the counselors' page and in the Senior Google Classroom.

Standardized Tests

Students will take a number of standardized tests during their high school careers as part of the state's graduation requirements. College track students are required to take the ACT; Career track students are required to take WorkKeys Career Readiness Assessment or the Armed Services Vocational Aptitude Battery (ASVAB). Students are highly encouraged to take these tests multiple times. During the school year, the state will administer one ACT to all 11th grade students during the school day at no charge. Additional ACT tests can be taken outside of the school day. Students can register through www.myact.org (parents are responsible for fees). Career diploma students will take the WorkKeys Career Readiness Assessment during their junior and/or senior years. This assessment tests student knowledge of application of math, technical writing and graphic literacy. All students will be required to pass LEAP 2025 in English I or English II, Algebra I or Geometry, and Biology or U. S. History in order to meet graduation requirements. Civics will replace U.S. History for students entering 9th grade in the 2024-2025 school year.

Honor System (Cheating)

For those students not abiding by the honor system in examinations or work, the following guidelines will be used: A student who is guilty of cheating on a daily quiz, weekly assignment, major test, semester examination, or any other work or assignment will receive an "F" on the test or assignment. Parent/Guardian will be notified. Repeated offenses shall result in disciplinary action.

Testing irregularities:

A student who fails to follow teacher-prescribed testing procedures (e.g., cell phone use, silence, facing forward, failure to put away study sheets or study notes, etc.) shall receive a grade of "F" and shall not be permitted further evaluation on the same material. Turning in the copied work of another or plagiarizing will be dealt with in the same manner as cheating. This includes the inappropriate or non-approved use of AI tools.

Honor Graduate Guidelines

The Terrebonne Parish School District has embraced a philosophy of encouraging students to take an aggressive approach in taking the maximum number of regular courses, Advanced Placement courses, and Dual Enrollment courses in high school to ensure that they are college and career ready.

Honor Graduates so designated shall be those who have maintained a grade point average of 3.50 or better. Computation shall be based upon courses scheduled for Carnegie Unit credit as stipulated in Louisiana Handbook for School Administrators Bulletin 741, and shall be derived by taking the total quality points earned divided by the total number of units carried regardless of the total number of courses scheduled.

The student (graduating senior based on cohort) with the highest final cumulative Grade Point Average (GPA) will be recognized as the school's Valedictorian. The student will be enrolled a minimum of 2 full consecutive semesters (junior and senior year) in a Terrebonne Parish School. Cohort is determined by end of year 9th grade placement.

The student (graduating senior based on cohort) with the 2nd highest final cumulative Grade Point Average who has all A's, and the same or more AP courses or Dual Enrollment courses than the Valedictorian, but has more Carnegie Units taken, which mathematically lowers the Grade Point Average, will share the Valedictorian recognition. Both students will give the school's commencement speech.

STUDENT SERVICES DEPARTMENT

Three counselors and one secretary staff the Student Services Department of South Terrebonne High School. The primary duties of the counselors are to assist students in acquiring necessary information about themselves, curricular offerings, collegiate and technical training, and future careers so that students maximize opportunities for success during their high school careers and in their post-graduate lives.

Each student is assigned to a counselor based on his/her grade level: Seniors, Graduating Juniors, and Juniors A-D (Ms. Kenya Fields), Sophomores & Junior E-N (Ms. Leslie Sevin), Freshmen, T9 & Juniors O-Z (Mrs. Janet Smith). In matters concerning scheduling, maintenance of records, student data or any other file information, students must consult their Counselor of Record. However, students are at liberty to see the counselor of their choice concerning personal matters.

Whereas it is next to impossible to enumerate all the many services and activities offered by the Student Services Department, the following are noted:

- Assistance in proper course selection
- Counseling in reconciling the student's abilities, achievements, and aspirations
- Assistance in interpretation and use of standardized test results (Workkeys, ACT, PSAT, SAT, ASVAB, LEAP)
- Information and applications for the PSAT, ACT, Workkeys and SAT
- Information and applications for scholarships and financial aid
- Admittance and withdrawal of students
- Transference of student records from one school to another
- Counseling services relative to school adjustment, class adjustment, pupil-teacher relationships, educational and occupational plans, and social-personal problems
- Referrals to appropriate outside agencies when warranted
- Information on the military, colleges and other post-high school institutions
- Information and necessary forms for "good student" discounts for car insurance
- Counseling services relative to study habits, grades, and subjects

To obtain general information, a student is to visit the Student Services Department at his/her convenience either before school or at lunch. To make an appointment with a counselor, a student must complete the Counselor Request Form for the student's grade level. These forms can be found in the student's graduating class Google Classroom or on the school website. Only in the case of an emergency should a student report to the Student Services Department during class time without completing a request form.

Withdrawal From School

This is a formal and legal procedure. Students who simply leave school informally and cease to attend will find that their records are frozen and will not be able to be sent to their new location. Those leaving South Terrebonne High School should go to the Student Services Department to withdraw, following the procedures set by the school counseling department. Proper withdrawal will include settlement of financial indebtedness, return of textbooks, chromebooks, and other school-owned materials.

ATTENDANCE AND MAKEUP WORK

– See TPSD Code of Student Conduct and LDOE Attendance Requirements

Tardy Policy

Unexcused or unsubstantiated tardiness to school and class will be handled on a yearly basis as outlined below. Since 1st period class will also serve as homeroom, a student will be considered tardy for school/first period if he/she reports to homeroom/first period after the 7:25 tardy bell. Excused tardies to homeroom may be approved by the principal or the assistant principal only. A telephone call will not be accepted as an excused tardy. Car trouble, traffic jams, or the fact that a friend did not pick you up will be considered an unexcused tardy. We will be reluctant to excuse anyone who is late for school.

Should a student arrive to school tardy, it is mandatory to report to the office to obtain an admit slip. You may not simply report to a class after homeroom without first reporting to the office.

Students must be in the classroom by the time the tardy bell sounds to begin class. Teachers shall document every occurrence of tardiness and take the appropriate action per class.

Tardy Consequences:

1st Offense- Record, Verbal Warning

2nd Offense- Record, Lower Conduct 1 Letter

3rd Offense- Record, SWAMP Assignment, Lower Conduct, Parent Contact

4th Offense- Write a major office referral.

- Acceptable excuses for tardies to school: Doctor's Excuses.
- Habitual tardiness will result in disciplinary action and/or mandatory parent conference. This includes excused and unexcused tardies.

*Conduct grade for tardies starts over each grading period; office referrals reset in January.

Check Outs

Due to state law, a person must present valid picture identification in order to check out a student. Only people listed on the Student Information Sheet will be allowed to check out a child. Self-checkout for students 17 years of age and older is only allowed once a parent comes to school with proper picture identification and completes the necessary paperwork.
When students become ill at school, they should complete a SmartPass request to the Health Office so a parent or guardian may be contacted. Students should remain in class until the office calls for them to check out unless the illness requires otherwise. Students should not use cell phones to contact parents to check out. All check-outs must be done through the office.

Absences due to checking out will accumulate and be governed by the policy on attendance. Students with excessive check outs may require administrative approval.

Procedure for Checkouts:

- Student creates a SmartPass to Front Office
    - Student should add a message to pass stating the reason for the check out; Parent will be contacted by Office Staff; Response will be sent to student.
    - Self-Checkout students should report to the Office to sign out after creating the SmartPass.

DRESS CODE & SCHOOL BAG POLICY

See TPSD Code of Student Conduct. Habitual violations will result in disciplinary consequences. Students will not be allowed to wear any items deemed inappropriate for school as determined by the Administration (e.g., athletic equipment, steel toe shoes / body armor of any kind). TPSD Dress Code Policy

Dress Code Consequences:

1st Offense –Record, Verbal Warning, Correct Infraction

2nd Offense –Record, Lower Conduct 1 Letter, Correct Infraction

3rd Offense –Record, Correct Infraction, Lower Conduct, SWAMP Assignment

(1) The teacher will send a dress code letter to the parent.

4th Offense –Write a major office referral.

Conduct grade for Dress Code violations starts over each grading period; office referrals start over in January.

ID TAG POLICY

- The first ID is issued at no cost to the student. Each additional tag is $5.
- All students must wear ID tags at all times during the school day while on the STHS campus (except during PE class).
- ID tags must be worn on the chest/neck area of the outer garment and must be visible at all times. Failure to do so will result in consequences for not wearing the ID tag properly.
- ID tags should not be defaced. Stickers may not cover the name or picture in any way.
- ID tags must be presented in the cafeteria to purchase a meal.

Procedure for Lost/Forgotten ID

- When a student arrives at ST without an ID, he/she MUST report to the office immediately (prior to 7:25 am) to request a temporary ID for $1 or a replacement ID for $5.
- If a student reports to homeroom without his/her ID or temporary ID from the main office, the homeroom teacher will issue a temporary ID and follow ID Tag Consequences as listed below.

ID Tag Consequences:

1st Offense- Record, Issue Temporary ID

2nd Offense- Record, Issue Temporary ID, Lower Conduct 1 Letter Grade

3rd Offense- Record, Issue Temporary ID, Lower Conduct, SWAMP Assignment, Parent Contact

4th Offense-Write a major office referral. Do not send the student to the office unless it is absolutely necessary. Notify the office if you are sending a student.

***Conduct grade for ID violations starts over each grading period; office referrals reset in January.**

ELECTRONIC COMMUNICATION DEVICES

See STHS Cell Phone Guidelines. Other electronic devices not allowed at school include but are not limited to: communication features of smart watches, iPads/tablets, smart glasses, etc.

PERSONAL CONDUCT

Artificial Intelligence Generated Content

- La. Rev. Stat §§14:73.14 addresses the unlawful dissemination or sale of images of another created by artificial intelligence, therefore, it shall be unlawful for any person, with the intent to coerce, harass, intimidate, or maliciously disseminate or sell any video or still image created by artificial intelligence that depicts another person who is totally nude or in a state of undress so as to expose the genitals, pubic area, buttocks, or female breast, when the person disseminating the video or still image knows or has reason to know that the person is not licensed or authorized to disseminate or sell such video or still image.
- Complaints regarding AI generated content must be immediately investigated by the principal or designee and immediately reported to the appropriate supervisor(s).

Conduct in the Building

For safety and ease in movement, all traffic should be directed toward the right. This includes the use of walkways, hallways, doors, and stairways.

Before school, the recess area, cafeteria and library can be accessed by students. All other areas are off limits in the morning. You must have approval from the office to access any classroom areas in the morning.

STHS uses the SmartPass digital hall pass system which students can access through their chromebooks. Students must have a SmartPass and ID in order to travel outside the classroom during instructional time.

The period of time between classes is for students to move from one class to another. Students should not loiter in the walkways or hallways at any time and should report directly to class. In order to go to the parking lot at any time between arrival and dismissal, a student must get approval and a hall pass from the office.

Running in the building or on walkways is strictly prohibited. Students should refrain from yelling and making loud noises.

Students are not allowed to consume food or beverages in the building. Nuts, sunflower seeds, or any shelled seeds are not allowed on campus during the school day.

On cold days when the building is open to students, you must follow all rules pertaining to conduct within the building.

Assemblies are scheduled as part of the curriculum and are designed to provide educational experiences and/or entertaining activities. Assemblies provide an opportunity to learn and practice formal audience behavior. The student body is expected to be respectful, appreciative, and courteous, regardless of the type of program as performers are very conscious of their audience. Talking, whispering, eating, whistling, stamping of feet, and booing are discourteous and will not be tolerated. Yelling is appropriate only at pep rallies. Applause at an assembly should be in keeping with the type of assembly--generous and courteous.

Sleeping and/or non-participation in class is unacceptable and will be handled accordingly by

the teacher and/or administrator. If a student is feeling unwell, the student should inform the teacher and/or request a visit to the health office.

Conduct Outside

Students are to remain in designated areas of campus. No student should be in any other part of campus unless escorted by a teacher for class or extracurricular purposes. Students are not to approach vehicles in the driveway or parking lots unless they have been officially checked out through the office.

Conduct on the School Bus

It is a privilege to ride a school bus. Students must follow all rules and regulations pertaining to school bus behavior as set forth by the Terrebonne Parish School System and the individual bus driver.

Infractions of rules will result in disciplinary action and possible suspension from the bus or suspension from school. See the TPSD Code of Student Conduct for more detailed information.

Miscellaneous Conduct

- **Deliveries**: Gifts, flowers, balloon bouquets, or other such items are not to be delivered to students at school. These items will not be accepted in the office.
- **Food:** Students are not allowed to consume "fast foods" during the school day per federal nutrition guidelines. Please do not drop off fast food to your child. Students are not allowed to place orders through food delivery services.
- Gambling is not allowed at school or at any school sponsored activity.
- STHS is not responsible for electronic devices, money or valuables left unattended. Students are discouraged from bringing anything of a valuable nature to school. It usually cannot be safeguarded appropriately all day. Students should bring a padlock for PE/Weights classes.
- Students are not to deface school property (buildings, ID's, textbooks, etc.)
- Students are not to engage in rough physical play and are not to run in the building.
- Students are not to sell any items on campus without the permission of an administrator.
- Students are to refrain from displays of affection such as kissing, hugging, or holding hands.
- Music devices, bluetooth speakers, laser pointers, gaming devices, mobile devices (iPads, laptops, etc.) are not allowed at school without Administrative approval.
- Tobacco/Nicotine/CBD products (cigarettes, chewing tobacco, e-cigarettes, vapes, oils, etc.) are prohibited.

G-2.4c: Education Of Students With Exceptionalities (PDF)

H-3.5d: Discipline Of Students With Disabilities (PDF)

BULLYING

The Terrebonne Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. The reporting of incidents of bullying, hazing, or similar behavior shall be made on the Bully Report form, which shall include an

affirmation of truth. This form can be found at https://www.tpsd.org/schools/sth. See the TPSD Code of Student Conduct for complete policy.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

PBIS is a prevention-oriented way for school personnel to organize evidence-based practices, improve their implementation of those practices, and maximize academic and social behavior outcomes for all students. This technique teaches behavioral expectations and rewards students for positive behavior. S.W.A.M.P. expectation signs can be seen throughout the campus reinforcing behavior expectations for all areas.

TRAFFIC REGULATIONS

Everyone should adhere to the following regulations as well as those listed on the STHS Driving Procedures document:

- A speed limit of 10 M.P.H. must be observed at all times.
- School buses have the right of way at all times. Do not pass up buses during morning drop off or at dismissal.
- Students are not allowed on campus before **7:00 a.m.**
- **Upon arrival, students are to immediately leave the parking area and report to the main building area. Students should not loiter in the parking lot. Students may not return to the parking area without a hall pass issued by the office.**
- No vehicles should be left on the lined area of the tennis court/baseball field parking lot after 2:25 pm due to band practice.
- Reckless driving, loud radios, or excessive horn blowing is not allowed.
- Driving and parking in the grass is prohibited.
- Failure to observe all driving rules and regulations will result in suspension of driving privileges for an indefinite period of time.
- In order to drive to TCT, students must obtain a driving pass from the TCT Principal which must also be signed by the S.T.H.S. principal. NO PASSENGERS.
- The school crossing guards are employed and deputized by the Terrebonne Parish Sheriff's Office. All directives given by the crossing guards carry the weight of the Terrebonne Parish Sheriff's office.

Students who drive to school are reminded that driving on campus is a privilege and not a right. Failure to register a vehicle, reckless driving, speeding, or failing to follow proper parking procedures will result in suspension or revocation of campus driving privileges.

All vehicles driven to South Terrebonne must be registered for identification, must display an STHS parking decal, and are subject to random searches by Administration. Parking is only permitted in designated areas - ST Campus Map

COMMUNICATION

Student Progress Center

Parents/Guardians are able to track their child's progress (attendance, grades, discipline, transcript, and state test scores) in real time by connecting to the Student Progress Center. As soon as data is entered on a student at school, it is available on the Student Progress Center. Contact our Student Service's Office (985-303-4834) for assistance.

JCampus Automated Calling System

Part of the Student Progress Center includes an automated calling system. Phone numbers stored in the system will be automatically called and/or texted if a student is absent, checks in/out, has a failing grade posted in a class, or for school related messages. The

calling/texting options will be sent home on the first day of school or a parent/guardian may contact the Student Services Office at 985-303-4834.

School Status Messaging

TPSD utilizes School Status for two-way communication between parents/students and faculty. Parents may give permission for students to receive messages from teachers, sponsors, and coaches. Permission forms are sent home on the first day of school, and permission may be revoked at any time.

Social Media

STHS maintains a Facebook page (@STHSGators) to promote and announce school activities.

Email

You may contact faculty and staff via email. The majority of faculty email addresses are formatted as first name last name @tpsd.org, however, our office staff can assist with any issues (985-303-4834).

School Calendar

The official STHS calendar can be accessed through our website at https://www.tpsd.org/schools/sth/index.

Parent-Teacher Conferences

Parents are encouraged to contact teachers if the need arises for a conference. A conference can be arranged by emailing the teacher directly or by contacting the office at 985-303-4834.

Announcements

Morning announcements are posted on our website and in Student Google Classrooms daily.

CLOSED CAMPUS
Between the time that a student arrives in the morning and departs at the close of the school day, he/she is to remain on the school campus unless specifically given permission by the office to leave. This practice will apply regardless of the mode of transportation used.

LIBRARY SERVICES
All students are encouraged to use the school library which is open before school and during lunch. A quiet atmosphere is encouraged at all times to promote independent study skills. It is the responsibility of each student to become familiar with the library rules and to be responsible in the use of the library's facilities and materials. All fines and lost books must be cleared by the end of each grading period.

The STHS library offers the following services to students:

- Areas for individual study
- Materials for recreational reading
- Research materials
- Chromebook charging stations
- Copy machine
- Student supplies
- Internet access

EXTRA CURRICULAR ACTIVITIES
The rules and regulations listed here will be in effect for all school-sponsored activities: Alcohol, drugs, vaping and tobacco products are strictly forbidden at any school-sponsored event! Violators will be prosecuted if caught.

Dance Regulations

All Dances are from 8 to 11 pm. Students must arrive by 8:45 pm. Students will sign out if they leave prior to the conclusion of the presentation or 10:30 pm. Guests/Dates over 20 years of age are not allowed.

Homecoming and Prom are semi-formal/formal events. Students may wear dresses, dress pants/shirts, or tuxedos with dress shoes. Ties should be worn with suits.

Specific guidelines for attire will be shared with students and parents prior to any dance; however, all attire must be appropriate for a school function. Students will not be allowed entrance if guidelines are not followed.

Clubs and Organizations

A number of clubs exist at South Terrebonne High School for the benefit of the student wishing to expand his/her interests. Most clubs have scheduled meetings according to a schedule approved by the sponsor and activities coordinator.

Travel To and From School Sponsored Events

All students must travel by school board vehicle to and from any school sponsored activity unless other travel arrangements have been approved by administration. All school rules and regulations will be in effect.

TELEPHONE USE
The use of the school telephone is not a right. Students must obtain permission from an adult in the office before being able to call out. The phone should be used for serious reasons only. It will be the judgment of the adult as to the validity of the need for the use of the phone.

CARE OF SCHOOL ISSUED MATERIALS
Students are responsible for all items issued to them at the beginning of the school year such as chromebooks, textbooks, and calculators, etc. Any student not returning these items at the end of the school year (or upon withdrawal from school) will be charged the replacement value of these materials.

POSTERS AND ANNOUNCEMENTS
Posters and Announcements must be approved by the administration or teacher sponsoring specific elections or activities. Announcements should be emailed to the office prior to the bell. All posters/signs must be taped with painter's tape only. No taping on wooden surfaces

or windows.

STUDENT ACCIDENTS/FIRST AID

The School Board recognizes its responsibility to provide proper care to the students when they become ill or injured. Any treatment that is rendered shall be in accordance with the severity of the illness or injury. When a child becomes seriously sick at school, or is seriously injured in an accident, the school principal or designee shall be responsible for informing the parents of such illness or injury immediately by phone or otherwise. If it proves impossible to contact the parents, the principal or designee has the responsibility of placing the child under the treatment of a physician, preferably the family physician if he is known. Neither the School Board nor the school shall assume any liability for the treatment of the student. The physician should be given information concerning all of the circumstances involved including the unsuccessful attempts to inform the parents of the illness or injury and the fact that the responsibility for payment of services rendered lies with the parents. If treatment is deemed urgent and a physician is not immediately available, the student may be taken to a local emergency room.

Principals shall notify the Superintendent of all serious accidents to pupils whether they occur on the school grounds or on the school bus. No medication shall be administered at any school to any student unless written permission from parents has been granted and only in accordance with Board policy entitled *Administration of Medication* (JGCD).

911/Use of Emergency Medical Services

In cases of emergency, school personnel will not hesitate to solicit the services of emergency medical units. School personnel are authorized to utilize these services when deemed in the best interest of the student. Parents are encouraged to provide schools with accurate and up-to-date emergency numbers.

Accidents/Injuries

Students who are injured in an accident on campus or while involved in a school-related activity off campus are to report immediately to the supervising teacher. The supervising teacher must then obtain an accident report from the main office, complete the report, and return it to the main office. The accident/injury must be reported whether medical treatment is needed or not.

Medication

Students and parents are requested to consult with their physician and ask that medication be administered in such dosages that the student need not take medicine during the school day. In the event that medication must be taken during the school day, the following guidelines must be followed.

- Special forms, obtained from the school office, must be completed and signed by the doctor, and the parent must meet with the school nurse before a student may bring medication to school.
- Medication must be brought to the nurse/office and must be in a labeled container provided by the pharmacist.
- The student will report to the nurse/office in order to take the prescribed medication.
- A log indicating the times that medicine was administered will be recorded by the office personnel.

No medication, including non-prescription medication, is to be in a student's possession at school.

SAFETY DRILLS

Fire Drills

The fire alarm will be sounded for all fire drills. When the alarm is sounded, students should immediately rise, leave the rooms in single file, and follow the routes described below. Time should not be spent lingering to gather books, close windows, etc. The law demands that we clear the entire building in two minutes. If the exit for a group should be blocked, the teacher should immediately select the closest alternate exit and lead his/her group in that direction. There should be no running, loud talking, etc., that might lead to panic and disorder. All students should remain on the school grounds with their teacher; teachers will check roll. The regular class bell will sound at the end of fire drills. At the end of all fire drills the students should return to their regular class activities.

Exit Procedures:

- First Floor Exit Procedures:
  - Everyone in the PE Gym and Auditorium will proceed to the nearest exit and walk directly to the front of the school grounds. Everyone must cross the driveway and line up in the grassy area with their class.
  - Everyone in the Spectator Gym, Athletic Building, Band Hall, and Portables will proceed to the nearest exit and walk directly away from the building toward the rear of the school grounds. Everyone must cross the driveway and line up in front of the football/baseball fields.
- Second Floor Exit Procedures:
  - Rooms 225, 226, 227, 228, 229, 230 - Auditorium stairwell near rear of building
  - Rooms 208, 209, 210, 211, 212, 213, 214 - Auditorium stairwell near front of building
  - Rooms 223, 224, 231, 232, 233, 234 - Center stairwell near guidance office
  - Rooms 204, 205, 206, 207, 215, 216 - Center stairwell near library
  - Rooms 220, 221, 222, 235, 236, 237, Girls PE - Stairwell near Old Gym, rear of building
  - Rooms 200, 201, 202, 203, 217, 218, 219 - Stairwell near Old Gym, front of building
  - Groups using exits near the front of the building should walk directly away from the building toward the front of the school grounds, cross the driveway, and line up in the grassy area.
  - Groups using exits near the rear of the building should walk directly away from the building toward the rear of the school grounds, cross the driveway, and line up in front of the football/baseball fields.

Tornado Drills

An announcement will be made whenever we are in a Tornado Watch or Warning.

I. "Tornado Warning/Watch" will consist of a verbal announcement.
   A. Teachers are to move students into safe areas away from windows and doorways. This may mean having to move into the hallway.
   B. Students are to get into a "tuck" position on the floor. Protect head and face with arms.

Other Safety Drills

Other types of safety drills will be conducted throughout the year such as lockdown drills, shelter in place drills, etc. In the event of an actual crisis, the school will enact its crisis management plan. Information and instructions will be sent to parents via JCall text messages. You may also check our website and Facebook for more information.

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THE SWAMP ASSIGNMENT

You have chosen to break a classroom/school rule. You are in control of and responsible for your actions.

1. Write below the circled focus area of SWAMP that the teacher has chosen.
2. Reflect by properly answering the questions on the back of this sheet.
3. Return to the teacher that assigned the SWAMP with your responses and signature.

STAY FOCUSED The ability to stay focused is an important part of daily life. Focus means giving your attention over to something completely. Focus is an important part of doing our best work, whether it is at school, at home, or at work. The more focused and prepared you can be, the better you will perform. For a student, focusing on the material the teacher is covering is essential. Focusing on assignments and tests will allow you to perform better.

WORK HARD Work hard and become a leader; be lazy and become a follower. Working hard does not necessarily mean physical labor or putting in longer hours. Working hard means at any given moment we are focusing on and doing what is important. It also means going the extra mile.

ACCEPT OWNERSHIP The phrase "take ownership" means to accept responsibility for your actions. This means not blaming other people (or circumstances or society in general) for what happens in your life. It can also involve doing what you need to make amends or correct the wrongs you've done. Student ownership is when a student answers for his/her actions and accepts the consequences whether good or bad. Ownership/accountability results in rewards for good performance, as well as consequences for poor performance.

MODEL RESPECT Respect is something that is earned. One earns another's respect by voluntarily taking that person's feelings, needs and thoughts into consideration. Respect is like a boomerang in the sense that you must send it out before it will come back to you. Respect cannot be demanded or forced, though sometimes people mistakenly believe that it can. Respect is a learned behavior. We learn how to give and show respect by observing those around us. Treat others how you would truly like to be treated, and you will get that respect back tenfold.

PROJECT PRIDE Pride is a feeling of dignity or respect for oneself. One should exhibit pride in his/her work and accomplishments, but not become arrogant. There are many things you can do that may make you feel proud and make others proud of you. Take pride in your schoolwork and your responsibilities outside of school. Get involved in school, put forth your best effort, and be proud to be a GATOR!

Answer the following questions:

1. What happened? What classroom/school rule you chose not to follow?

_____
_____
_____
_____
_____
_____
_____

2. What were your reasons for not following the classroom/school rule?

_____
_____
_____
_____
_____
_____

3. If faced with this situation or something similar in the future, what could you do differently for a better outcome?

_____
_____
_____
_____
_____

4. Moving forward, do you need any help or support? If so, what do you need help or support with?

_____
_____
_____
_____
_____
_____

Student Signature:_____**Date:**_____

ALMA MATER

All praise to South Terrebonne,
All hail to thy fair name.
Thy loyal sons and daughters
Will always sing thy fame.
The Green and White I'll cherish,
And praise to the skies.
I'll strive to bring thee honor,
And the light of knowledge to my eyes.
I'll sing thy praise and glory,
Wherever I may be.

Beloved Alma Mater.
South Terrebonne,
South Terrebonne,
I'll hold in memory.