

Phoenix High School
12700 Hwy. 39
Braithwaite, La. 70040
Phone number 504-595-6466
Fax number 504-277-4237
Website www.phs.ppsb.org



SPARTANS

Parent/Student/Teacher Handbook
School Year 2016-17

Table of Contents

Welcome to Phoenix High School!	4
MISSION STATEMENT	5
Telephone Directory	5
School Information	6
School Song	6
Parent/Teacher/Student Compact	7
Parent/Guardian Agreement	7
Student Agreement	7
Bell Schedule	8
School Calendar	8
STUDENT LIFE	9
SCHOOL POLICIES AND PROCEDURES	9
Sign in/out	9
Campus visitation /Office policy	9
Elevator and Locker policy	9
School Entrance Policy	10
Drop off Policy	10
Attendance Guidelines	10
Volunteers	12
After school activities	12
Conduct of club members	13
Athletic requirements	13
Medication	13
Field Trips	13
Make-up work	13
Student drivers	14
Restricted area	14
Assembly policy	14
Last 9 week failure	14
Academic honesty	14
Bathroom Policy	15

DISCIPLINE	15
Student Code of Conduct	15
PBIS – Positive Behavior Intervention Support	16
STUDENT BEHAVIOR	17
EXPECTATIONS BY SETTING (MATRIX)	17
Dress Code	18
Special dress days	19
Disciplinary Steps	20
Prohibited Items	21
Detention	21
Time-Out	21
OSS/ISS	21
Expulsion	22
Definition of Bullying	22
REPORTING PROCEDURES	23
INVESTIGATION OF COMPLAINTS AND REPORTS	23
DISCIPLINARY ACTION	24
<i>Appeal</i>	24
School Emergency Dismissal Policy	25
MEDIA CONTACT	25
DISSEMINATION OF INFORMATION POLICY	25
GUIDELINES FOR SCHOOL EMERGENCY	27
Family Educational Rights and Privacy Act (FERPA)	28
What is directory information?	29
Family Educational Rights and Privacy Act (FERPA)	30
Signature Form	30
Due Process and Appeals	31

The Plaquemines Parish School System does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment and provision of services.



Over 50 Years... The Spirit Continues!

Welcome to Phoenix High School!

For some of you, this year marks the beginning of your school career. For others, it marks the end. Whether you are in Pre-K, just starting out, a senior counting down to graduation or you are entering the midpoint of your academic journey, this year promises to offer many memories you will take with you long after your days as a student at Phoenix High School are over.

As your principal, it is my ultimate goal to continue the Phoenix tradition, while fostering change. This year you will experience some of the most profound changes in the history of Phoenix High School. I encourage you all to embrace these changes, as I believe they will allow us the opportunity to grow. To assist you in this time of transition, I challenge you to focus on academics first and foremost. Learning is a life-long adventure; it is living!

The lessons you learn in the classroom are invaluable. Aside from focusing on your studies, I emphasize the importance of co-curricular activities. Athletics, the arts, clubs, and student council will also provide you with life lessons and experience that will mold and enhance the great person you should strive to be.

Always remember to have fun, but work hard. These are the years that will build the base of your future. Enjoy every moment and always remember it is never “goodbye”, just “see you later”.

So in conclusion, let me leave you with my best wishes for all of us to have the best year that Phoenix High School has ever seen.

EMBRACE THIS TIME!

Administration and Staff
Phoenix High School

MISSION STATEMENT

***The mission of Phoenix High School
is to enable
students to learn
and achieve
to their full potential.***

Telephone Directory

Dennis Rousselle/Superintendent	504-398-4970 504-595-6350 504-392-4973 fax Email – drousselle@ppsb.org
Kristie Williams/Principal	504-595-6460 504-595-6480 504-277-4237 fax Email – krwilliams@ppsb.org
Ulysses Griffin Jr. /Disciplinarian/Athletic Director	504-595-6478
Trichina Williams/Title 1 Facilitator	504-595-6463
Lindsey Lozes /Counselor.....	504-595-6461
Heather Lawson/Curriculum Specialist	504-595-6462
Secretary/front office	504-595-6466
Plaquemines Parish Central Office	504-595-6400

“Parents are encouraged to resolve their concerns by contacting the principal. Once you have spoken with the principal and you need further assistance, you are encouraged to contact the central office.”

School Information

PHS Enrollment Head Start Program – 12th grade

School colors - (royal blue and white) gold trimming is allowed.

Administrator/Teacher email statement

Parents are encouraged to use electronic communication to contact teachers and administrators. To contact school personnel via email – go to the school website – click ABOUT and use the dropdown menu - choose staff directory to find an email address.

<http://phs.ppsb.org/apps/staff/>

School Song

“Dear Old Phoenix High School”

Dear Old Phoenix High School
We love thee so true,
Our hearts forever will be
In love with you.
We'll fight for freedom, justice
And for morals too,
Dear Old Phoenix High School
How we cherish you.
See our colors waving
On to victory
The blue is for truth
The white is for purity.
We are ever loyal,
For what's just and true,
Our colors will remain
Forever white and blue!

Each student will be given a copy of this compact to take home, parents and students must sign and return the compact to their homeroom teacher.

Parent/Teacher/Student Compact

I will share the responsibility of this student's achievement of high standards and work toward developing a home-school partnership. Therefore, I will do the following:

- Provide high-quality curriculum and instruction based on the Common Core Standards.
- Provide a supportive and effective learning environment.
- Conduct parent-teacher conferences.
- Provide student progress reports to parents.
- Provide opportunities for parents to observe and volunteer in my classroom.
- Assist in training parents to support the student's education.

Date _____ Signature _____

Parent/Guardian Agreement

I will share the responsibility for this student's achievement of high standards and work toward developing a home-school partnership. Therefore, I will support his/her learning by doing the following:

- See that the student arrives at school on time each day and attends school regularly.
- Establish a time for homework and review it regularly.
- Provide a place for study.
- Volunteer in the student's classroom when possible.
- Attend parent-teacher conferences.
- Read with the student.

Date _____ Signature _____

Student Agreement

I will share the responsibility for my achievement of high standards. Therefore, I shall strive to do the following:

- Arrive at school on time each day and attend school regularly.
- Complete and return homework.
- Be prepared for class with pens, pencils, paper or other appropriate materials.
- Follow all school and classroom rules.

Date _____ Signature _____

Bell Schedule

Junior High School

7:50-7:55	Entry bell
7:55-8:50	1st period
8:52-9:47	2nd period
9:49-10:44	3rd period
10:46-11:41	4th period
11:41-12:11	LUNCH
12:16-1:11	5th period
1:13-2:08	6th period
2:10-3:05	7th period
3:05	Dismissal

High School

7:50	Entry bell
7:55-9:25	1st period
9:28-10:58	2nd period
10:58-11:28	LUNCH
11:30-12:00	STRIVE
12:02-1:32	3rd period
1:35-3:05	4th period
3:05	Dismissal

School Calendar

Aug. 10 – 1st day students

May 5 – last day for seniors

May 23 – last day for students

State testing dates

Fall EOC-Nov. 28 – Dec. 9

ACT March 21

ACT make-up April 19

Spring EOC April 24 – May 19

Leap/ELA/MATH/Social studies PBT May 1 – 5 CBT April 3 – May 5

Leap/leap Science May 4

Summer EOC June 19 - 23

School Holidays

Sept. 5-Labor Day

Nov. 8 –Election Day

Nov 21-25-Thanksgiving

Dec 19 – January 3 – Christmas Break

Jan 16-MLK Birthday

Feb. 27-March 3 Mardi Gras Holiday

April 13 – 18 -Spring Break

Exam dates

1st qtr. Exam Oct. 5-7

2nd qtr. Exam Dec. 14 - 16

3rd qtr. Exam Mar 8 - 10

4th qtr. Exam May 19 - 23

*Seniors May 3-5

High School Graduation PHS – May 22, 2017

PARENT/TEACHER CONFERENCE DATES October 26, 2016 and February 3, 2017

STUDENT LIFE

Students at Phoenix High School are encouraged to be the best that they can be every day. There are several after school programs, activities, clubs and team sports for students to join and participate in to show their school pride and display their talent. These activities are designed to help students to grow and mature socially, morally, physically and emotionally. Students at Phoenix High School transfer their productivity into our society which allows our school to serve as a hub for the local community. The school day is filled with rich academic challenges as students are molded into productive citizens and responsible adults. Our students utilize all of the schools resources to develop their abilities and to ensure the continued success of the school and society.

SCHOOL POLICIES AND PROCEDURES

Sign in/out

A parent/ legal guardian or any person that is 18 years of age and listed on a student's emergency card can sign a student out of school. If extenuating circumstances exist, you must obtain permission from the principal to have someone sign your child out of school. (An 18 year old senior will be permitted to sign themselves out by obtaining the following; written permission from parent followed by a phone call from designated school personnel and obtain the principals permission. Students arriving late should sign in with the secretary, get a tardy slip then report to class. Remember if you are tardy it will result in a detention, on the 3rd tardy it will result in an In-School Suspension and a parent conference. Parents must sign students in when they are tardy.

Campus visitation /Office policy

All visitors must present proper ID and sign in with the secretary when arriving on campus. Please adhere to all school rules and policies while on campus. For security purposes, it is extremely important that we are able to track all persons coming on/off campus; therefore, visitors must wear a visitor's badge.

Students will not be allowed to linger in the office. Remember the office is a place of business. If a student has to call their parent/guardian, the call will be handled by office personnel.

Elevator and Locker policy

Elevators are off-limits to students during and after school unless extenuating circumstances exists such as a doctor's note due to an injury or illness. In such a case, parents must notify the principal so that arrangements can be made for the student. Hallway lockers are off-limits but student athletes can use lockers in the gymnasium with permission from their Physical Education teacher or Coach. If permission is granted, student athletes must purchase a lock from the Athletic Department to secure their locker. Student athletes cannot use their own locks to secure lockers.

School Entrance Policy

Students must enter/exit the school through the entrance ramps located near the bus area at the rear of the school building. This policy is subject to change if the administration deems it necessary. If students are tardy, use the main entrance to enter the building and report to the secretary along with your parent or guardian.

Drop off Policy

Students are not to enter the campus before 7:30am, Parents must wait until 7:30am before dropping a student off on campus.

Attendance Guidelines

Students and parents are responsible for the students' consistent attendance. Attendance is compulsory until the age of eighteen. The literature and statistical evidence indicates that consistent attendance is a precursor to high achievement. In accordance to Bulletin 741, high school students must be present a minimum of 83.5 days per semester or 167 days a school year for schools not operating on a semester basis and elementary school students must be present a minimum of 167 days per school year to receive credit for a course. (Louisiana Administrative Code, May 2011 p26). Students with unexcused absences who are not in attendance for the mandated days will not be promoted. All absences are defined in the following categories:

Absences

Absences may fall into the following four categories:

Type of Absence	Definition	Make-up Work
1-Non-Exempted, Excused Absence	An absence that is incurred due to personal illness or serious illness in the family and is documented by an acceptable excuse, including a parent note and is not determined to be a habitual attendance problem. This type of absence is not considered when reporting for truancy; however, this type of absence is an absence & is counted in the set days a student can miss when determining a student's ability to receive credit for a course or successful completion of a school year.	Permitted ***As set by the PPSB Pupil Progression Plan, students have 5 days beginning on the date of their return to present valid documentation for an excused absence. After five days documentation will not be accepted and the absence is categorized as unexcused. It is solely the responsibility of the legal guardian and the student to present documentation to the designated school authority.

2-Exempted, Excused Absence	<p>The following criteria apply: Verified doctor's excuse; Death in the family (not to exceed 5 school days); Recognized religious holidays of student's faith; Visitation with a PARENT who is a member of the US Armed Forces and who has been called to duty or is on leave from an overseas deployment to a combat zone or combat support posting (not to exceed 5 school days per year). This type of absence is not considered for purposes of truancy and is not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year.</p>	<p>Permitted ***As set by the PPSB Pupil Progression Plan, students have 5 days beginning on the date of their return to present a valid documentation for an excused absence. After the five days documentation will not be accepted and the absence is categorized as unexcused. It is solely the responsibility of the legal guardian and the student to present documentation to the designated school authority. ***</p>
<p>3-Unexcused Absence (counts in 10 days K-8) (counts in 5 days 9-12)</p>	<p>Any absence that is not defined in the excused definition. Unexcused absences are reported for truancy.</p>	<p>Permitted</p>
<p>4-Suspension (counts in 10 days K-8) (counts in 5 days 9-12)</p>	<p>Suspension is considered a non-exempted absence and is not reported for the purposes of truancy; however, the absences are counted as unexcused when considering for the purposes of student promotion. Excessive suspensions and suspensions that are deemed as serious school violations will be reported to the FINS court</p>	<p>Permitted @ 50% A suspended student shall have the opportunity to make up quarter exams and receive full credit; however, it is solely the legal guardian and student's responsibility to obtain the missed assignments.</p>

system for behavior
intervention.

Extenuating Circumstances are as follows:

1. Extended personal or physical or emotional illness as verified by a physician.
2. Extended hospital stay as verified by a physician or dentist.
3. Extended recuperation from an accident as verified by a physician or dentist.
4. Extended contagious disease within a family as verified by a physician or dentist.
5. Observance of special and recognized holidays of the student's own faith.
6. Visitation with a parent who is a member of the US Armed Forces who has been called to duty or is on leave from an overseas deployment to a combat zone or combat support posting (not to exceed 5 school days per year).
7. Prior school system approved travel for education.
8. Death in the immediate family (not to exceed 5 school days per year).
9. Natural catastrophe and/or disaster.

The following are not excusable:

1. Truancy
2. Over sleeping and/or missing a bus that has passed on its route
3. Trip not approved by the principal
4. Other personal appointments
5. Shopping
6. Hunting, Fishing, Trawling
7. Birthdays or other celebrations

Students who miss more than 10 days classified as Category 1, 3, or 4 in K-8 and 5 days classified as Category 1, 3, or 4 for full credit courses & 3 days classified as Category 1, 3, or 4 for half credit courses in 9-12 will not receive credit for the grade/course. It is the responsibility of the legal guardian and the student to present documentation to the school and to keep a copy for their records. As set by the PPSB Pupil Progression Plan, all documentation must be presented within 5 school days from the date of return to be accepted; otherwise, the documentation will not be accepted and the absences will be counted as unexcused

Parents and students are responsible for obtaining school work to be made-up. A student shall have the right to make up all assignments and tests, excluding 9 weeks exams/final exams, for excused absences and unexcused absences. Attendance is mandated during nine weeks/final exam days and state testing days. Exams can only be made up with a verified doctor's excuse.

Volunteers

Parents are encouraged to volunteer. There are several committees on which you can serve: PBIS Team, PTA, Alumni Association, Booster Club and Fundraising. Please call 504-595-6466 for further information.

After school activities

We have a variety of after school programs for our students. Only those students who are involved in an after school program will be allowed to remain on campus during after school

hours. Students must remain in a supervised area at all times and get permission from the person in charge before leaving. (If a student is suspended or absent without producing a doctors excuse, he/she cannot participate in an after school activity.)

Conduct of club members

At all times, including road trips and off campus activities, club members are to be dressed appropriately and must conform to the policies of the handbook. Club members will conduct themselves in a respectful manner. If a student quits a sport he/she will not be allowed to participate in another sport until the end of that school year. However each quitting incident will be reviewed on a case by case basis for consistency. Below is a list of clubs and team sports offered at Phoenix High School.

Boys/Girls basketball	Cheerleading	BETA	DECA	Girl Scouts
Track and field	Dance Team	Band	Peer Mediation Team	
Softball	Middle School Football		Middle School Baseball	

Athletic requirements

All students who participate in sub-varsity/varsity sports must meet all standards set forth by the governing body, The Louisiana High School Athletic Association.

Medication

Students are not allowed to bring any medication on campus. All medication must be turned in to the front office. If medicine needs to be administered during school hours, the parent must complete the Permission for Medication Form, the form must be signed by your doctor and returned to the school official designated to distribute medication. The medication must be brought to school by the parent and in the original prescribed bottle with the pharmacy label intact.

If a student brings prescription or over-the counter medicine to school, he/she will be subject to disciplinary action.

Field Trips

Our teachers are encouraged to plan meaningful field trips that support the lessons taught in their classroom. Parents are welcome to serve as chaperones, but should not bring any children with them when they serve as a chaperone..

Students are encouraged to attend field trips and must follow all school and bus rules.

Students can lose their privilege of attending a field trip if they are deemed a behavioral risk by the teacher or the administration.

Make-up work

A student shall have the right to make up all assignments and tests, excluding 9 weeks/final exams, for excused absences and unexcused absences. Upon a student's return to school, he/she must submit verification for approved extenuating circumstances, such as:

- a. Original signed doctor excuses for student or students child
- b. Death in the family verified by death notice

- c. Letter from the court system
- d. Letters regarding religious holidays
- e. Letters from parents/guardians and others
- f. Visitation with a parent who is a member of the United States Armed Forces or the National Guard and has been called to duty for or is on leave from overseas deployment. (Shall not exceed 5 days per school year.)

Student drivers

In order for a student to gain campus driving privileges, he/she must obtain permission from the principal. If permission is granted, the student must have a valid driver's license and auto insurance that covers him/her as the driver of the vehicle. Copies of these documents must be turned in to the disciplinarian's office. Students are not permitted to visit their cars during lunch hours or during breaks. If a student violates school rules, driving privileges may be revoked.

Restricted area

Please pay careful attention to signs that designate areas as off-limits. In the absence of a sign, students must obtain permission to enter an area from the administration. Currently students must use designated stairwells only unless an emergency occurs. All elevators are off limits to students during school and after school hours.

Assembly policy

The administration and staff want our students to enjoy and participate when assemblies occur. All students will obey and adhere to the Code of Conduct standards when attending assemblies at the school. Students will be removed from the assembly if they present any behavior problems as well as rewarded for demonstrating good behavior during an assembly.

Last 9 week failure

In the Plaquemines Parish School System, a student can fail a particular course if he/she receives a final grade of "F" in the last 9 week period of the semester. Remember to seek current information concerning your grades from your teacher, and request academic counseling if necessary.

Academic honesty

All students at Phoenix High School are encouraged to work to their best potential and strive for excellence. Therefore, it's important that you demonstrate academic honesty in completing your assignments and assessments. Your work should be original.

Acts of academic dishonesty include, but are not limited to, the following:

1. Cheating on test.
2. Fabrication of data.
3. Forgery.
4. Unauthorized collaboration.
5. Plagiarism.
6. Theft or alteration of materials.

Bathroom Policy

Students will not be allowed to use the restroom during the first 10 minutes and the last 10 minutes of the class period, this time is used for teachers to introduce their lesson and objectives and close their lesson and objectives. However in an extreme emergency, the teacher may allow the student to go to the restroom. If the student has a reoccurring medical condition that calls for frequent bathroom breaks then documentation from a medical doctor must be provided.

DISCIPLINE

Discipline is defined as training that corrects, molds, or perfects the mind or moral character, orderly conduct or behavior, a system of rules governing conduct.

Student Code of Conduct

I) Introduction

- 1) Phoenix High School is committed to providing a safe and orderly environment and behavior is essential to this goal.

II) Definitions

- 1) For purposes of this code, the following definitions apply.

III) **“Disruptive student”** means a student who is significantly disruptive of the educational process or interferes with the teacher’s authority over the classroom.

IV) **Parent** means guardian or person who has legal custody of the student.

V) **School property** means in or within any building, playing field, or land contained within the boundary line of the school, or on a school bus.

VI) **School function** means any school sponsored event.

VII) Student rights

- 1) Take part in all school activities and display acceptable behavior.
- 2) Present their version of relevant events when disciplinary action is warranted.
- 3) Seek help from administration when necessary.

VIII) Student responsibilities

- 1) Contribute to maintaining a safe and orderly environment that is conducive to learning.
- 2) Abide by all school and district policies.
- 3) Attend school daily unless ill, if ill must provide excuse from doctor to be excused from absence.
- 4) Work to the best of your ability in all school endeavors.
- 5) React in a positive manner.
- 6) Ask questions when confused.
- 7) Dress appropriately for school and school events.

IX) Parents

X) All parents are expected to:

- 1) Recognize that the education of their child is a joint responsibility of the parents and school community.
- 2) Send their child to school ready to participate and learn.
- 3) Ensure student attends school regularly and on time.
- 4) Make sure their child follows the school dress code.

- 5) Help their children to understand that rules must be followed to ensure a safe and orderly environment.
- 6) Convey a supportive attitude towards education.
- 7) Build good working relationships with teachers, other parents and school leaders.
- 8) Inform school officials of changes at home that may affect school performance.
- 9) Provide a place of study and make sure homework is completed.

XI) Teachers

All teachers are expected to:

- 1) Maintain a climate of mutual respect and dignity with their students.
- 2) Be prepared to teach.
- 3) Demonstrate interest in student achievement.
- 4) Know and practice school policies, and enforce them consistently.
- 5) Communicate with parents and students:
 - a) course objectives and requirements
 - b) grading policies
 - c) assignment deadlines
 - d) class expectations
 - e) student growth and achievement

PBIS – Positive Behavior Intervention Support

School wide positive behavior/intervention support is designed to create positive behavior in the school environment. SWPBIS was created from the Juvenile Justice Act, and it is mandated by the state of Louisiana. At PHS we have a PBIS Team that meet on a monthly basis to implement our PBIS plan. The primary team consists of administrators, teachers, students, parents and Personnel from The Special Education Department, although every student and employee at PHS is a part of the PBIS process and have direct influence on decision making when improving positive behavior. The aim and scope of PBIS is to use a combination of communication strategies, current data, interventions and rewards to improve behavior.

Our office discipline report and minor infraction booklet reflects our understanding of behavioral terminology; we have reached a consensus on using a form for major concerns and a form for minor infractions that can be handled at the classroom level. We also created rules for each setting at our school which can easily be interpreted by students from the elementary level to the high school level. Our expectations are; **(Be Respectful). (Be Responsible). (Be Safe)**. These expectations are posted in every classroom and throughout the building.

We collect and analyze data, each referral that comes to the office is entered into a database and the information is used to generate graphs such as; referrals daily, location, grade, types of infraction, person writing them, and other helpful information. The data is analyzed by the team and presented to the staff to implement changes as needed.

Our reward system allows staff members to reward students for displaying proper behavior at any given time. We use the Phoenix Pride Cards and Spartan Bucks.

The cards are collected periodically and pulled in a monthly drawing; the winners are chosen and receive various prizes. The Spartan Bucks can be redeemed in the Spirit Store which is located in the Elementary Computer Lab. Students are also rewarded on a 9 week basis.

Our school has served as a demonstration site for other schools to observe when implementing PBIS; we held this prestigious honor for 3 consecutive years. We acknowledge that SWPBIS is an on-going process and we will continue to look at the data to make decisions referring to discipline.

STUDENT BEHAVIOR

All students are expected to follow the rules and regulations of the school and district. Phoenix High School has established a program of SWPBIS, listed below are expectations by settings.

EXPECTATIONS BY SETTING (MATRIX)

Expectations	Cafeteria rules	Hallway rules	Restroom rules	Playground rules	Bus Area rules	Classroom rules
BE RESPECTFUL	Use polite language and low voice level . Wait your turn in line.	Keep voice level down.	Use restroom properly.	Keep hands and feet to yourself.	Obey bus rules.	Use inside voices. Use good manners.
BE RESPONSIBLE	Clean your area.	Get to class on time.	Keep restroom clean.	Put trash in trashcans.	Obey dress code.	Be prepared and on time.
BE SAFE	Enter and exit in an orderly manner.	Walk on the right side.	Be careful.	Stay in designated area.	Walk to your bus.	Keep hands and feet to yourself.

Prizes

Students can receive different prizes each month if they win the PBIS RAFFLE which is held on the 1st Monday, “Motivational Monday,” of each month, Check with the PBIS Team leader to find out what prize will be given away each month. Staff members are rewarded periodically as well. Peer Mediation Team This team consists of the Disciplinarian, Counselor and selected students. Their responsibility is to work with students to resolve on-going conflicts. This team works along with the PBIS TEAM.

Dress Code

The policy of the PPSB shall be that no mode of attire will disrupt the classroom and/or the school's positive learning environment. The principal or his/her designee shall make decisions with final approval from the superintendent as to what is considered proper or improper dress. The dress code policies will be enforced from the bus stop to the school and back to the bus stop or anytime the student is under school jurisdiction.

Administrators are authorized to use their discretion in determining extremes in style of dress and grooming. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are affiliated with drugs, alcohol, violence or gang related activities or profane gestures or language.

Body armor – No one is allowed to have body armor at any time on school property, school functions or school bus or other school transportation. The school is a firearm free zone which means any area within 1000 feet of a campus or school bus.

Dress code rules are as follows:

1. Any clothing that displays profanity, vulgarity, indecency, or advocates violence, drugs or alcohol, and/or tobacco is prohibited.
2. Boys' hair may not extend lower than the top of the dress shirt collar and cannot be worn to fall below the eyebrow line.
3. Any hair style that creates a distraction or a safety hazard shall be considered inappropriate. Fluorescent colored hair is prohibited.
4. Eyebrows that are shaved to create a design are prohibited.
5. Boys must be clean shaven. Beards or goatees are not permitted. Mustaches are permitted, provided they are neatly trimmed and do not extend beyond the corners of the mouth. Side burns that are excessive are not allowed.
6. Boys are not permitted to wear dangling or hoop earrings; however, boys and girls will be allowed to wear 1 stud per ear. Girls' hoops are not to exceed 1 inch. Oversized stud earrings are not permitted. For boys and girls earrings are to be worn in the lower earlobe only. Gauges and other devices that are worn in the earlobe to stretch the lobe or make the pierced ear hole bigger are prohibited.
7. Any additional visible/noticeable body piercing is prohibited. Body rings or studs must be removed.
8. Jewelry that can be hazardous is prohibited; pocket chains and (dog type) collar chains will not be allowed. Any oversized jewelry or adornments are prohibited.
9. Fingernails over ½ inch curling under will not be allowed.
10. Students can't wear defaced uniforms.
11. No over sized or under sized clothing is allowed.
12. Undershirts must be white or a school color.
13. Shirts must be tucked in at all times.
14. Uniform shorts or skirts must be knee length for grades 5-12, no miniskirts, peanut shorts with 3 zippers are not allowed
15. Uniform pants are to have the traditional khaki pant leg, no bell bottoms, wide leg shaped pants are allowed. Slit or frayed pants are not allowed. Rolled up pant legs and hip huggers are prohibited.
16. Multiple pocket pants are not allowed such as cell phone pants and cargo pants.
17. Pants will be worn at the waistline at all times and will include a belt.

18. Belts can be black, brown or khaki colored. A blue belt is acceptable, belts with large holes or hanging ornaments are prohibited.
19. Oversized belt buckles are not allowed, and buckles with any type of writing, pictures or symbols are prohibited.
20. ****School uniform jackets are mandatory, students cannot wear any other jacket on the bus or campus.
21. Socks and clean shoes must be worn daily. Leggings are not allowed. Socks can be white or school color. Shoes such as flip-flops, slide, clogs, moccasins, slippers, crocs or shoes without ankle straps are not allowed. All string shoes must be laced up completely.
22. Caps, hats, sweatbands, hoods, scarves, handkerchiefs, bandannas, and other head coverings are prohibited. Girls can wear headbands, barrettes or ribbons but not in excess.
23. Hoods, as part of an approved school uniform, can't be worn in the building.
24. Any adornment, hair style, garment, jewelry or appearance considered inappropriate by the administration will be prohibited.

Special dress days

All plans for special dress days must be submitted in writing to the superintendent for approval. If dress days such as "spirit week" are allowed, the following rules apply:

1. Leggings, stirrup pants and Capri's are not allowed.
2. Shorts and skirts must be worn at the knees, grades 5-12.
3. Trench coats, dusters and other long coats are not allowed.
4. Pajama day and cross dressing are not allowed.
5. Clothing that exposes the back, chest or midriff shall not be worn.
6. No sweat suits or jogging suits allowed.
7. Mohawk hairstyles or designs cut into the hair are not allowed.
8. Any style or clothing deemed inappropriate by the administration will be prohibited.

Disciplinary Steps

The following is an outline of disciplinary steps involving behavior; however, this list isn't all inclusive, as all offenses cannot reasonably be cited. In no way does it limit taking disciplinary action against other forms of inappropriate behavior.

Infractions
Disrespect
Willful disobedience
Consistent unacceptable behavior
Possession of matches or lighters
Possession of tobacco
Smoking or using tobacco products
Going into an off limits area
Dress code violation
Leaving class w/o permission
Tardy
Class cutting
Leaving campus
Truancy/trespassing
Vandalism at school or school function
Routine fighting
Instigating a fight
Vicious behavior w/harmful intent
Gang fighting
Stealing possession of stolen property
Weapons/drugs
Controlled substance
Alcohol
Physical abuse of school personnel
Verbal threats or intimidating school personnel
Verbally threatening intimidating students
Bullying
Gambling
Profanity obscenity verbal or written
Obscene gestures, abusive disrespectful language
Indecent behavior
Possession of electronic devices
Forgery
Setting off fire alarm
Failure to follow teacher's directions.
Failure to complete teacher assigned punish work (must be of educational value.)
Other forms of inappropriate behavior

*When a student is sent to the Plaquemines Learning Center for a 2nd time during a school year he/she shall remain for the rest of the school year.

Prohibited Items

The following items are strictly prohibited; guns, knives, razors, hand weapons, or any object that may be used readily to inflict bodily harm.

Detention

Our school has several versions of detention:

During school detention can be assigned immediately when a violation occurs and students can spend 1 hour in the ISS room.

Lunch detention Student will eat lunch in the ISS room.

All day detention student will serve detention for the entire school day.

Students can receive detention for the following minor offenses, but the list is not all inclusive:

(Tardiness, electronic device possession, dress code violation, unauthorized computer use, violating honesty policy and any other offense deemed necessary by the administration.) In all cases a student must complete his/her assignment(s) during detention and students are not permitted to talk and must be escorted to the restroom as a group when necessary.

Time-Out

Time out is designed to allow the student a chance to cool off or settle down, it is usually held in the disciplinarian's office or ISS room and last for a maximum of 20 minutes. After the 20 minute time span, a student can return to the learning environment provided he/she exhibits the proper behavior. When a student is assigned to (T/O), he/she must report with their classroom assignment. If a student has to be placed in (T/O) on a consistent basis he/she will be evaluated for placement on a behavior intervention plan.

OSS/ISS

The discipline handbook identifies which offenses warrant out of school suspensions and in-school suspensions, however the administration can determine the proper placement if necessary.

If a student is placed in (ISS) he/she must adhere to the following rules:

1. He/she will report to ISS 30 minutes after regular school begins along with a parent, and will be released 30 minutes after regular school ends.
2. Parent must sign student in/out of ISS. Students are not permitted to be signed in early or late.
3. Student must remain in the ISS room for the entire day and complete all assignments and turn them in to the ISS Monitor at the end of the day.
4. Student must remain silent and work diligently on assignments. Student must receive permission from the ISS monitor, disciplinarian, principal or other school personnel to speak.
5. If a student is disruptive in the ISS room, the student will be removed and a parent called to come and pick them up. The suspension will then be counted as an (OSS).

For further information, refer to File: GAE (Complaints and Grievances) in the Plaquemines Parish Policy Manual.

Expulsion

There are certain violations that require a student to be expelled from the regular school setting to an alternative site. In all cases the student will have a hearing with the Dean of Student Services. The parent will be notified and the details of the pending expulsion hearing will be discussed. The student will be suspended until his/her hearing is scheduled.

The PPSB has adopted the following policies concerning harassment, bullying, threatening and cyber-bullying:

Definition of Bullying

The Plaquemines 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. Students and their parents/guardians shall be notified that the school, school bus and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, terrorizing, or similar behavior such as threatening or harassment made on campus, at school sponsored activities or events, on school buses, at bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, terrorizing or similar behavior towards other students, school personnel, or school property shall be unacceptable. All students, teachers and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

Bullying means a pattern of any one or more of the following: 1. Gestures, including but not limited to obscene gestures and making faces. 2. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. 3. Electronic communication includes but is not limited to a communication image transmitted by email, instant message, text message, blog, or social networking website through the use of a cell-phone, telephone, pager, computer, or other electronic device. 4. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property. 5. Repeatedly and purposely shunning or excluding from activities.

Where the pattern of behavior as provided in paragraph 2 is exhibited toward a student, more than once, by another student or group of students occurs, or is received by a student while on school property, at a school related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event, the school is obligated to act in accordance with state law and Plaquemines Parish School Board Policy.

The pattern of behavior as provided in paragraph 2 must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to their property, or must be sufficiently severe, persistent and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a

student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

REPORTING PROCEDURES

Any student who believes he or she has been the victim of bullying, cyber-bullying, intimidation, threatening behavior, harassment, hazing, or terrorizing by a student, teacher, administrator or other school personnel, or by any other person who is participating in, observing or otherwise engaged in activities including sporting events and other extracurricular activities, under the auspices of the school district or a school within the school system, is encouraged to immediately report the alleged acts to any appropriate school district official.

Any teacher, administrator, or other school personnel who has or receives notice that a student has or may have been the victim of bullying, cyber-bullying, intimidation, threatening behavior, harassment, hazing, or terrorizing at school or any school activity shall be required to immediately report the alleged acts to an appropriate school district official.

Any student, School Board employee, or school volunteer who in good faith reports an incident of harassment, intimidation, bullying or cyber-bullying to the school administrator in accordance with appropriate procedures shall be immune from a right of action for damages arising from any failure to remedy the reported incident.

At the School Building Level

The principal shall be the person responsible at the school level for receiving oral or written reports of bullying, cyber-bullying, intimidation, threatening behavior, harassment, hazing, or terrorizing of a student. Any other school administrator, teacher, or other school personnel who receives a report of bullying, cyber-bullying, intimidation, threatening behavior, harassment, hazing, or terrorizing of a student shall immediately inform the principal, who shall notify the Superintendent or his/her designee.

Other Sites

Building administrators designated by the Superintendent at each administrative, support, or maintenance site shall be responsible for receiving oral or written reports of bullying, cyber-bullying, intimidation, threatening behavior, harassment, hazing, or terrorizing of a student. Upon receipt of a report, the building administrator shall immediately notify the Superintendent or his/her designee.

INVESTIGATION OF COMPLAINTS AND REPORTS

The Superintendent or his/her designee (usually the building administrator) shall immediately investigate or authorize the investigation of all reports and complaints involving alleged bullying, cyber-bullying, intimidation, threatening behavior, harassment, hazing, or terrorizing of students. Investigations may consist of personal interviews with the complainants or the individual who is alleged to have been bullied, intimidated, threatened, harassed, hazed, or terrorized the individual or individuals against whom the complaint is made, witnesses, and any other persons who may have knowledge of the alleged incident or incidents or circumstances leading to or giving rise to the complaint. Other methods of

investigation also may be used and pertinent documents may be examined by the investigator.

During the pendency of an investigation, the school district may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators or other school personnel pending completion of the investigation.

Threatened student shall be informed of the threat immediately and the student shall be brought to the administrative office and contained in a secured location. Parents of threatened student shall be informed immediately and be given the option to remove student from school.

Employees who may be threatened shall be informed immediately and be given the option to leave campus if so desired.

Investigations shall be completed as soon as practicable. A written report shall be prepared upon the completion of the investigation. If the complaint involves the Superintendent of Schools, the report shall be made and filed directly with the School Board. The written report shall include determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Handling Evidence

Whenever an employee/administrator receives notice of a threat, intimidation, bullying, cyber-bullying, harassment, terrorizing threat, or hazing, any physical evidence of the act/communication shall be secured in the building administrator's office with as little physical contact as possible. If the act/communication is in the form of graffiti, the area shall be sealed off by the building administrator. Photographs shall be taken as soon as possible. Student/public exposure shall be as minimal as possible. Graffiti shall not be removed until law enforcement has properly examined the area.

DISCIPLINARY ACTION

The school district shall take appropriate action in response to a report following an investigation of any alleged bullying, intimidation, threatening behavior, harassment, or hazing of a student. When the report determines that the alleged act or conduct appears to be in violation of this policy, disciplinary action shall be taken in accordance with Board policy. The principal/designee shall contact the parent, tutor, or legal guardian of the pupil being disciplined for alleged misconduct to notify them of the disciplinary action.

Whenever the act or conduct determined to be a violation of this policy may also constitute a violation of state or federal criminal statute, the appropriate law enforcement officer shall be promptly notified.

Appeal

The parent of a student disciplined for violation of this policy may appeal to the Superintendent or his/her designee no later than five (5) days after being notified of the disciplinary action. The Superintendent or his/her designee shall review all documentation regarding the incident, and if determined to be necessary by the Superintendent or designee,

conduct a hearing on the matter. The results of the review or hearing shall be sent to the parents or legal guardian within three (3) school days. The decision of the Superintendent shall be final, except for a student expulsion, which may be appealed to the School Board in accordance with statutory provisions.

School Emergency Dismissal Policy

- Parents are not to rush to the school during an emergency.
- Remain at the phone numbers you have given for emergency contact so you can be contacted if needed.
- Call the following emergency numbers for information:
Call you school 504-595-6466, if you can't get through, call 504-595-6400
- If telephones are jammed, listen to WWL 870 AM radio for emergency information, including a gathering location.
- The gathering site for parents/guardians will be announced as soon as a safe place can be determined.
- Information on students and instructions for release of students will be given at the assigned gathering site. Listen attentively there for information and on the radio.
- The situation may call for evacuation of students or the sheltering of students in place or even lock-down. Be prepared to wait until your child can safely be released.
- Strict release procedures will be enforced. Update now the names and numbers of persons on the school emergency contact list to include someone who could be there at any time during school.
- Every person picking up a child in an emergency must show a photo identification of any sort and sign a release form.

MEDIA CONTACT

The Superintendent or his/her designee shall serve as the only media contact in a terrorizing threat situation. School administrators and/or teachers shall refrain from making comments to the media in these situations.

DISSEMINATION OF INFORMATION POLICY

This policy shall be conspicuously posted in each school in a place or places accessible to all students, teachers and other personnel.

The school district shall develop a method for discussing this policy with students which shall take into account their level of understanding based upon their grade level or other considerations generally applicable to students enrolled in the same class or grade. The school district also shall discuss this policy with administrators and teachers, and other school personnel whose employment duties bring them into contact with students.

Adopted: January, 2002 Revised: April 2010, "It's virtually impossible to list all inappropriate behaviors, therefore any act not listed and deemed inappropriate by the administration is subject to disciplinary action and will be addressed accordingly."

STUDENT SCHEDULE

Name:

FALL SEMESTER		SPRING SEMESTER	
BLOCK	CLASS	BLOCK	CLASS
1ST		1ST	
2ND		2ND	
3RD		3RD	
4TH		4TH	

GUIDELINES FOR SCHOOL EMERGENCY

In the event of a crisis at school (a fire, a tornado, individual with a weapon, chemical leak), parents must be aware of the following:

- DO NOT ATTEMPT TO RUSH THE SCHOOL. STAY IN PLACE FOR DIRECTIONS
- REMAIN AT THE PHONE NUMBER YOU HAVE GIVEN FOR EMERGENCY CONTACT
- CALL THE FOLLOWING EMERGENCY NUMBERS FOR INFORMATION, YOUR SCHOOL NUMBER (504-595-6466), IF YOU CANNOT GET THROUGH; CALL (504-595-6400).
- IF TELEPHONES ARE JAMMED, LISTEN TO WWL 870 AM RADIO FOR EMERGENCY INFORMATION, INCLUDING A GATHERING LOCATION
- THE GATHERING SITE FOR PARENTS/GUARDIANS WILL BE ANNOUNCED AS SOON AS POSSIBLE
- INFORMATION ON STUDENTS AND INSTRUCTIONS FOR RELEASE OF STUDENTS WILL BE GIVEN AT THE GATHERING SITE
- THE SITUATION MAY CALL FOR EVACUATION OF STUDENTS FOR THE SHELTERING OF STUDENTS IN PLACE OR EVEN LOCK-DOWN. BE PREPARED TO WAIT UNTIL YOUR CHILD CAN SAFELY BE RELEASED
- STRICT RELEASE PROCEDURES WILL BE ENFORCED. UPDATE THE NAMES AND NUMBERS OF PERSONS ON THE SCHOOL EMERGENCY CONTACT LIST TO INCLUDE SOMEONE WHO COULD BE THERE AT ANY GIVEN TIME DURING SCHOOL
- EVERY PERSON PICKING UP A CHILD IN AN EMERGENCY MUST SHOW A PHOTO IDENTIFICATION OF ANY SORT AND SIGN A RELEASE FORM

PLAQUEMINES PARISH SCHOOL BOARD'S
NOTICE FOR DIRECTORY INFORMATION
Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Plaquemines Parish School Board (PPSB), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, PPSB may disclose appropriately designated "directory information" without written consent, unless you have advised the PPSB in writing to the contrary in accordance with PPSB procedures. The primary purpose of directory information is to allow the PPSB to include information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;
The annual yearbook;
Honor roll or other recognition lists;
Graduation programs; and
Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (20 U.S.C. § 7908; 10 U.S.C. § 503(c))

If you do not want the PPSB to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the PPSB in writing by [August 26, 2016]. Please send your written notice to:

Kristie Williams
Principal, Phoenix High School
12700 Hwy. 39
Braithwaite, La. 70040
krwilliams@ppsb.org

What is directory information?

The PPSB has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

For further information about this notice, please contact:

Ronald Bateman
Director of Student Services
1484 Woodland Hwy.
Belle Chasse, LA. 70037
rbateman@ppsb.org

PLAQUEMINES PARISH SCHOOL BOARD'S
NOTICE FOR DIRECTORY INFORMATION
**Family Educational Rights and Privacy Act (FERPA)
Signature Form**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Plaquemines Parish School Board (PPSB), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, PPSB may disclose appropriately designated "directory information" without written consent, unless you have advised the PPSB in writing to the contrary in accordance with PPSB procedures. The primary purpose of directory information is to allow the PPSB to include information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;
The annual yearbook;
Honor roll or other recognition lists;
Graduation programs; and
Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (20 U.S.C. § 7908; 10 U.S.C. § 503(c))

If you do not want the PPSB to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the PPSB in writing by August 26th, 2016.

NO I, _____, (Parent/Guardian Name) will not allow my child to be identified by the news media, other outside organizations or the Plaquemines Parish School Board for positive promotion or publicity.

Parent/Guardian Signature

Date

Due Process and Appeals

A student has the right to present his own evidence and to hear the evidence of others during the investigation of any rules violation. Should the student or parent representing the student desire to appeal any decision made as a result of the findings in a disciplinary matter, the student or parent should follow the appropriate chain-of-command:

1. The principal
2. A hearing officer appointed by the Superintendent (Suspensions and Expulsions only)
3. The Superintendent (Suspensions and Expulsions only)
4. The School Board (Expulsions only)

All Special Education students shall be afforded the disciplinary provisions stipulated by the Louisiana Department of Education.