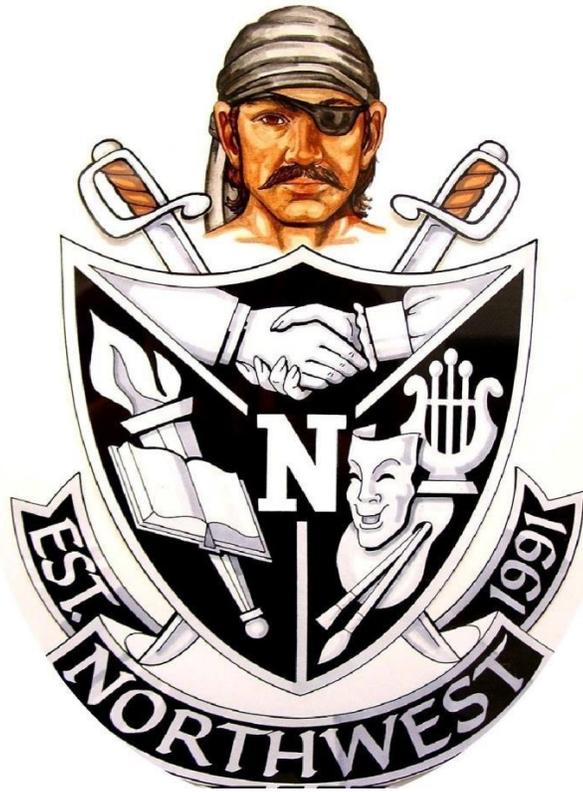


# Northwest High



Student Handbook

2016 - 2017

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## PRINCIPAL'S MESSAGE

Welcome to Northwest High School. The administration, faculty and staff enthusiastically await the challenge of working with you to help you fulfill your hopes, and expectations during your high school career. It is our hope that the 20142015 school session will be a profitable and enjoyable one. A new school year presents wondrous opportunities to use our minds to discover and to shape in the unique exchange of ideas that brings about the fulfillment of knowledge.

The mission of Northwest High School's staff and administration is to give students what an excellent school must have, a respect for and an interest in learning and the motivation necessary for success and achievement; because at Northwest High School, we believe that all students can learn.

This handbook is filled with rules, regulations, guidelines and good will, and it provides both students and parents with an avenue to become familiar with our school program.

As administrative leader, I challenge each student to strive for a year of great achievement, socially, academically, and athletically. I challenge each of you as members of the Northwest High School team to take full advantage of the educational talents our fine staff has to offer you in reaching your richest, attainable goals.

Best wishes for a wonderful and exciting year.

Gregory Campbell  
Principal

## MISSION STATEMENT

***All Northwest High students will attain academic skills for lifelong learning.***

## Vision Statement

The vision of Northwest High School is to become an exemplary collaborative learning community of faculty, parents, students and community leaders, providing students with challenging coursework, in which students learn to think critically, solve problems effectively and become responsible learners.

## PHILOSOPHY

Education is humanity's most important task. Education improves the quality of life by preparing students for life's challenges.

We believe that the dignity and worth of every individual reflects the value of life. We believe that all students can learn. We strive to teach every child, emphasizing quality instruction and student achievement. The Northwest High School faculty and administration commit themselves to equal educational opportunity for all students, regardless of their background or ability. We further believe it is our task to provide a safe and orderly learning environment, good role models, and the instruction and guidance needed by students to develop their potential.

We have a high regard for the educational profession and feel a sense of responsibility to the youth, parents and society. We accept the challenge to help all learners acquire self-motivation, appropriate ethical attitudes, essential life skills and appreciation for art and beauty.

## STATEMENT OF NON-DISCRIMINATION

Northwest High School shall place an equal emphasis upon the *nondiscriminatory provision of educational opportunities for children and no person shall be denied the benefits of any education program or activity on the basis of race, color, handicap, religion, creed, national origin, age, or sex.* All programs offered by Northwest High School shall be open to all students in compliance with statutory and judicial requirements

## OBJECTIVES

The following objectives of Northwest High School have been formulated:

1. To develop character traits, such as self-confidence and a positive self-image, that will mold students into honest men and women.
2. To help students develop physical strength, poise, mental alertness, emotional control, and, through guidance, their own sense of values.
3. To help students develop the fundamental skills of reading, problem solving, and self-expression in speaking, writing, and the arts.
4. To equip students with the general skills, techniques, and whatever specialized knowledge that makes it possible for the

## PURPOSE

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school, and to become an integral part of it.

## ST. LANDRY PARISH SCHOOL SYSTEM MISSION STATEMENT

SLP with the support of the community will prepare all students for life's challenges by

teaching them the skills necessary to acquire and to apply knowledge to function effectively in a technological, multi-cultural, global society.

## SCHOOL POLICIES

### DISCIPLINE OF STUDENTS

Every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the grounds of the school, on the street or road

or school bus, going to or during intermission or recess. The school principal may suspend from school any student for good cause. (Louisiana Rev.

Statutes 17:416 Act 195 & 206).

Students must follow all rules of the St. Landry Parish School Board and Northwest High School.

Students may be suspended/expelled from school for any of the following reasons:

1. Cutting class/leaving campus
2. Excessive tardiness and or absences
3. Smoking
4. Possession of tobacco and/or lighter
5. Disrespect for authority
6. Fighting with students and/or faculty.
7. Public Displays of Affection
8. Bodily injury to students and/or faculty
9. Threatening students and/or faculty.
10. Vandalism
11. Possession of a weapon
12. Drugs (possession or under influence)
13. Alcohol (possession or under influence)
14. Gambling
15. Stealing
16. Molesting students, indecent behavior
17. Profane and or obscene language and or notes
18. Possession and/or shooting fireworks
19. Disturbance in the classroom and/or on campus
20. Habitual violations of school rules
21. Miscellaneous (such as...using the wrong I.D.# for lunch)
22. Failure to follow Dress Code
23. Possession of a cell phone on campus.

### NOTE TO ALL SUSPENDED STUDENTS:

1. You are not allowed to return to Northwest High School campus during the period of time that you are suspended.
2. You are not allowed to attend any school activity during the time that you are suspended. (Athletic events, assemblies, pep rallies, programs, etc.)
3. Parents/guardians are required to come to school with the suspended student for a conference before the student will be reinstated to the classroom.

4. Four (4) suspensions may result in a recommendation for expulsion.

#### **Suspensions—ACT 240**

1. Students who are excluded from school due to suspension shall be allowed only partial credit equal to fifty percent (50%) of the grade averaged earned on the graded activities and/or tests missed. First Suspension.
2. Second and all subsequent out of school suspensions within the same school year: Students excluded from school due to suspension shall be allowed only partial credit equal to twenty-five percent (25%) of the grade averaged earned on the graded activities and/or tests missed.
3. Students shall be given time equal to five (5) school days to make up any work missed during said exclusionary period.

#### **APPEARANCE AND DRESS**

St. Landry Parish Dress Code (2010-2011)  
The St. Landry Parish School Board believes that a mandatory school uniform policy will provide a more secure environment, promote an atmosphere for greater discipline, and increase learning opportunities for all students.

The student dress code policy shall apply to all students in grades pre-kindergarten through 12<sup>th</sup> grade. This policy shall apply to all students attending public schools in St. Landry Parish. The principal of each school will make the final decision about proper or improper dress according to the guidelines provided. School Spirit Day and any other school activities requiring a deviation from the uniform policy will be left to the discretion of the principal. Any substantial complaint concerning the dress code shall be dealt with by the school administration.

#### **Uniform Shirts**

The shirt shall consist of a **plain-collared white or navy polo knit shirt with no logo** and with either short or long sleeves. Each

school will have the option of another colored shirt. **The optional top may have the school logo imprinted** on the left chest over the heart. **All shirts must be tucked in at the student's waist.** All shirts must be long enough to remain tucked when seated. An undershirt may be worn under the uniform top. The undershirt must be solid white with **no logo or writing** than can be seen under the white polo knit shirt, and the sleeve cannot be longer than the sleeve length of the uniform top. Turtlenecks or mock turtlenecks are not allowed over/under the uniform shirt.

**Note:** Maternity wear will consist of a **white button down blouse or a uniform shirt.** The white maternity blouse need not be tucked. However, standard uniform shirts must still be tucked in.

#### **Uniform Bottoms**

Bottoms shall consist of **classic, traditional, straight leg, dark khaki/navy blue cotton twill uniform pants or walking shorts** with a finished hem (side slits on shorts with a finished hem (side slits on hems are not allowed.) Uniform bottoms **must fit at the waist and crotch and be within one (1) size of the student's actual waist/inseam measurement.** No cargo pockets or flaps on back pockets are allowed on uniform pants, hip-huggers or jeans of any color and/or type are not allowed. Brand name emblems on uniform bottoms may not exceed 1" or 2" in size. All uniform bottoms must have a waistband with belt loops.

Walking shorts shall not be more than four (4") inches above the back crease of the knee. Sagging of the uniform bottoms will not be allowed.

**Note:** Maternity wear will consist of **uniform colored maternity pants.** Should uniform bottoms be worn, they must remain zipped and buttoned.

#### **Uniform Bottoms for Girls:**

In addition to the above uniform bottoms, traditional style uniform jumpers and skirts will be allowed and must have a finished hem and shall

not be more than four (4") inches above the back crease of the knee. \*All items of clothing must be worn as intended by design. Allowable colors are dark khaki and navy. Overalls are not permitted. Stone, white or dark brown uniform bottoms are not allowed. Dark khaki/navy blue shorts are allowed for Pre-K to 2<sup>nd</sup> grade. By the 200607 school year, skirts worn at the 5-12 grade level must be box pleated style. **Note: No tight or revealing clothing worn by any student will be tolerated.**

### **Belts**

A black, brown, khaki, or blue belt must be worn or a plain belt with a buckle no larger than 2"x3". No studs will be allowed. The entire length of the belt must be worn inside the loops. Hanging of any part of the belt outside the belt loops is not allowed. Belt loops should not be removed. **Belt must be worn at the waist.**

### **Socks**

Socks must be worn at all times. They must be solid navy, white, black, brown or the school optional color with *no* emblem or logo. Crew length socks must cover the ankle and be visible above the shoe.

### **Shoes**

Students must wear a closed shoe (front and back). Sandals, clogs, flip-flops, slippers, or other similar types of shoes are not allowed. Shoes must be laced and tied; Velcro straps must be secured.

### **Outerwear**

In cold weather, students will be allowed to wear the following over their school uniform:

#### **Sweatshirts:**

A sweatshirt must be waist length with a tight, ribbed elastic bottom, must be plain, solid colored in black, white, heather grey, or dark navy blue with not emblem, logo, or marking. Students can wear a sweatshirt in the optional school color with school logo.

**No hoodies.**

#### **Sweater:**

Crew neck, V-neck, or cardigan style (those that button or zip from the bottom) sweaters must have sleeves, must be waist length, must be plain, solid-colored in black, white or dark navy blue with no emblem, logo, or marking. Optional school color with school logo and school-issued sweaters are permitted. **No hoodies allowed**

#### **Lightweight jacket/windbreaker (with or without hood)/coat:**

All outerwear, except for sweatshirts, must zip, button, or snap from top to bottom and must not be longer than upper mid-thigh. Outerwear must be plain, solid-colored in black, white, khaki, heather gray or dark navy blue with *no* emblem, logo, or marking; however, jackets in the optional school color with school logo and school-issued jackets are permitted. **No hoodies allowed.**

**NOTE:** No leather, synthetic leather, corduroy or suede will be allowed, unless school issued.

*The principal - not uniform vendors should address any questions about the dress code. Although it is impossible to anticipate all problems, distracting "fads" which disrupt the spirit, education, philosophy, or dignity of the St. Landry Parish School System will be unacceptable.*

#### **Appeals Process**

Deviations from the above dress code for medical, religious and/or any other extenuating circumstances can only be granted by the School Dress Code Review Committee. This committee shall be composed of the Superintendent or his designee, the Policy Supervisor, the Child Welfare & Attendance Supervisor, the Drug/Violence Free School Super-visor, and the Special Education Director or designee.

Request for an appeal hearing must be made in writing to the Superintendent, stating the reason for the deviation. A hearing date must be set within ten (10) working days of receipt of the

request, and an answer to the appeal must be rendered in writing within ten (10) working days following the hearing. A copy of the decision shall also be sent to the principal of the school. The determination of this committee shall be final.

Persons making the request for an appeal must be prepared to present written documentation supporting the reason for the deviation. The type of documentation required will be listed in the letter sent to them, and the date of the hearing will be stated.

**Compliance Time Lines:**

All parish students and incoming pre-K students will comply with the dress code on the first day of school. **Any student transferring from another parish shall be given ten (10) school days to purchase uniforms and comply with this policy.**

**Violations:**

Violations of the dress code shall be address as follows:

**First offense:** The parent shall be contacted to take the student home until proper uniform can be provided. A letter will be given to the parent or mailed to the parent stating the violation and reminding them that further disciplinary action will result from future violations.

Adopted: July 18, 1991; revised: 9/91; 1/98/7/98/1/00; 4/01; 5/01/8/05 Ref: La. Rev. Stat. Ann 17:416.7; Scott v. Board of Education, 304 N.Y.S. 2d 601 (1969); Darr v. Schmidt, 460 F. 2d 609 (1972); Board minutes, 5-291, 5-7-98, 1-6-00, 5-03-01, 9-8-05.

Students have the responsibility to come to school looking clean and neat, and dress in a manner which is accepted as being in good taste.

1. Sun shades, head bans, hats, caps, etc. are not to be worn.
2. The wearing of gang signs, insignia, and distinctive modes of dress is a violation of the dress code policy for students. Gang identification is prohibited on any and all school campuses.

3. Girls are prohibited from wearing hair curlers on campus.
4. Girls are allowed to wear earrings only on their ear lobes.
5. Boys are prohibited from wearing earrings and/or Band-Aids on ear lobes without medical verification showing the need for the Band-Aid filed in the office.
6. Tongue rings (or balls) or pierced nose jewelry are not allowed.
7. Students who wear hair styles that create problems of health and sanitation, obstruct vision, or are designed to call undue attention to the student will be sent home to make necessary changes in their appearance.
8. Hair length of male students is limited to just above the collar. Facial hair is limited to a neatly-trimmed moustache.
9. For Homecoming Week activities, students must adhere to Spirit Day dress or wear uniforms.
10. To promote school spirit, schools sanctioned club t-shirts may be worn on assigned spirit days. These must be worn in accordance with the dress code policy-slacks and skirts must be worn properly, slacks must be worn with belts.
11. Properly fitting school uniforms must be worn for all field trips activities during regular school days.
12. Visible tattoos are not allowed.

*This dress codes policy shall be honored during the school day and at all school sponsored events.*

**NOTE: If appearance and dress does not comply with these rules, students will be required to go home with a parent/guardian and change clothes or appearance to conform to the dress code. (The principal reserves the option of suspension in cases of dress code violations.)**

**ATTENDANCE REGULATIONS**

Students are expected to attend school on a regular basis. No student can learn effectively and expect to pass course work if constantly absent from school.

**Attendance Responsibilities of Students:** Any student missing more than five and ½ (5) days in a semester will not be given credit for the course taken if it is a one-half (2) credit course. Any student missing more than eleven (10) days during the school session in any one-credit course will not receive credit for that course. (For credits such as those earned at Career & Technical Centers, Work Applied Partnership and in CAE, calculations will be made to determine penalties for absences.)

Seniors are allowed to miss only 5 days during their senior year, because the State of Louisiana requires that each student attend school 167 days during a school year. Seniors are dismissed 10 days earlier than the rest of the school.

Authorized absences--those which are unavoidable due to personal illness, medical or dental appointments, official school functions, family emergencies and similar circumstances which are beyond the control of student and parents.

Students must submit a valid excuse for authorization within **three days of returning to school**. Failure to bring a valid excuse within the three-day limit will void the excuse.

**NOTE: Upon returning to school, students with authorized absences are given an opportunity to make up work missed within 5 (five) class meetings. The responsibility for complying with this lies with the student and NOT with the teacher. Students who fail to make up work within the designated length of time because of his (the student's) negligence will receive a grade of "zero" (0) for work not made up.**

**Unauthorized absences**--The student will receive a grade of zero (0) for any evaluated work or graded tests missed during the period of the unauthorized absence.

Northwest High will not condone "Skip Day" (for any class). Students participating in

"Skip Day" will be marked absent and will not be allowed to make-up missed work.

**NOTE: Any student missing 5 days/per semester in an individual course will not receive passing credit for that course.**

St. Landry Parish Absence Reporting Schedule: File: JBD-P

Because students are required to be in attendance for a minimum of 167 days, to assist in the enforcement of the compulsory school attendance laws and to assist in improving student attendance on a parish-wide basis, the following procedures shall be followed:

1. Homeroom teachers **must** keep attendance records and report absences to the office on a **daily** basis.
2. The computer center will automatically print an **absence notification letter** for those students who have missed 3,5,9,11 days of school (excused or unexcused). The letters will be printed at each school site.
3. This letter will be issued to each homeroom teacher. It will be the **responsibility of the teacher** to notify the parent/guardian verbally concerning attendance. Document the date the contact was made on this letter and then file this with the student's attendance records. If verbal contact cannot be made, then the letter will be mailed to the parent/guardian.
4. The teacher will be keep a copy of the letter, with the date mailed, recorded on the copy in the student's attendance records.
5. The **teacher** must send the **LA-15 Form** to the central office only when the student has **3,5,9,11 unexcused absences**. A letter will be sent to the parents from the District Attorney's office.
6. The principal may decide to file charges against the parent(s) of a student who continues to accumulate unexcused absences (after the 10 unexcused absences).

#### Arrival at School

1. Bus riders--Students disembarking from buses must enter the building through the southeast front entrance.  
NO

LOITERING outside the building, in the parking area, or in parked cars will be tolerated.

2. Any student arriving at school in a private vehicle should disembark from the vehicle and enter the building through the appropriate entrance (front entrance near office for dropped-off students; east side entrance for students with valid parking permits.)
3. The student parking lot will be locked 10 minutes prior to the 7:50 bell. Students arriving after that time must report to the office to receive permission to park.
4. Students cannot leave the building to return to vehicles for any reason until the end of the school day.
5. Students driving vehicles to school must possess a valid driver's license and show proof of liability insurance.
6. An official school parking permit must be purchased for \$5.00/per vehicle and placed so as to be visible from the rear of the car.
7. Any reckless/unsafe driving will result in having the driver's parking permit revoked for the remainder of the school year.
8. Students arriving late at school must sign in with the office before entering class.  
Failure to do so will result in suspension.

**NOTE: All areas are off-limits to students except the administration corridor, locker corridors, (except Corridor 3), or Gym Corridor before and after school.**

### Tardiness

A student reporting to school late (after the 7:45 bell has rung) must report to the office with a parent or guardian in order to sign-in for a tardy slip. The student must then deliver a copy of the tardy slip to his appropriate class.

### Definition of Excused Tardiness

1. Doctor's excuse, legal excuse (court, driver's license, military, etc.), visual parental contact
2. Unexcused Tardiness--Any tardy not mentioned above
3. Tardy Policy
  - a. A student will be allowed unexcused tardiness only twice.
  - b. After the second unexcused tardy, the parent will be notified that the student has been unexcused for tardiness twice.
4. On the third tardy, (excused or unexcused), the student will receive disciplinary action (such as detention, suspension, etc.) and may be assigned inschool suspension.
5. Habitual tardiness may cause a student to be recommended for suspension.

### Leaving the School Grounds

1. The student's parent or guardian must report to the office and ask for the student and sign a dismissal permit before the student will be allowed to leave.
2. In the case of an emergency unknown to the parent or guardian, the parent or guardian will be contacted by the office and oral consent must be given for the dismissal.
3. For emergencies requiring immediate attention, a judgment for dismissal will be made by the office administration as to the seriousness of the need for dismissal.
4. Leaving the school grounds without authorization will result in severe disciplinary action.
5. All students leaving before the end of the school day must exit through front doors next to the school office.

### Check-out Procedures

1. Parent/guardian must appear ON CAMPUS to sign out student--no exceptions. Students will not be allowed to check out with a parent/guardian's signature.
2. Students must pick up a Student Checkout Form from an assistant principal.
3. Fill out pertinent information.

4. Have the principal or one of the assistant principals sign the form.
5. Students will then report to all teachers whose classes they will miss and have those teachers sign the form and get work assignments.
6. Return the completed form to the principal or one of the assistant principals.
7. Students are NOT allowed to check out during lunch periods, except in case of emergency.

### Student Travel Permission for Career & Technical Programs

All necessary forms and permits must be executed by the student, parents, sponsoring teacher, and principal before permission to participate will be granted to students for vocational programs off-campus. Copies of the forms and permits must be filed on file with the Program Coordinator. This applies to programs such as Ag. Internship or any other programs that may require a student to use a privately-owned vehicle for transportation.

Ag. Internship students must check out with their program advisor each day before leaving for work.

### Expected Behavior Standards

1. Students are required to maintain self-discipline at all times, both during regular school hours as well as during school related functions.
  - A. Impudence, profanity, dishonesty, disorderly conduct, or disregard for authority will not be tolerated.
  - B. Students should respect the private property of fellow students and faculty members. Stealing, rigging lockers or other forms of vandalism will not be tolerated.
  - C. Students should display courtesy towards administration, faculty and staff. (Respectful responses should be: Yes  
Ma'am, No Ma'am, Yes Sir, and No Sir).

D. No student is allowed to put his/her hands or any part of his/her body on another student.

E. **Fighting** will not be tolerated.

1. 1<sup>st</sup> fight, student will receive a 9day suspension.
2. 2<sup>nd</sup> fight, student may be recommended for expulsion.

**NOTE: Our aim in education is to develop character. Belittling remarks or degrading nicknames are not indicative of good character. Students are expected to respect the position of all teachers and school personnel as well as their fellow classmates.**

### 2. Exchanging classes

A. Students are expected to shift from one class to the next as quickly as possible. Loitering between classes causes tardiness. Teachers will not tolerate students arriving late for classes.

B. To prevent "jams" at the lockers between classes, the students are expected to carry books for the morning classes and at the appropriate locker time, get books and materials for afternoon classes.

### C. LOCKER TIMES

Before Homeroom

Between 2<sup>nd</sup> & 3<sup>rd</sup> periods

After Lunch

Before 7<sup>th</sup> period

D. To facilitate movement in the school building, students are asked to keep to their right in the halls.

**NOTE: Students will be allowed to use only clear or mesh backpacks and/or tote bags in order to carry books to classes.**

### GENERAL SCHOOL RULES

1. Upon arriving at school, students riding buses will be let into the administration hall. Students should get books and other necessary materials for the first two periods

of the day. Before school, students will be allowed in the Administration Corridor, Locker Corridors, and the Gym Corridor--all other areas are off-limits. During lunch, students will be allowed only in the Administration Corridor and the Gym Corridor.

2. For student protection, running, shouting or any form of horse playing will not be allowed on campus.
3. Locks must be kept locked at all times.
4. Students are required to dispose of trash in proper receptacles.
5. Gum chewing is not allowed in classrooms.
6. **Students are not allowed to bring water bottles, soft drink cans or bottles, cups or any food items into the classroom.**
7. Students are not allowed to bring plastic or glass containers on campus.

**NOTE: Custodians or other school personnel can check passes and/or instruct students on behavior. Students are expected to show respect and honor the requests of the custodians or other personnel. Students showing disrespect, or not honoring the requests of custodian or other school personnel will be reported to the office and disciplinary action will be taken.**

### Classroom Discipline Plan

1. Follow directions the first time they are given.
2. Be in class and seated when the tardy bell rings.
3. Bring all necessary books and materials to class.
4. Raise hand to be recognized before speaking.
5. Follow all school rules and guide-lines for ethical public behavior.

Additional rules, consequences, and positive reinforcements will be added by individual teachers.

### Hall Rules and Cafeteria Rules

Students will be required to pay lunch on a daily basis--no charging of meals.

1. Follow directions.
2. Stay in designated areas.
3. No littering on campus or in halls.
4. No yelling, loud talking or vulgar language.
5. No provoking language or actions.
6. No shoving or cutting in line.
7. Do not remove food or any other items from the cafeteria.
8. Do not stand with feet against the wall. If a student defaces the wall with footprints or other marks, the student will be expected to clean the area.
9. No books or bags should be left in the halls or in the Gym before school, during classes, or after school.
10. **No loitering** in doorways of class-rooms, restrooms, gym, or next to water fountains.

### Library

Library Procedures--the library will be opened at 7:30 a.m. each day and remain open until 2:56 p.m. Students are expected to be quiet and respectful of the rights of others who are using the library. **Students are expected to return books by the due day or pay \$.05 per day late fee. Damaging or losing a book will require payment for the replacement cost of the book.**

### Guidelines for Social or Sporting Activities

1. All students in attendance at social/ sporting events will be expected to follow all school rules. All school rules and regulations concerning dress and behavior will be enforced at all school- sponsored activities. Appropriate disciplinary action will be taken for anyone violating any rules or regulations.
2. Proper attire is expected.
3. Students and their guests will be required to sign-in and sign-out at social activities.
4. All students will have to present a current school I.D. card to enter the activity.
5. The possession and/or consumption of alcoholic beverages, illegal substances, and tobacco are prohibited on the Northwest High campus. Violation of this policy will result in suspension from school and future events sponsored at Northwest High.

6. Any student leaving a social event will not be permitted to return except with authorization from the sponsor.

## SLP BOARD SCHOOL POLICIES

### Equal Education Opportunities

It shall be the policy of the St. Landry Parish School Board that the school district shall place an equal emphasis upon the *nondiscriminatory provision of educational opportunities for children and no person shall be denied the benefits of any education program or activity on the basis of race, color, handicap, religion, creed, national origin, age, or sex.* All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

The Superintendent shall designate a member of the staff to investigate any and all complaints which may be brought against the district in regard to any alleged discriminatory action. Adequate procedures shall be developed and maintained to provide for prompt and equitable resolution of student complaints. Adopted: July 18, 1991

### Demonstrations of Students

It is recognized that individual students or groups of students may, from time to time, feel that certain policies of the School Board are in need of change, or that the administration of such policies is not producing the effect desired by the Board for the education of students. Such students have a right to express their opinions, in a proper manner, and have the opportunity to discuss any problem with their teachers and principal. It is the duty of the principal to always keep lines of communication open with his students, and to listen to the complaints in a fair and sincere manner.

It is the responsibility of the principal to maintain order at each school. The Superintendent shall be notified of any incipient unrest in any student body. No

disorderly demonstration that prevents the orderly progress of a school day, that prevents normal class functions, or that prevents nonparticipating students from their usual class activity, shall not be tolerated. Students participating in such demonstrations shall be immediately suspended and removed from the campus, by force if necessary. Students suspended shall not be allowed to return to the campus until the suspension is terminated by the Superintendent.

Adopted: July 18, 1991  
Revised: November, 1989, FILE: JCDAE\*; Revised: December, 1992, Cf: JDD, KDE;Ref: La. Rev. Stat. Ann. "14:95, 19:95.2, 14:95.6, 17:416, 17:416.3. BOARD

APPROVED: 5/20/93

### Bullying, Threatening, or Violent Behavior

The St. Landry Parish School Board is committed to maintaining a safe and secure school environment. Therefore, all incidents of bullying, threatening, or violent behavior exhibited on campus, at school-sponsored activities, on school buses, at school bus stops, and en route from home to the bus stop and from the bus stop to home will not be tolerated. Even if made in a joking manner, these statements threatening other students, school personnel, or school property are unacceptable.

### Threatening/Violent Statements

Whether written or verbal, such threats will be dealt with severely. School authorities will conduct an investigation to determine the severity of the incident. Students who have made a verbal threat, overheard by a staff member or reliable student witnesses, will receive an out-of-school suspension and possibly a recommendation for expulsion. Students who have made a hit list or death threat shall be recommended for expulsion.

### Bullying

The terms of harassment, intimidation, and bullying shall mean any intentional gesture, written or verbal, or physical act that pertains to a student's disability, race, religion, or sex that:

- (a) A reasonable person under the circumstances should know his/her action will have the effect of harming a student, damaging his/her property, placing a student in reasonable fear or harm to his/her life or person, or damage to his/her property; and

- (b) Is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

Any student, school employee, or volunteer who in good faith reports an incident of harassment, intimidation, or bullying to the appropriate school official in accordance with the procedures established by local Board policy shall be protected from any retaliation. Recommended disciplinary actions are as follows:

- 1<sup>st</sup> Offense: Three (3) day out-of-school suspension and contract signed by student, parent or guardian, and administrator
- 2<sup>nd</sup> Offense: Five (5) day out-of-school suspension
- 3<sup>rd</sup> Offense: Recommendation for expulsion.

Depending upon the severity of the incident, the principal may suspend and/or recommend expulsion on the first offense. Other actions that may qualify for any of the above offenses of threatening or bullying, include but are not limited to, referral to school counseling, referral to law enforcement officials, and/or referral to Families in Need of Services (FINS). It is strongly recommended that parents/guardians seek additional counseling for these students. The Alternative School will not be an option for students receiving a recommendation of expulsion for making a comment of threatening violent nature or bullying.

Adopted: June, 2002 FILE:JCDAF Ref: La. Rev. Stat. '17:416.13, Board Minutes 6/6/02 St. Landry Parish

### Sexual Harassment

Sexual harassment is a form of misconduct which undermines the integrity of the Parish's employment and academic relationships. All employees and students must be allowed to work in an environment free from unsolicited and unwelcomed sexual overtures. Sexual harassment refers to behavior which is not welcome, personally offensive, debilitates morale, and

therefore interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them, and may process a complaint pursuant to this policy. Violation of this policy shall result in disciplinary action against employee or pupil involved, including possible termination of the employee, and expulsion of the pupil. Supervisors who fail to follow the policy or fail to investigate complaints shall also be disciplined.

Sexual harassment is a prohibited action when it results in discrimination for or against an employee or student on the basis of conduct not related to their working or learning performance. Such practices would include any job related or academic action that is based upon an individual's acceptance of, resistance to, or refusal of sexual overtures. This form of sexual harassment may be more difficult for employees or students to cope with when individuals offer or threaten to use the power of their position to control, influence or affect the career, salary, or job of another employee or academic status of a student in exchange for sexual favors.

It is possible for sexual harassment to occur at various levels: among peers or co-workers, between supervisors and subordinates, between employees and students, or imposed by non-employees on employees and/or students. In fulfilling our obligation to maintain a positive and productive working and learning environment, the school system will make every attempt to halt any harassment of which it becomes aware by calling attention to this policy or by more direct disciplinary action, if necessary.

Administrative Implemental Procedures:  
Definition: Sexual harassment may include, but not be limited to:

1. Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse.
2. Subtle pressure of requests for sexual activity.

3. Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship.
4. Creating a hostile work or learning environment, including the use of innuendoes, overt or implied threats.
5. Unnecessary touching of an individual, e.g., patting, pinching, hugging or repeated brushing against another person's body.
6. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment or a pupil's status.
7. Sexual assault or battery as defined by current law.

5. Strict confidentiality shall be maintained throughout the complaint procedure.

6. Any person who believes he or she has been sexually harassed may file a written or oral complaint with the Director of Personnel or to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington,

D.C. 20201

Board Approved: May, 1992 File: JCDACA: CF: JDE

Adopted: May, 1993

#### Procedures

1. Persons who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. Pupils should discuss the problem with their principal or other certified staff member.
2. If an employee's immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to the Director of Personnel at the School Board Office. If a pupil's principal is the object of a harassment complaint, the pupil may bypass the principal and report directly to the area superintendent. Complaints against the Superintendent shall be heard by the Board.
3. Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect the person's employment, compensation, or work assignment until a finding of fact determines that improper conduct occurred. The initiation of a complaint shall not adversely affect the job security or status of an employee.
4. If a finding of fact determines that the employee or pupil acted improperly, appropriate action shall be taken.

### Substance Abuse Policy

#### Illicit Drugs

1. Any student, sixteen (16) years of age or older, found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school event pursuant to a hearing shall be expelled from school for a minimum of twenty-four (24) calendar months. Immediately upon determination of a violation of the drug policy, school officials shall notify the parents and the local law enforcement agency with jurisdiction at that school of the violation.
2. Any student who is under sixteen (16) years of age and in grades six (6) through twelve (12) and who is found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school event pursuant to a hearing shall be expelled from school for a minimum of twelve (12) calendar months. Immediately upon determination of a violation of the drug policy, school officials shall notify the parents and the local law enforcement agency with jurisdiction at the school of the violation.
3. Any student in kindergarten through grade five (5) found guilty of being in possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus,

or at a school event pursuant to a hearing shall be referred to the local school board through a recommendation for action from the superintendent. Immediately upon determination of a violation of the drug policy, school officials shall notify the parents and the local law enforcement agency with jurisdiction at that school of the violation.

4. Any student found guilty of possession of drug paraphernalia, i.e., rolling papers, roach clips, stones, crack pipes, or other material that is used for taking drugs pursuant to a hearing the student will be suspended from school for seven (7) to (9) days and shall be ineligible for participation in all extracurricular activities during that period of time. Immediately upon determination of a violation of the drug policy, school officials shall notify the parents and the local law enforcement agency with jurisdiction at that school of the violation.

## Alcohol

1. Any student found guilty, even on the first offense of transferring or delivering alcohol for profit or not for profit with any person, while under the jurisdiction of a public school in St. Landry Parish pursuant to a hearing, shall be recommended for expulsion from the St. Landry Parish public school system for the remainder of the school year. Immediately upon determination of a violation of the drug policy, school officials shall notify the parents and the local law enforcement agency with jurisdiction at that school of the violation.
2. When a student is found guilty of possession of alcohol or the principal or a designee has reasonable cause to believe that a student is in possession or under the influence of alcohol, the student will be suspended from school for seven (7) to nine (9) days, and shall be ineligible for participation in extra curricula activities during that time.

Immediately upon determination of a violation of the drug policy, school officials shall notify the parents and the local law enforcement agency with jurisdiction at that school of the violation.

3. A student found guilty of possession of alcohol or under the influence of alcohol on a second offense pursuant to a hearing will be expelled from school for the remainder of the school year. Immediately upon determination of a violation of the drug policy, school officials shall notify the parents and the local law enforcement agency with jurisdiction at that school of the violation.

**Return to School Requirements** In addition of the above consequences, students who have been suspended or expelled will be required to complete all of the requirements listed below to return to school:

1. The student will be evaluated by a professional substance abuse treatment facility approved by the St. Landry Parish school system, prior to returning to school.
2. A student returning from a drug or alcohol suspension or expulsion will participated in a counseling rehabilitative program prescribed by the St. Landry Parish School Board staff, which will include three (3) counseling sessions for the student, one (1) which must be attended by one parent or guardian.
3. The student will participate in a DrugFree School and Community Program or school based re-entry activity designed to help the student remain drug-free.
4. Failure to comply with these procedures shall result in expulsion from school for the remainder of the school year.

See FILE: JCDACA, FILE: JDE and RS. 17:416

## Search and Seizure

St. Landry Parish School Board is deeply concerned that all constitutional rights of students be recognized and observed by all school personnel. However, the board is equally concerned that students not use the schools as

sanctuaries from the law, places within which to create disruption or otherwise endanger the welfare and safety of other students or faculty members. In accordance with statutory provisions, all teachers, principals, or other administrative personnel shall have authority to search a student's person, desk, locker, or other school areas, subject to the following:

**1. Possession**

Students are prohibited from bringing onto the school grounds, or having on their person or in their locker, desk, automobile parked on school grounds, or elsewhere on or in school property, any weapon, drug, alcoholic beverage, pornographic or obscene material, or any other object or material which would be a violation, or evidence of a violation, of any state law or school regulation.

- 2. Personal Search and Seizure** Any teacher, principal, or administrator may, with reasonable belief that any student has in his possession on public school property, any weapon or illegal drug, search the person of the student, provided that any such action shall not be malicious or willfully, and deliberately intended to harass, embarrass, or intimidate the student.

**A) Metal Detector Searches** The St. Landry Parish School Board has authorized the use of metal detectors in all schools to help ensure a safe environment for the students and staff under its jurisdiction. Metal detectors may be used by law enforcement agencies or school personnel or a combination of both parties to help minimize the presence of weapons on school campuses.

All policies in the School Board's policy manual concerning student searches will apply when metal detector searches are conducted on a student or non-student. Recent school board-approved Metal Detector Guidelines (May 19,

1994) will also apply to these searches. (Attachment A)

**B) Dangerous Weapons**

The Board shall authorize the principal of each school to automatically suspend, and recommend expulsion for, any student found in possession of a dangerous weapon. A dangerous weapon may be defined as a knife, club, firearm, chain or any other object deemed dangerous or used as a weapon on the school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours. When the student is found in possession of a weapon, the Superintendent shall be immediately notified, and the principal shall take appropriate disciplinary action.

The school principal or designee shall be required to report the confiscation of any firearm, knife or other dangerous weapon to appropriate law enforcement officials.

It is unlawful for a student or non-student to intentionally possess a firearm on school property or within 1000 feet of school property or while on a school bus. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated firearm free zones.

The School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark firearm free zones which surround all schools and school property.

Revised: November, 1989 File: JCDAE\* Revised: Dec., 1992 Cf: JDD, JDE Ref: La. Rev. Stat. Ann. "14:95, 14:95.2, 14:95.6 17:416.3.

**Expulsion**

The Board shall authorize the Superintendent to expel a pupil from school if an offense committed by the pupil is serious enough to warrant such

action or is in violation of state law. Upon the recommendation for expulsion of a pupil by the principal, the Superintendent or designee shall conduct a hearing to determine whether expulsion or other disciplinary action shall be taken. At the hearing, the principal and/or teacher concerned may be represented by any person appointed by the Superintendent and the concerned teacher shall be permitted to attend and present any relevant information. Until the hearing, the pupil shall remain suspended.

At the conclusion of the hearing, the Superintendent or designee shall determine whether expulsion or other corrective action is necessary.

School officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary actions authorized by state law for possession by a pupil of a firearm or knife on school property, when such firearm or knife is stored in a motor vehicle, and there is no evidence of the pupil's intent to use the firearm or knife in a criminal manner. However, the principal shall recommend expulsion of any student when a firearm or knife is stored in a motor vehicle on campus. The parent or tutor of the pupil may, within five (5) days after the decision to expel has been rendered, request the Board to review the findings of the Superintendent or designee at the time set by the Board. After reviewing the findings of the Superintendent or designee, the School Board may affirm, modify, or reverse the action of the Superintendent or designee.

Any pupil who is expelled shall receive no credit for school work missed while he is expelled.

State law requires the Superintendent to expel a pupil for minimum periods of time if found guilty of certain offenses, as follows:

16 years or older

If after an appropriate hearing, a pupil is found guilty of possession of, or knowledge of an intentional distribution, or possession with intent to distribute,

any illegal drug or substance on school property, on a school bus, or at a school sponsored event, the pupil shall be expelled for a minimum of twenty-four (24) calendar months.

If after an appropriate hearing, a pupil is found guilty of possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, the pupil shall be expelled for a minimum of twelve (12) calendar months and shall be referred to the district attorney for appropriate action.

Under 16 years, but in grades 6-12

If after an appropriate hearing, a pupil is found guilty of possession of, or knowledge of an intentional distribution, or possession with intent to distribute, any illegal drug or substance on school property, on a school bus, or at a school sponsored event, the pupil shall be expelled for a minimum of twelve (12) calendar months.

If after an appropriate hearing, a pupil is found guilty of possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, the pupil shall be expelled for a minimum of twelve (12) calendar months and shall be referred to the district attorney for appropriate action.

**Distribution Offenses**

A student assessed with the distribution of any illegal drug or substance, or possession of any illegal drug or substance with intent to distribute, with parental approval shall be referred by the school principal or designee, within five (5) days after such violation, for testing or screening by a qualified medical professional for evidence of substance abuse. If evidence of abuse is found, the student shall be referred to a substance abuse treatment professional chosen by the student's parent or guardian. In all cases, the parent will be responsible for all expenses incurred in the diagnosis and treatment of their child. If the student agrees to cooperate, as certified in writing by the medical professional, the School Board

may re-open the student's case. The Board shall take into consideration the student's agreement to receive treatment as a positive factor in the final decision relative to any final disciplinary action. A student found guilty of a second distribution offense on school property will be expelled in accordance with policy without further Board action.

Expulsion, especially those outlined above, shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved co-curricular or extracurricular activity or any other activity approved by appropriate school officials.
2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed physician. However, such student shall carry evidence of that prescription or physician's order on his person at all times when in possession of any controlled substance which shall be subject to verification.

#### Additional Reasons for Expulsion

Pupils may also be expelled for any of the following reasons:

1. Any pupil, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled upon recommendation to the Superintendent by the principal.
2. Any student who is found carrying or possessing a knife with a blade which equals or exceeds two (2) inches in length.
3. In accordance with federal regulations, a pupil determined to have brought a weapon to a school under the Board's jurisdiction shall be expelled for a minimum of one year. The Superintendent may modify the expulsion requirement on a case-by-case basis. A weapon, in accordance with federal statutes, means a firearm or any

device which is designed to expel a projectile or any destructive device, which in turn means any explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine or similar device.

4. The conviction of any pupil of a felony or the incarceration of any pupil in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony, shall be cause for expulsion of the pupil for a period of time as determined by the Board; such expulsions shall require the vote of two thirds (2/3) of the members of the Board.
5. All bomb threats will result in a mandatory maximum suspension of nine (9) days with a recommendation for expulsion.

#### Re-Admittance Following Expulsion

1. In each case of expulsion, the school principal, or his/her designee, shall contact the parent, tutor, or legal guardian of the pupil to notify them of the expulsion, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the pupil. "Notice" shall be given by sending a certified letter to the address shown on the pupil's registration card. Also, additional notification may be made by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the pupil's registration card.
2. If the parent, tutor, or legal guardian fails to attend the required conference within five (5) school days of notification, the student may be considered a truant and dealt with according to all applicable statutory provisions. On not more than one occasion each school year when the parents, tutor, or legal guardian refuses to respond, the principal may determine whether re-admitting the pupil is in the best interest of the pupil. On any subsequent occasions in the same school year, the pupil shall not be re-admitted unless the parent, tutor, or legal guardian, court, or other appointed representative responds.

3. In any case where a teacher, principal, or other school employee is authorized to require a parent, tutor, or legal guardian to attend a conference or meeting regarding the pupil's behavior and after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his or her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.
4. Any pupil expelled from school under reasons A, B, C or D under Mandatory Expulsions may be re-admitted to school on a probationary basis at any time during the expulsion period on such terms and conditions as may be stipulated by the Board. Re-admission to school on a probationary basis shall be contingent on the pupil and legal guardian or custodian agreeing in writing to the conditions stipulated. Any such agreement shall contain a provision for immediate removal of the pupil from school premises without benefit of a hearing or other procedure upon the principal or Superintendent determining that the pupil has violated any condition agreed to. Immediately thereafter, the principal or designee shall provide proper notification in writing as to the determination and reason for removal to the Superintendent and the pupil's parent or legal guardian.
5. A pupil who has been expelled from any school in or out of state shall not be admitted to a school in the school system except upon the review and approval of the School Board following the request for admission. To facilitate the review and approval for re-admittance, the pupil shall provide to the Board information on the dates of any expulsions and the reasons therefore. Additionally, the transfer of pupil records to any school or system shall include information on the dates of any expulsions and the reasons therefore.
6. Any pupil who that has been expelled from any school in or out of state for possessing on school property or on a school bus, a firearm, knife, or other dangerous weapon,

or possessing or possession with intent to distribute or distributing, selling, giving, or loaning while on school property or on a school bus any controlled dangerous substance shall not be re-admitted to any school until the pupil has enrolled and participated in an appropriate rehabilitation or counseling program related to the reason(s) for the expulsion.

The rehabilitation or counseling programs shall be provided by such programs approved by the juvenile or family court having jurisdiction, if applicable, or by the School Board. The requirement for enrollment and participation in a rehabilitation or counseling program shall be waived only upon the pupil attesting in writing that no appropriate program is available in the area or that the pupil cannot enroll or participate due to financial hardship.

#### **Expulsion of Students with Disabilities**

Expulsion of students with disabilities shall be in accordance with policy JDF, Discipline of Students with Disabilities.

Adopted: July 18, 1991; Revised: Dec, 1991; Dec. 1992; Nov.,1993; Sept.,1994; Oct.,1995; July, 1996; Sept., 1996; Dec., 1997; Apr., 1999; Ref: 18 U.S.C. 921, 20 U.S.C. 2701 et seq., La. Rev. Stat. Ann. " 17:2092; Goss v. Lopez, 95. S. ct. 729 (1973); Board minutes 2-10-92., 10-03-96, 4-15-99.

#### **Student Fees, Fines, and Charges**

The School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. No student shall be deprived of proper instruction should the student not be able to pay any student fees, however.

#### **Damage to Textbooks and Instruction Materials**

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a

student of school age be held financially responsible for fees associated with textbook replacement. In lieu of monetary payments, both school systems and parents/guardians may elect to have students perform school/community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

School systems may withhold grades of a student if a parent or guardian fails to adequately compensate the school or school system for lost, destroyed, or unnecessarily damaged books (through monetary fees or community/school service activities). However, under no circumstances may a school or school district refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the Federal Family Educational Rights and Privacy Act. Transfer of records shall not exceed 45 days from the date of request.

Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books. Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks. Ref: 20 U.S.C. Section 1232

(g-1); La. Rev. Stat. Ann. "17:8, 17:81; *State Textbook Adoption Policies and Procedures Manual*, Bulletin 1794, Louisiana Dept. of Education

**Electronic Telecommunication Devices** No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic

telecommunication device, including any facsimile system, radio paging system, mobile telephone service, intercom, or electro-mechanical paging system in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school. Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of any emergency. Emergency shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

For purposes of this policy, the terms use and operation shall mean whenever the electronic telecommunication device is turned on.

Revised: August, 2003; Ref. La. Rev. Stat. Ann. §§17:239, 17:416, 17:416.1

### Electronic Device Policy for high school students:

No student, unless authorized by the school principal or his/ her designee, shall use or operate any electronic telecommunication device, including but not limited to any cell phone, camera, video tape recorder, digital recorder, any facsimile district, radio paging service, mobile telephone service, intercom, or electro-mechanical paging district in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school. Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. Emergency shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage. St. Landry Parish School District shall not be held liable for any stolen electronic devices. For purposes of this policy,

the terms use and operation shall mean whenever the electronic telecommunication device is turned on.

High Schools students are permitted to have electronic devices as long as they are not visible and is turned off. These devices may be in the student's book bag or on self.

First Offense: Confiscate device, Assign student to 2-day detention or Saturday detention, Return device to parent

Second Offense: Confiscate device, Assign student 2-day detention or Saturday detention, Hold device for 10 school days, Return device to parent

Additional Offenses: Confiscate device, Recommend short term suspension, long term suspension, or expulsion\*, Device is held for a nine weeks period, Return device to parent

*\*\*The principal may impose additional disciplinary measures he/she deems appropriate in the case of extenuating circumstances.*

## Miscellaneous School Policies

### Cell Phones/Electronic Devices:

Cell phones and all other unauthorized electronic devices shall not be permitted in any school building or annexed facilities during regular school hours. Storage of authorized cell phones and electronic devices will be determined by the principal.

### Public Displays of Affection:

Public displays of affection shall not be allowed on the school campus. The principal or his/her designee will determine consequences depending upon the severity of the student's actions.

**Dress Code Grooming Component:** The only body piercing jewelry girls will be allowed to wear is earrings. Body piercing jewelry and make-up is not allowed for males. Excessive jewelry worn by both males or females or excessively worn make-up that distracts from the learning environment or poses a safety problem will not be allowed.

High school males may have a well-groomed, neatly trimmed mustache; other facial hair is not allowed. Pre K- 8 school males may not have a mustache or facial hair.

Hairstyles for both male and female that creates problems of health and sanitation, obstruct vision, are an "unnatural hair color" (not naturally occurring on people) or excessively bleached or that distracts from the learning environment will not be allowed. The principal or his/her designee will determine this. Spiked hair including Mohawks for both males and females is not allowed. Hair on males, no matter what style, that is longer than the bottom of the earlobes on the side, below the eyebrows in the front, and longer than the top of the collar in the back is not allowed. Ornamentation (ribbons, bows, beads, rubber bands, etc.) and hair restraints are not allowed for males.

## Grievance Policy

As the education and welfare of our students is of concern not only to parents, but also to our school staff and administration, we do promise that we will listen to your concerns and do our best to resolve them.

Students or parents who have a "complaint should make a sincere attempt to resolve any complaints by means of a conference between the concerned parties." In practice, this means that parents should make an appointment (at least 24 hours notice is necessary prior to meeting) to speak with the faculty or staff member. Parents should speak with the teacher before seeing the principal. They should speak with the coach

before going to the athletic director or principal. They should speak with the principal before going to the St. Landry Parish School Board.

If a parent or student has an issue that needs to be addressed, we ask that the above chain of communication be used. If there is no satisfaction at the first level, then it is the parent's right to take it to the next level and so on. If an issue comes to the attention of the principal and cannot be resolved to the satisfaction of the parent, a parent may appeal to the St. Landry Parish School Board via grievance procedures, which are available from the principal.

We hope that most problems which arise might be resolved at the first level of communication; however, we also understand that not every issue is easily remedied.

### Cafeteria Fees

Students will be allowed to charge lunch for the first week of school. Thereafter, students must pay in advance or daily. All lunch applications must be turned in by the first week of school in order to receive Free or Reduced status for school meals. Students will be required to pay full price if applications are not turned in on time.

**Non-School Related Fund-Raising** Non-sanctioned events shall not carry the school's name. Non-school products are not to be sold at Northwest High School at any time. All school product sales must be approved by the principal.

### Students Participating In Fund-Raising Activities

A student who accepts items, tickets, etc., to sell for clubs and organizations to which he or she belongs, IS RESPONSIBLE for the return of either the items or the money. If the items are lost or stolen, the student must reimburse the school or organization. Any student having an indebtedness to a club or organization at the close of a school year will not be permitted to join any club or organization the following year until the indebtedness is cleared.

### Personal/Non-Educational Items

Students are urged to write their names or put distinctive marks in an inconspicuous place in their clothing. This will help identify the clothing if lost or stolen.

Students are encouraged to leave large amounts of money at home. This becomes temptation for theft. Students who must have large amounts of money at school should turn it into the office or homeroom teacher for safekeeping. The school will make every effort to make students' personal property safe and secure and to see that items stolen or lost are returned. However, Northwest High School cannot reimburse students or be held responsible for items lost or stolen.

### Cheating

If a student is found cheating, the grade for that test or assignment will be zero. This could cause the student to fail for the nine-weeks as a result of the zero. The parent/guardian shall be notified that a second offense will bring an automatic suspension from school.

### Contraband

Students are NOT to bring beepers, radios, gameboys, playstations, xboxs, cd players, cd discs, Ipods, DVD's, cellular phones, pets, knives, rakes, picks, firecrackers, matches, cigarettes, lighters, stink bombs, heavy-gauge neck or wallet chains, earrings (boys only), large loop earrings or other such items to school.

Any administrator, faculty member or staff can remove these items from the Students. Those found with such items will be suspended from school and the items will NOT be returned to the student.

### Littering, Vandalism, and Property Damage

Cooperation concerning cleanliness and care of physical facilities is expected at all times. Littering of rooms, corridors, and school grounds does not indicate good citizenship. Throw all litter in the baskets

or barrels provided. Help us to keep our school neat and clean.

Concession items must be consumed and disposed of in proper receptacles located in Corridor 6. Disciplinary action will be taken against all students who violate this rule.

Mutilation, drawing, or writing on desks, walls or other school property is prohibited. Students violating this rule will be dealt with severely.

Students are responsible for the damage to St. Landry Parish School Board property. If damage occurs, the principal may either hold the student's report card, transcripts, and/or diploma or suspend a student until restitution is made.

### Assembly Conduct

Students are expected to enter in a quiet, dignified manner and sit in the section designated for each class. Students should listen to the program, which has been prepared for their benefit. Whistling and unnecessary applauding will not be tolerated. Students not in their assigned assembly area are subject to disciplinary action.

Students are required to sit in the following areas during assemblies.

- Southwest section--Seniors
- Southeast section--Juniors
- Northwest--Sophomores
- Northeast--Freshmen

### I.D. Cards

All Northwest High students are **REQUIRED** to carry a current I.D. card issued by the school and will be used for student identification **and must be visible at all times--NO EXCEPTIONS**. The cost to replace an I.D. is \$10.00. The cost to replace a lanyard is \$1.00.

Students with damaged or defaced I.D.'s (peeled, torn, face blurred, etc.) must have the I.D. replaced immediately. Determination for the need to

replace an I.D. can be made by any NHS staff member.

**All students are required to present or surrender the I.D. to any faculty/staff member or bus driver when requested. Failure to do so will result in appropriate disciplinary action.**

### Activity Fees

FEE: \$55.00 (includes hall locker; I.D. card, pictures, yearbook, and entrance to all regularly scheduled home games at \$ 3.00 – NOT including tournaments and jamborees or play-offs).

NO REFUNDS after the first nine-weeks of the current school year. Registration fees *AFTER* the 3rd child in the same family are half-price.

**Note: No student will receive a yearbook unless the activity fee is paid in full by March 1<sup>st</sup>.**

**ALL students must have an I.D. card.** I.D. cards are required for students to enter school sponsored activities and ALL sports events. If a student does not have an I.D. card at the gate, the student will be expected to pay FULL price of admission.

### Hall Passes

Students must carry their agenda hall pass (filled out with time, destination, and teacher's initials) whenever they are out of class. There are **NO exceptions**.

### Phone Use

Office phones are **off limits** to all students.

### Visitors

Students are not permitted to bring visitors to school; this includes children of any age. All visitors must be cleared by the principal or designee before visiting the campus. Students from other schools are not allowed to visit the school while it is in session.

### Internet Use

An Acceptable User Policy (AUP) must be read and signed by any student and his/her parent/guardian in order to be allowed to use the Northwest High School computers and to have access to the internet. The signed

agreement will be kept on file in the school's library.

### Parents Visiting School

Parents are welcome to visit, and we encourage them to visit the school. However, all St. Landry Parish Public Schools are CLOSED CAMPUSES and visitors are required to inform the office upon arrival. A visitor's pass must be secured.

**Note: Parent-Teacher conferences must be scheduled at least 24 hours in advance.**

### Faculty Room & Restrooms

No students are allowed in the faculty lounge or workroom. Faculty restrooms are off-limits to students. Any students caught in these areas will be suspended for three days.

### Student Regulations for Field Trips

1. A student attending a field trip has the responsibility of checking with all teachers for make-up work.
2. Any student violating the regulations set by the teacher or sponsor is subject to disciplinary action upon the student's return to school.
3. Students involved in more serious violations such as drinking, fighting, stealing, etc., are subject to suspension and dismissal from the club, organization or team.
4. Students must follow the school and parish dress code for field trips. Uniforms must be neat, clean, fit properly and shirts must be tucked in.

### Rules for Bus Riders DO:

1. Cooperate with the driver--your safety depends on it.
2. Be on time--the bus will not wait.
3. Cross the road cautiously when waiting for and leaving the bus.
4. Follow driver's instructions when loading and unloading.
5. Remain quiet enough not to distract the driver.
6. Have written permission and be authorized by the principal to get off at a stop other than your own.

7. Be courteous, be safety-conscious, protect your riding privileges--enjoy your ride.

### DO NOT:

1. Stand when a seat is available and bus is in motion.
2. Extend arms, head, or objects out of windows or doors.
3. Throw objects in the bus or out of windows or doors.
4. Use the emergency door except for emergencies
5. Eat or drink on the bus.
6. Damage the bus in anyway.
7. Use the following items on the bus: tobacco, matches, cigarette lighters, obscene materials, drugs, or any other contraband materials (such as knives or weapons of any type.)

**NOTE: Bus riders who transfer buses at the elementary schools are expected to follow all school (both elementary and high school) rules at Lawtell Elem., Plaisance Elem., and Grand Prairie Elem.**

### Medication Policy

Prior to taking medicine at school, a student or parent must first obtain a permission form from the school office. This form must be completed by the student's doctor and must indicate the need, dosage, and type of medication for this prescription. The medicine must be brought to the school nurse's office to be kept under lock and key until time to take the medicine.

### School Insurance

School Insurance is offered to all students. School insurance or proof of medical insurance is mandatory for those participating in school athletics (including cheerleaders), and band members, and etc. Applications are given to each student at the beginning of each school year.

## Student Accidents

All accidents must be reported immediately to the principal's office. For all injuries that require medical attention, parents will be notified immediately. Only in case of extreme emergencies will the school authorities take a student to a physician.

## Textbooks

Students are issued textbooks at the beginning of the school year and are responsible for their books throughout the year. If a textbook is damaged or lost, the student will be charged the cost for replacement of the book. I.D.'s are required for the issuance of textbooks.

## Student Activities

Student Council, Class Officers and anyone vying for the Homecoming Court must have at least a 2.5 GPA. Juniors and seniors must have passed their grade level areas of EXIT exam by in the Spring testing of the previous school year.

All Class and Student Council, and Homecoming Court elections will be by secret ballot. Office holders must reflect the racial makeup of the student body.

## Awards

At the end of the session, each teacher selects the most outstanding student in his/her subject area, such as chemistry, physics, algebra and etc.

Other Awards:

Merit Attendance	4-H
4.0 Club	Athletics
22+ Club	Band
P.T.O.	

## Class Load

All students are required to take seven (7) subjects each year, except students going to a career & technical school, college, Ag.

Internship, student aides or fifth year seniors.

## Progress Reports

Progress reports are sent home every nine-weeks somewhere around the mid-point. This is to keep

parents informed as to the student's progress before reports cards are issued.

## Grading System

The following grading system will be used by all teachers in the Northwest High School effective with the 2011-2012 school session. For students to pass a subject, they must have six quality points for the year in that subject.

100 - 93 - A	(4.0)
92 - 85 - B	(3.0)
84 - 75 - C	(2.0)
74 - 67 - D	(1.0)
66 - Below - F	(0.0)

Mid-term and final exams will be given at mid-term and at the end of the school year, respectively. Mid-term exam results will constitute a percentage of the third nine-weeks grade. Final exam results will constitute a percentage of the last nine-weeks grades.

## Classification of Students

Freshman--Any student who has earned less than four and one-half (4.5) units.

Sophomore--Any student who has earned five (5) units, but less than eleven and one-half (11 ½) units.

Junior--Any student who has earned twelve (12) units but fewer than sixteen and one-half (16 ½) units.

Senior--Any student who has earned at least seventeen (17) units.

**NOTE: Students who lack even ½ credit to fulfill the classification requirements will be retained in a lower classification until all requirements are met. Also, no student will be allowed to take more than one P.E. per year, unless it is necessary to meet graduation requirements.**

## Graduation Requirements

Louisiana graduation requirements differ according diploma type. Please contact the NHS Guidance Department for more information on the three types of Louisiana diplomas that are available.

A unit is the term used to express the credit that a student earns when he/she passes a subject. For example, after passing the first year of English, he/she will receive one unit of credit for that subject. A subject taken and failed will receive no (0) units of credit.

A required subject is a subject that every student in Louisiana must schedule and pass before he/she may be graduated. If a required subject is failed, it must be repeated until it is passed and unit of credit is earned.

Seniors who take one or more correspondence courses must have the course grade(s) in guidance counselor's office by the time senior grades are due one week BEFORE the graduation date.

Transfer students, if you have questions concerning whether a class you have taken at another school would be eligible, please check with Mrs. G. Lagrange (Assist. Principal), or Mrs. A. Reed (Guidance Counselor).

### Exit Exam

In addition to completing a minimum of 24 Carnegie units of credit, the student shall also be required to pass the GEE 21 Exit tests, beginning with the 1991 graduating class. The Exit tests are: English, Written Composition, Math, Science, and Social Studies. Remediation and retake opportunities will be provided for students who do not pass the test.

### EOC (End of Course Exam)

Beginning with the incoming freshmen of 2010-2011, students are required to score *Fair* or above on the EOC in English

II **or** English III, Algebra I **or** Geometry, and Biology **or** American History to be eligible for a standard high school diploma.

### Advanced Placement Program

The AP program is an academic program of college-level courses and examinations for secondary school students. It is sponsored by the College Board.

The AP program gives students the opportunity to pursue college-level studies while still in high school and to possibly receive college credit.

In order to be enrolled in an AP course, students **will be required to pay for the AP test** which will be given at the end of the course. This fee must be paid within the first **two (2)** weeks at the beginning of the school year or the student will be transferred to a nonAP course.

### Class Ranking

The St. Landry Parish School Board takes great pride in recognizing and awarding outstanding student academic achievement with the selection of a senior class valedictorian and salutatorian at each high school. Ranking for valedictory and salutatory honors as well as over-all class ranking shall be determined by using the following criteria:

Only specific academic subjects shall be used including 4 maths, 4 sciences, 4 social studies, and 4 English courses.

1. If a student is a transfer, all grades earned in all academic subjects from other schools, shall be used.
2. If a student repeats a subject, both the "F" grade and the repeated grade shall be used in computing the average.
3. In determining averages, final letter grades only shall be used. In case of ties, semester grades shall be used, and if there is still a tie, nine-weeks grades shall be used. Only grades from 9-12 in academic subjects shall be used.
4. Averages shall be determined at the end of the fifth marking period during the senior year, averaging the first five (5) nine-weeks grades.
5. Students participating in college sponsored programs during their senior year are eligible for school honors, provided the student takes at least two (2) courses at his or her respective high school during that year. Averages for the first semester grades earned at college will be used in determining honors.

6. Students enrolled in the Early College Admissions Program full-time are eligible for recognition at graduation ceremonies if the student finishes in the top ten of their graduating class.

Adopted: July 18, 1991

### Honors Ranking

St. Landry Parish High Schools shall award commencement honors for valedictorian, salutatorian and other ranking honors. In order to be eligible for these graduation honors, a student must complete a prescribed curriculum. Please refer to the NHS Scheduling Handbook.

### Schedule Changes

Students will have five (5) school days at the beginning of the year to change their schedule. All changes must be made through the counseling office. No student is to be admitted to a class without written permission from the counselor or assistant principal.

### Withdrawal and Transferring

1. Obtain appropriate forms from the assistant principal's office.
2. Have the forms filled out by teachers, return all school property and books, and make sure all fees are paid.
3. Take completed forms to assistant principal's and counselor's offices for final clearance.

### Career Majors

A career major helps to prepare students for future careers by organizing the student's course of study around career themes and integrates academic and vocational instructional methods and content. Career majors structure student preparation for the careers they are interested in, building the knowledge base the student will need in order to further his/her education or enter into the world of work.

Northwest High offers the following career majors:

1. Agriculture Management—specializing in the field of agriculture.

2. Business Administration—specializing in the field of business/office skills.
3. Culinary Arts—specializing in hospitality and tourism skills.
4. Health Science—specializing in science or medicine.
5. Law and Order—specializing in law.
6. Mass Communications—specializing in written, visual and performing arts.
7. Clothing & Textiles—specializing in the design, manufacturing and marketing of clothing.

Also available through the Washington and Eunice Career Centers or through a dual enrollment program with T. H. Harris are the following career majors:

1. Air Conditioning & Refrigeration
2. Automotive Technology
3. Clothing & Textiles
4. Computer Electronics
5. Culinary Arts
6. Drafting/Engineering
7. Electrical
8. Electronics I & II
9. Industrial Operations
10. Information Technology
11. Nursing
12. Welding

**Career & Technical Centers** Students who qualify and elect may attend the Washington Career & Technical Center on release time.

#### A. Washington Career and Technical Center Course Offerings

- |                       |                     |
|-----------------------|---------------------|
| 1. Welding            | 5. Pro Start        |
| 2. Carpentry          | 6. Air Conditioning |
| 3. Electricity        | 7. Auto Mechanics   |
| 4. Electronics I & II | 8. Nurse's Aide     |

### Clubs and Organizations

Each club and organization on campus has its own rules and by-laws that must be followed by the club members. Students who choose

to join clubs and organizations are expected to follow the rules set by these organizations.

The following clubs and organizations are available to students at Northwest High School:

1. Band
2. BETA (Honor)
3. Cheerleaders
4. Drama Club
5. Tech Club
6. FFA (Future Farmers)4-H Club
7. Flag Corp
8. Foreign Language Club
9. Honors English Club
10. Mu Alpha Theta (Math)
11. Science Club
12. Social Studies Club
13. Yearbook Staff
14. Dazzling Dolls Dance Team

### Athletics

To be eligible to participate in athletics a student must meet the following requirements:

1. Pass at least 6 academic subjects at the end of each nine-weeks period and each semester and must maintain a grade point average of 2.0.
2. The student must not have reached his nineteenth birthday before September 1<sup>st</sup> of the school session.

The following sports are available to the students of Northwest High School:

- Football
- Basketball (Boys and Girls)
- Volleyball (Girls only)
- Softball (Girls only)
- Track (Girls and Boys)
- Baseball (Boys only)

### Parent/Teacher Organizations

The following organizations are available to parents and faculty members: P.T.O. (Parent/Teacher Org.), Athletic Booster Club, Band Booster Club, and School Advisory Club

### Helpful Hints for Students

Good School Habits = Pleasant School Experiences

Be cooperative with your teachers and fellow students. Attend school regularly.

Be punctual.

Go to each class properly prepared.

Let us help you! If you have a problem, call on a teacher, counselor, assistant principal or principal to help you with it-- Don't act impulsively on your own!

Do not leave trays or napkins on cafeteria tables.

Stay out of areas on campus that are designated "Off Limits."

Follow the proper traffic patterns to your classes.

Observe all rules and regulations--they are designed to help you.

Our corridors are crowded as classes change; be courteous to everyone.

**\*\*Remember that every privilege is accompanied by a responsibility.**

### NHS Fight Song

We are the Northwest Raiders

We are the Silver and Black

Our school is the greatest

We always claim Victory

We are the Northwest Raiders

We are the Black and Silver

Defenders of our Colors

With Pride and Loyalty

### Online Resources

HighSchool ACE

[www.highschoolace.com](http://www.highschoolace.com)

Kahn Academy

<https://www.khanacademy.org/>

### Teacher Webpages

Teachers' web pages may be accessed by clicking teacher's name on the Faculty page of the school's website.

Students will be able to access homework assignments from the teacher webpages.

### Assignments

You may access your student's class assignments by going to the [www.northwesthigh.slp.k12.la.us](http://www.northwesthigh.slp.k12.la.us), click on Faculty from the menu, click on the name of the teacher for each of your student's classes.

### Mr. Northwest Message/Alert Texts

Text 270-681-3014; put @mr.northw in the message.

You will then receive text messages from the school alerting to progress reports, report cards, open house and any other school announcement.

### Parent/Teacher Conferences

As a school policy and a courtesy to our teachers to allow them the time to prepare, please call and request a conference at least 24 hours in advance.

### LA Homework Hotline

<http://www.homeworkla.org> Whether you need help with Math Homework, an English Paper, Finding a Job or Preparing for a Test, Homework Louisiana can help!

Homework Louisiana offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a live tutor. The services can be accessed from a

Louisiana public library, from your home computer or from your mobile device.

Receive one-to-one, real-time assistance with your job search. Online tutors are available to help navigate online job sites, complete applications, write/review resumes and cover letters and even practice for an interview

All services can be accessed from a Louisiana public library, from your home computer or from your mobile device. Traveling out of state? Click here for access using your library card.

### Student Progress Reports

1. We are using PowerSchool as our online gradebook. You may access your student's grades by going to the school's website and clicking on the PowerSchool icon.
2. Using the codes assigned by your teacher, sign up for an account, choose a username and password that you can use to log in to have access to your student's information.

## ST. LANDRY PARISH SCHOOL SYSTEM 2017 – 2018 SCHOOL CALENDAR



<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th colspan="7">JULY 2017</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	JULY 2017							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p><b>4</b> Independence Day (All Employees &amp; Students)</p> <p><b>13</b> First day for 11 month employees</p> <p><b>20</b> First day for 10 month employees</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th colspan="7">JANUARY 2018</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	JANUARY 2018							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>1-5</b> Christmas Break (All Employees &amp; Students)</p> <p><b>8</b> Employees &amp; Students Return / Beginning of 2<sup>nd</sup> Semester</p> <p><b>15</b> M.L. King Day (All Employees &amp; Students)</p>
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**KEY**  
■ EMPLOYEES ONLY    ■ HOLIDAY    ■ END OF 9 WEEKS    ■ NEW SEMESTER

CONTINGENCY DAYS: December 22, 2017, May 23 – 25, 2018

