

Northwood High School



Student Handbook
2017 – 2018

HOME OF THE FALCONS



2017 - 2018
Northwood High School
Falcons

Northwood High School Mission Statement

The Northwood school community is providing quality education - preparing for the future, one student at a time.

Name _____
Address _____
Phone _____
Student # _____

BE THE CHANGE!

This handbook is in no way intended to be a complete legal description of all CPSB or Northwood High School rules and regulations. The administration of NHS intends that this handbook serves as a guide in assisting parents and students to generally understand the operation of the school and expectations of students. The CPSB discipline policy will be distributed to students in a separate attachment.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Caddo Parish Public Schools are hereby notified that this Parish does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission of access to, or treatment of employment in any program or activity. Any person having inquiries concerning Caddo Parish Public Schools' compliance with regulation implementing Section 504 is directed to contact:

Director of Special Services
Department of Special Services
Section 504/ADA
3004 Knight Street
Shreveport, LA 71105

NHS Alma Mater

All praise to Northwood High
May it always stand.
Let banners of orange and white
Wave across the land.
Fond memories of days we've spent
With friends both old and new.
Oh, spirit of Northwood High,
We forever honor you.

NHS Fight Song

Go, Falcons, Go
And with the spirit we will show
We're number one
And we want everyone to know
Go! Go! Go!
Fight, Falcons, Fight
We're gonna win this game tonight
F-A-L-C-O-N-S
Spells victory for NHS tonight!

Northwood High School Web Address: www.northwoodfalcons.org

For a complete listing of all Caddo Parish School Board Policies, please visit the CPSB Web Site at www.caddoschools.org.

For additional course-related information, please refer to the NHS Registration Bulletin.

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Staff Directory

Principal:	Shannon Wall
Assistant Principal of Administration:	Tasha Robinson
Assistant Principal of Instruction:	Dennis Spires (11th & 12th grades)
Assistant Principal of Instruction:	Kim Pendleton (9th & 10th grades)
Athletic Director:	Jim Gatlin
Attendance & Discipline Secretary:	Misty Wallace
Bookkeeper:	Tina Moore
Cafeteria Manager:	Ms. Cole
Counselors:	Ungela Jackson (9th grade)
	Barbara Bellar (10 th & 12 th grade)
	Bob Pincus (10 th & 11 th grades)
Librarians:	Tracie King
Library Clerk:	Vita Jowers
Maintenance:	Zederia Wilson (Head Custodian)
Office Secretary:	Sonya Lawson
Principal's Secretary:	Kathryn Gaines
Registrar:	Mary Herrington
School Resource Officer:	Deputy Nunnery
Spirit Group Coordinator:	Sandy Hearron

Office Hours

The NHS office hours are from 8:00 a.m. to 4:00 p.m. daily.

Phone Directory

Main Office:	929-3513
Attendance/Discipline Office:	929-3709
Counselors' Office:	929-2719
Cafeteria:	929-3565
Galcon Line:	603-7816
ROTC:	929-2022
Special Education:	929-2644
Journalism:	603-7796
Custodial Office:	929-4408
Library:	929-9277
Girls' P.E.:	603-7818
Boys' P.E.:	603-7834
Athletic Building:	929-3266
Athletic Coordinator:	929-3513
NHS Fax Number:	929-7498

School-Wide Positive Behavior Support (SWPBS): Among the most important advances in student discipline procedures over the past decade is recognition of the need for school-wide behavior support systems. Historically, discipline in schools has been driven by attention to specific children with problem behaviors. This continues to be an essential component of school policy. However, a major advancement has occurred through recent efforts to define proactive, school-wide systems of support. The goals of school-wide systems are to define, teach, and support appropriate behaviors in a way that establishes a culture of competence within schools. When a competent culture is established, the students are more likely to support appropriate behavior and discourage inappropriate behavior by their peers. NHS will teach appropriate behaviors throughout the school year. Appropriate behavior will be rewarded with referral-free dances during the school day, referral-free Spring Fling, pizza with the principal, character recognition assemblies, donuts, concession cash, and good citizen awards. NHS has three basic R's:

- Ready:** Be on-time, on-task, with materials, and with homework.
Respectful: Use proper language, seek permission before speaking, treat others the way you want to be treated, give respect and get respect, respect others' property and personal space, respect the teacher and recognize your role as a student.
Responsible: Dress for success; comply with I.D. and Dress Code policies. Be responsible for your words, your actions, your behavior, yourself and your grades. Make good choices.

The three R's are applicable in any setting and at all school sponsored events: At the bus stop, while riding the bus, in the cafeteria, at assemblies, in the halls, and during class. All students are expected to adhere to the three R's from the time they leave home until the time they return home.

What to do in case . . .

You are injured while on the NHS campus or a school-sponsored trip: Immediately report the injury to your teacher/sponsor or to the front office. Do not leave the NHS campus or any school-sponsored activity without notifying the school of your injuries. Depending on the seriousness of the injury, students may request to check-out; paramedics may be called to assess the injury, and you may be transported to the hospital of your choice. It is extremely important that all parents and students complete the SA-1 form at the beginning of the year because it includes information related to your health, hospital, and individuals who have the authority to check you out of school.

You need to leave school: Fill out a check-out form in the Attendance & Discipline Office. Return to class until the check-out is confirmed. The office will call you to release you from class.

There is a fire drill or tornado drill: Each teacher is responsible for briefing all classes on the evacuation plan and actions required during a drill. Each person should move quickly, quietly, and in an orderly manner according to the evacuation plan.

You have lost a textbook: Check the lost and found in the custodial office. If you cannot locate the book, you need to pay for it or replace it with a copy of the same book.

Whom to call if . . .

You want to talk to a teacher...ask the school secretary to leave a note for the teacher to return your call or answer your email.

You have a question related to your child's academics and/or academic programs: Parents are asked to follow the chain of command regarding any concerns related to the academic performance/programs at Northwood High School. If you have any questions, first contact your child's teacher, then contact your child's counselor. If after the aforementioned steps have been followed and your questions are not answered, contact the assistant principal of instruction (either Mr. Spires or Mrs. Pendleton). If all of the steps have been exhausted and you are still not satisfied, contact the principal, Mrs. Simons).

You want to get assignments due to an extended illness...call the office secretary or the counselors' office.

You have a question regarding your child's courses, phasal placement, correspondence courses, or standardized test scores...call the school counselor.

You want to volunteer to help with activities...call 929-3513 and leave a message for the PTSA president to contact you.

You want to know about school safety, elections, or extra-curricular activities...call the Assistant Principal of Administration and Discipline or the Junior/Senior Assistant Principal of Instruction.

You want to get information regarding the school bus schedule...log on to www.caddoschools.org and click on the Transportation link. Click on Bus Stops and follow directions. If you have a question regarding a late bus, follow the following procedures:

When a bus is late during the A.M. routes, please contact:

- Garage 603-6534 (6:00 a.m. – 9:00 a.m.)
- Transportation 603-6537 or 603-6535 (7:00 a.m. – 8:00 a.m.)

When a bus is late during the P.M. routes, please contact:

- Garage 603-6534 (until 6:00 p.m.)
- Transportation 603-6567 (until 5:00 p.m.)
- Security 635-0416 (after 5:00 p.m. only)

Please do not leave messages. You must speak directly to an individual.

You are moving and need to clear your child's records...contact the registrar.

You have a question related to athletics or spirit groups: Parents are asked to follow the chain of command regarding any concerns related to athletics or spirit groups. First, contact the coach/spirit group sponsor and discuss your concerns. Then, contact the athletic director (Jim Gatlin) or the Spirit Group Coordinator (Sandy Hearn) if your concern was not addressed to your satisfaction and if needed, contact the assistant principal of administration (Tasha Robinson). If, after the aforementioned steps have been exhausted, you are still not satisfied, contact the principal. Every effort has been made to ensure competent, caring, and professional coaches and spirit group sponsors for

each sport and spirit group. Playing time, substitution rotation, performance schedules, practice times, etc. are to be determined by the coaching staff.

Parental Involvement Plan

Philosophy: The faculty and staff of Northwood High School uphold the position that all students can learn. By establishing effective lines of communication among parents, teachers, community members, and students, we believe that these groups will be aware of the responsibilities they have in the educational process, and that from this shared effort, Northwood High School will move successfully toward producing future citizens who are educated, productive, and capable of contributing to the betterment of society. The Parental Involvement Plan at Northwood High School includes the following major components:

Parent Support in the Home: Parents of district students or contract students agree to support the school by signing a pledge or school compact. This pledge or contract is summarized as follows: encourage systematic study, show interest in assignments, provide proper conditions for study at home, assist the school in promoting and maintaining acceptable standards of conduct, agree to meet with the staff periodically to discuss student progress, insure the students' prompt and regular attendance, become familiar with school rules, and cooperate with the school in solving problems when disciplinary actions are necessary.

School Communication with the Home: The instructional goals are designed to meet the needs of a student body which represent diverse educational, economical, and social backgrounds." Goals are communicated to incoming ninth graders, students new to Northwood High School, and parents prior to the opening of school. The annual Back-to-School Night is another opportunity for parents to meet the faculty and staff. Throughout the school year, the *Parent-Teacher-Student Association* and *NHS Academic Newsletters* are mailed to parents. Student progress can be accessed by logging on to the CPSB online grade program, JPAMS. (www.caddoschools.org) If a grade changes to a "D" or "F" anytime before the end of the nine weeks, a report is sent. Teachers also send reports periodically as a general update of the academic progress of students. Parent conferences are initiated frequently by teachers or by the administrators. The use of this method of communication has been an important factor in Northwood's success. Parents receive mailings from time-to-time to attend informative sessions on new programs, diploma endorsements, career guidance, and completion of Louisiana Department of Education High School Plan of Study.

Parental Involvement at School: The PTSA is active at Northwood. Parents and community members serve as resource persons, assistants for special projects, members of the hospitality committee, and volunteers for athletic events. Community and parental support and student participation in fund raising activities have assisted in the purchasing of materials and supplies for instructional needs.

Parent Involvement in Learning Activities at Home: In order to better serve you, Caddo Parish Schools has established the JPAMs Parent Portal. Here, parents can track the attendance, grades, and discipline issues of their child. In order to access the Parent Portal, the parent must have the last five digits of the student's social security number and last name. Instructions for using the Parent Portal can be found at the following website: www.caddoschools.org.

Parent Involvement in Governance and Advocacy: The Northwood High School PTSA executive committee and advisory board have regularly scheduled meetings throughout the school year. The principal sits on this board. Input regarding curricular and co-curricular activities from the PTSA is received as the school calendar is developed.

PTSA Membership

All faculty, staff, students, and parents are strongly encouraged to join and support the PTSA. The PTSA conducts meetings in the NHS library and all parents are invited to attend. This hardworking group continues to assist and support us in our efforts to provide the best educational environment and opportunities for our students. Research has proven that if parents are involved in their child's school, student achievement increases and behavioral problems decrease. Please, get involved in the NHS PTSA today! Dues: Parents (\$6.00), Teachers (\$6.00), Grandparents (\$6.00) and students (\$6.00). **Students who join the PTSA will receive discounts on dance tickets, parking permits, etc.**

General Information

After School and Out-of-Town Activities: Students must obtain all necessary materials from lockers and report to the location of the school-sponsored activity by 4:00 p.m. At the conclusion of the activity, students are to exit the building immediately. Students waiting to be picked up must wait on the ramp by the main entrance to the school. Students in the building after 4:00 p.m. must be escorted by a faculty member. The school will not be responsible for supervision of students after 4:00 p.m. unless they are involved in some type of extracurricular or supervised school activity. **Students who are not picked up in a timely manner (within twenty minutes of the conclusion of an event) will not be allowed to attend future after-school events/activities and will be subject to disciplinary action.**

Students traveling in private automobiles to after-school activities, either in Shreveport or out of town, will be the responsibility of their parents. However, once on school property or property used for school activities, here or elsewhere, students come under the jurisdiction of the school. Students' conduct will be subject to the rules and regulations of the Caddo Parish School Board and Northwood High School. Students traveling under school officials' supervision are subject to all school rules at all times.

Announcements: Being informed is essential to achieving success in high school; for this reason, students are required to listen to the announcements daily. Announcements are read over the intercom. Announcements are also posted on the bulletin boards on each floor as well as on the Northwood High School website.

Assemblies: Assemblies are held in the auditorium as needs arise. Parents are encouraged to attend. Sponsors of assemblies have worked diligently to ensure the success of the program. Students are expected to be respectful and attentive during the assembly; e.g. no gum chewing, reading, writing, inappropriate responding (yelling, whistling, etc.). Furthermore, students on stage for a performance or recognition are expected to exhibit the type of behavior that will not draw extra attention to themselves. Examples: gesturing, waving, "strolling," etc.)

Bus Stops and Walking: Students are under school jurisdiction from the time they leave their homes enroute to school until they arrive home at the end of the school day. Their behavior on the way to school as well as on their way home should be the same as if they were on school property and is subject to the same disciplinary action. This includes walking to school, waiting at the bus stop, and riding the bus. Additionally, when you are dropped off at your bus stop, you should proceed immediately to your residence.

Cafeteria Rules: Students are expected to abide by the following rules:

- Enter the cafeteria in an orderly manner. No saving places in line. Those caught “cutting” in line will be required to go to the end of the line.
- Each day, use the student ID issued to YOU at the beginning of the school year.
- Do not bring books and personal belongings into the cafeteria.
- Only six people may be seated at the small tables; eight at the large.
- If you move chairs from one table to another, return them to the original table when you are through.
- Keep eating areas as clean as possible.
- Return trays and dishes to the prescribed area, being careful not to throw away dishes or utensils.
- Do not loiter in the cafeteria. During inclement weather, the cafeteria and second floor gymnasium will be open at 8:06 a.m. (Please do not drop off your son or daughter at Northwood prior to 8:06 a.m.) During lunch, on cold and/or rainy days, students will be able to enter the cafeteria only after all students have had an opportunity to complete their lunches.
- Under no circumstances should a student throw food, paper, or any object in the cafeteria. Loud shouting and/or horseplay is not permitted anywhere on campus.
- No outside commercial food or drinks are to be brought into the cafeteria.
- Only students eating breakfast are allowed to be in the cafeteria in the morning.

Change of Address/Telephone: Because communication between the school and the home is most frequently done by telephone or mail, it is imperative that the correct address and phone number be on record at all times. Final report cards are mailed at the end of the school year. **Any changes of address or telephone should be reported promptly to the Registrar to ensure receipt of your son/daughter’s report card.**

Child Nutrition – Breakfast & Lunch: Breakfast is served daily from 8:06 a.m. to 8:20 a.m. The cost for breakfast is \$1.00. There are two lunch shifts during fourth period. The cost for lunch is \$2.00. Students’ designated lunch shifts are based on their fourth period class. Students bringing their lunches may buy milk or juice in the cafeteria. Deliveries from commercial establishments are not allowed during lunch. Students are not allowed to check-out for lunch.

Classification: Students are classified according to the number of credits which have been earned by the BEGINNING of each school year. Those classification requirements are as follows:

Ninth Grade	0 – 4 ½ credits
Tenth Grade	5 – 10 ½ credits
Eleventh Grade	11 – 16 ½ credits
Twelfth Grade	17 or more credits

It is most important that students understand that a senior does not graduate (receive a diploma or participate in the graduation exercises) unless all requirements have been met prior to graduation exercises (including passing the required state tests).

Closed Campus: Students will remain on this campus from the time they arrive in the morning until school is dismissed in the afternoon except as noted below:

- Students may leave to attend classes at the Career Center.
- Medical Career students may leave to attend classes at another campus.
- Students who must leave campus for dental, doctor, or other appointments must follow the proper check out procedure in the Attendance Office.
- Students are not allowed to bring small children to school. ALL visitors must report to the school office immediately upon arriving to NHS.
- No visitors will be allowed for visitation purposes during school day.
- Students are not allowed to leave campus for lunch.

Computer Use: In order that optimum advantage may be taken of both the equipment and computer-related classroom/library experiences, mature and responsible behavior is expected of all students at all times. The right of a student to use computers is contingent upon his/her cooperation with the procedures outlined here as well as those indicated by the individual classroom teachers. The NHS computers are to be used for academic purposes only.

- Students are not to occupy themselves in writing personal letters or sending personal email messages on the school’s computers without the explicit permission of a teacher or staff member.
- Computers may not be used to review or transmit indecent or harassing material.
- Students using computers (including the internet) and their parents are required to sign the Computer Usage Agreement. This contract will be kept on file.
- Students are not to install personal software on the school’s computers.

Concessions: Students are allowed to purchase concessions from Northwood the last ten minutes of each lunch shift. All paper must be discarded in the appropriate receptacles or concession sales will be suspended. **No glass containers or fast food items are allowed in the classroom or on the campus at any time. Off-campus food items may not be dropped off for students during the school day. Off-campus food items will be confiscated and discarded.**

Conduct in the Hall: Students are expected to:

- Wear an official school I.D. Photo facing outward on lanyard around neck or on an ID clip, fastened on the upper torso.
- Walk to your right as you move up and down the hall.
- Go directly from one class to the next.
- Walk and not loiter in the halls.
- Avoid gathering in the halls in a manner that interferes with others.
- Avoid inappropriate physical contact.
- No loud noises, whistling, or yelling is permitted.

NOTE: Security cameras are located throughout the school. Make sure you are on your best behavior at all times.

Dance Guidelines: Northwood High School dances are sponsored for entertainment and fundraising purposes. In the event we do NOT sell enough tickets to cover the costs of the dance, Northwood reserves the right to cancel the dance and refund all student tickets. Students and their invited guests must understand that attending a Northwood dance is a privilege, not a right. Dances are sponsored by NHS as a part of the total school program and for the benefit of NHS's students and their invited guests. The following guidelines apply for dances:

- Tickets must be purchased in advance. No tickets will be sold at the door or after the end of the announced deadline. **Tickets are NON-TRANSFERRABLE and NON-REFUNDABLE.**
- NHS students and their guests must have school I.D. cards or some other appropriate form of photo identification (e.g. state ID or driver's license).
- Invited guests MUST be registered by an NHS student at the time of ticket purchase. All guests outside of Northwood must be approved by the NHS administration. Suspended or expelled students are prohibited from attending Northwood functions. Guests whose disciplinary record cannot be verified will not be allowed to attend.
- Acceptable behavior must be demonstrated by all attending. No immodest or indecent dancing will be permitted. Students who violate the guidelines will be asked to leave with no refund.
- Failure to vacate the premises in a reasonable time frame (within 20 minutes) will result in a student not being allowed to participate in subsequent events.
- Ticket prices vary per dance. However, students who become members of PTSA and present their cards will receive a discount.
- Students who attend Elementary or Middle School are **NOT** permitted to attend Northwood dances.

Northwood sponsors two dances during the school year:

- Homecoming
- Junior/Senior Prom

NOTE – The administration reserves the right to deny admission to or continued participation of any NHS student or invited guest. NHS dances are for high school students and their guests. Elementary or middle school students cannot attend. It is the responsibility of the Northwood student to inform his/her date of the above rules and regulations for participation in a Northwood dance.

Debt Policy: Students with outstanding debts will have report cards, diplomas, and other like documents, as well as the opportunity to participate in the graduation ceremony, withheld. Students with outstanding debts will not be allowed to participate in "extra-curricular" activities (e.g. after school dance).

Northwood High School Dress Code Policy: In an effort to provide a professional and educational atmosphere, we are asking for parental support in our endeavor to have our students dress like young ladies and gentlemen, prepared for a rigorous and academically challenging curriculum. It is Northwood High School's responsibility to establish those parameters of proper attire for students in order to provide an educational atmosphere conducive to learning. In response to the need for adjustments in the student Dress Code, committee of students, parents, teachers, and administrators established guidelines for

acceptable school attire. The following guidelines for acceptable attire are in addition to or in conjunction with the Caddo Parish School Board Student Dress Code and are reflected in the following NHS Dress Code Policy. The consequences outlined in the CPSB Discipline Policy will be followed for violations of school or parish policy. Students are expected to dress in apparel that is modest, tasteful, and that does not interfere with or distract from the educational process or rights of others. Students and their clothing should be neat, clean and well groomed and must meet the following guidelines.

- Attire must not be destructive to school property.
- **Students are required to wear their Northwood High School student IDs daily.** Appropriate display includes being attached to the lanyard/clip with photo facing outward and placed around neck. In the case of a lost I.D., a temporary ID may be purchased for \$1.00 per day (\$2.00 if purchased after 10:00 a.m.). Students who do not have their IDs or who do not purchase temporary IDs will be placed in ISS. ID Replacement cost: \$10.00. Lanyard and plastic encasement cost: \$1.00. A lanyard/clip and case are included with the cost of a new ID.
- **Tops designed to be worn outside of pants, shorts, skirts or skorts can be worn in that manner. These should not hang lower than the pants pocket and should extend a minimum of 1 inch below the waist band.**
- **Bare midriffs, bare backs, halter tops, low-cut blouses, tank tops, tube tops, and cutoffs cannot be worn. Any see-through/lacy garment must be worn OVER a blouse, shirt, or tank top.**
- **Shirts with the sleeves cut off may not be worn (appropriate hem required)**
- **Shirts/Tops that are deemed too revealing by the administration will be prohibited.**
- **Pants, shorts, skirts, or skorts must be worn at the waist. No "sagging" is permitted.** Belts should be buckled at all times *and not hanging more than three inches*. Students that "sag" will have their pants "zip tied". Removing the zip tie will result in disciplinary action.
- **Shoes—style and color of shoes may be chosen by the student as long as they follow the CPSB dress code. No house shoes. All shoes w/laces, straps, or buckles must be tied or secured at all times.**
- **Trench coats, including "dusters," are not permitted at school or during school-sponsored activities. Hoods, whether on a shirt, sweat shirt, jacket or wind suit, may not be worn inside or outside the school or at school-sponsored activities.** No person shall use or wear a hood or mask, or anything of a similar nature, or any facial disguise (of any kind or description), which might conceal the identity of the person or prevent his being readily recognized. **Northwood High School uses security cameras as a deterrent for disruptive behavior, and footage may be used to prosecute criminal offenses that occur on the campus (Exception to the rule: hats/hoods may be worn outside when the outside temperature is below forty degrees fahrenheit. Furthermore, the hat or hood must not be worn in any manner that conceals or hides the student's face. Baseball caps are not allowed at Northwood regardless of outside temperature during the school day).**
- Straws, pens, and other items protruding from the mouth are not acceptable due to safety reasons.
- JROTC Cadets must properly wear the uniforms prescribed for each uniform

day while on campus. Cadets may not change out of their uniforms during the day unless another class requires it, e.g. dressing out for physical education, sports team practice, etc.

- **Shorts and skorts may be worn the entire school year permitted you adhere to the following guidelines:** They may not be shorter than four (4) inches above the kneecap while standing. **No pajamas, cutoff shorts, bathing suit shorts, or spandex shorts can be worn.** No other article of clothing can be worn beneath the shorts for viewing.
- **Torn Jeans must provide adequate coverage. No bare skin should be visible above the knees.**
- **Athletic shorts and sweat pants will be allowed.** If a student “sags” while wearing these items, he/she will be banned from wearing these items.
- **Sagging pants will be zip tied through belt loops.** If the student removes the zip tie the student will be disciplined.
- Shirts, sweaters, jackets, and other tops worn over leggings, jeggings, clingy skinny jeans, form fitting yoga/athletic pants and/or any other stretch/cling pant style must be no more than **4 inches** above the knee, **all the way around the top**. If this requirement is not met when these types of garments are worn, the student will be required to go to ISS until the student can change into school appropriate attire.
- ***Basketball style jerseys must be worn with a T-shirt.**
- Tank tops are not to be worn at school or during school-sponsored activities.
- **Headgear—NO hats, caps, cowboy hats, Do-Rags, stocking caps, head wraps, hair rollers or bandanas are permitted at school or during school-sponsored activities.** Gloves and ear muffs may be worn outdoors only. The cap rule will be suspended at outdoor athletic events as long as it is worn properly, brim forward.
- Sunglasses are prohibited in the building unless they are prescribed.
- Necklaces with medallions no larger than a quarter may show outside the shirt. All other necklaces must be worn inside the shirt. Chains, whether attached to wallets, pants or elsewhere, are not permitted.
- Obscene, profane language or provocative pictures on clothing or jewelry are prohibited (Hooters, Playboy, etc.).
- Satanic, cults, or gang-related symbolism in any form is prohibited on school campuses.
- Drug-related symbols in any form, including advertisements or promotion of alcohol or tobacco, are prohibited on school campuses.
- Principals, after consultation with their School Improvement Committees, have the discretion to adjust the dress code to fit unique situations as long as the decision does not interfere with the requirements of Title IX.
- A teacher will also be allowed to restrict the manner of dress or length of hair and may ask the student to modify his/her hair style when it pertains to the health and/or safety of a student in that teacher’s area.
- Repeated dress code violations may result in the student being banned from after school activities **and** driving privileges for that semester.

It is well documented that drug, gang, cult, and violent behaviors are linked to dress and appearance. In an attempt to maintain a safe, secure learning environment, these behaviors will be identified with the assistance of security officers from the Shreveport Police Department, Caddo Parish Sheriff Department, and Caddo Parish School Board;

school officials will prohibit and punish violators (up to and including suspension and/or CPSB Expulsion Hearing). We do not suggest that a student is a member of such groups, but we do intend to prevent the “appearance” of such involvement on the school campus and at school-sponsored activities. Such documentation suggests the following are “indicators” of such affiliations. Below is a partial list of these indicators, i.e.

- *Clothing—orange on orange, red on red, blue on blue, etc.
- *Jewelry—dollar sign, Playboy, weapon, drug-related earrings, any accessories with spikes, or chains
- *Hair Style—cannot be disruptive or gang related
- *Appearance—tattoos, piercings, slashed eyebrows, etc.
- *Gang Graffiti—graffiti on binders, notebooks, clothes, etc.

Dress code items in italics are for clarification and are unique procedures to Northwood High School.

Northwood High School Athletic Jerseys may be worn by NHS student athletes on Spirit/Game days with the approval of the administration. Additionally, there are school-wide “dress up” days during student council week when the dress code will be relaxed during the scheduled activities/days.

The NHS School Improvement Committee reserves the right to make revisions to the Dress Code Policy as needed.

Drugs/Alcohol: Possession or use of an illegal narcotic drug or other controlled substance or alcoholic beverage on school property, school bus, or at a school-sponsored event is prohibited. Any student in violation of this policy will be asked to submit to a mandatory drug/alcohol screen before being readmitted. If a student is found in possession of illegal drugs or alcohol, parent(s) of the student and law enforcement officials will be contacted and criminal charges will be filed with the appropriate law enforcement agency. Moreover, the principal or designee will arrange and conduct a conference with parent(s) and student to determine additional consequences. (RS 14:403)

Electronic Equipment: Electronic devices such as MP3 Players, ipods, games, etc. are not allowed on campus. The school will not be responsible for lost or stolen items. Stolen items need to be reported to the Caddo Sheriff’s Office. **Students may bring a cell phone to school but it may not be visible, operational, or in use during the academic school day (unless being used in accordance with guidelines for instructional use in the classroom and/or the teacher’s posted classroom policy). Students who violate CPSB policy JG-R will be disciplined as outlined in school board policy. For example: The first offense for violating the cell phone policy requires the phone to be confiscated for three (3) school days and returned to a parent in accordance with the CPSB Blue Book.**

Northwood will utilize the following discipline progression for violations of cell phone policy:

- 1st offense: administrative warning
- 2nd offense: 1 day detention
- 3rd offense: 2 days detention
- 4th offense: 1 day ISS

5th offense: 3 days ISS

6th offense: 5 days ISS

7th offense: phone is confiscated and held for 3 school days then released to a parent and/or guardian.

Fees & Financial Obligations: A student will be held responsible for any debts he/she owes the school: lost/damaged textbooks, overdue library books, fees charged by clubs/organizations, and fund-raising money, etc. If a student has outstanding debts, his/her report card, diploma, and other like documents, as well as the opportunity to participate in the graduation ceremony, will be withheld. Students with outstanding debts will not be allowed to participate in "extra-curricular" activities (i.e. after school dance).

Final Exams: Final Exams are required in all areas and will be administered as scheduled by Caddo Parish Board Policy. Final exams at Northwood count 25% of the student's final semester grade. These exams **will not** be administered early. A make-up exam schedule will be released by the administration for those students with excused absences.

Hall Passes: One laminated pass will be issued to each teacher to use. Any student possessing an invalid hall pass is subject to spend the day in ISS. Students will be held accountable for leaving the classroom without a legitimate hall pass. Trips to the restroom, water fountain, student lockers, etc., are not considered emergencies. If the same student repeatedly asks to go to the restroom, the office will be alerted and that student must file an official doctor's note. A student with medical problems that require frequent and/or unexpected trips to the restroom or to the office for medication must file a doctor's note with the office (copies will be furnished to each of the student's teachers.)

Hazing: Hazing is not permitted. No initiation activities will be conducted before membership is confirmed. All plans for membership confirmation activities will be presented, in writing, by the president of a club/organization to the sponsors and principal or approval no later than ten (10) school days before initiation date. The plan should include a detailed description of the activity, the date, time and location, and any other information requested by the sponsor or principal.

Tolled Harmless Agreement: Any outside organization wishing to use Northwood High School facilities must contact the office of the Assistant Superintendent of Support Services. Without documentation and approval from the Assistant Superintendent and principal, you will be trespassing on Caddo Parish property.

Inclement Weather Procedures: In the event of Inclement Weather (ice, snow, etc.), listen to the local news stations, call the Caddo School Board Office or call Northwood for school closure information.

Library: The library is open before school, during lunch, and immediately after school. The library staff is available for guidance in the use of all library materials. A student who uses the library in the morning, before school, or during lunch needs to have a hall pass signed from his/her teacher for a particular assignment. Students who need to check out or return a book, or pay a fine, are always welcome.

Lost & Found: Anything you happen to find on campus is not something you have a

right to keep. Everything belongs to someone. Misplaced articles are to be brought to the main office. If the article is not claimed within twenty-four (24) hours, it will be placed in the lost and found. Items remaining at Northwood longer than one (1) week after the end of the current school year will be donated to charity or discarded.

Medicine: If a student has special medical concerns, parents/guardians should contact the counselor in order to include the information in the student's school records. Be sure to complete the SA-1 form at the beginning of the year or as soon as you enroll at NHS. Students who need to take medication at school must comply with the following regulations:

- The medication must be prescribed and directions for administering the medicine given by the physician.
- A medical request form must be picked up in the main office, completed by both a parent/guardian and physician, and delivered in person by the parent or guardian to the office secretary.

All medications meeting the above guidelines are kept in the general office safe.

Parking & Parking Lots: Parking on campus is a privilege not a right. All vehicles registered with NHS must meet the Louisiana Department of Motor Vehicles Highway Regulatory Laws (proof of insurance, state registration card, valid inspection sticker, valid driver's license, etc.). Student and parent signatures on the NHS Driving and Parking Rules application indicate that the vehicle meets the criteria. Parking tags will be sold the first two weeks of school in the student parking lot by an ROTC instructor. Seniors are given priority during this time. After the first two weeks of school, parking applications and parking tags are to be picked up in the Security Office. Cost: \$15.00 with a current PTSA membership card; \$20.00 if you do not have a current PTSA membership card. Students who violate the rules listed below may forfeit their parking privileges.

- Every student who drives to NHS must have an NHS parking permit.
- Only drivers who are students of NHS and plan to attend classes on campus will be allowed to enter and/or park. Vehicles and drivers entering NHS campus will be in compliance with all state laws.
- Speed on campus, ALL locations, **will not exceed fifteen (15) miles per hour.**
- Students will park in their assigned locations. Any student who does not park in his/her assigned space may have his vehicle towed at owner's expense.
- Drivers will follow arrows for direction of travel entering and departing student parking lot. Drivers are not to cut across the parking spaces to enter or exit the parking lot. This is a dangerous practice and will not be tolerated.
- Cars will be parked in marked spaces only.
- Vehicles are to be vacated immediately upon arrival and should be re-entered only at the time of authorized departure. There will be no lingering or sitting in vehicles remaining in the parking lot after 4:00 p.m.
- The student parking lot is an unauthorized area during the school day.
- Students are not allowed in the student parking lot during lunch shifts.
- Students are not allowed in the student parking lot without administrative permission.
- All drivers are responsible for all passengers in their vehicles.
- Music that is audible outside the vehicle will be not permitted.
- Students are to park in the designated student parking area.

- Student found in violation will be towed at their expense.
- Fines will be issued for the following offenses:

Expired Inspection Sticker	\$5.00
No Seatbelt	\$10.00
Parked in wrong space	\$10.00
No Parking Permit	\$25.00
Expired Registration	\$10.00
Driving at Unsafe Speed	\$25.00
Loud Music	\$25.00
Careless Operation	\$25.00

Any automobile entering the student parking area or other property belonging to the CPSB is subject to search by school officials or police. Search may include the passenger compartment, engine compartment, and trunk, any or all containers locked or unlocked in or upon the automobile. The purchase of a parking sticker and subsequent use of CPSB property constitutes permission to search. CPSB will maintain reasonable security measure during the school day. CPSB will not be responsible for physical damage to an automobile. Automobiles should be locked at ALL times. Students should not leave valuables in their cars. We will not be responsible for articles taken from automobiles.

Act 732 of the 2003 Legislative Session provides for the suspension of driving privileges of a student who is expelled or suspended from school for ten or more consecutive school days or who withdraws from school under certain circumstances/infractions: the sale or possession of drugs, firearm, or an infraction involving assault or battery on a member of the school faculty or staff.

P.D.A.: Public Display of Affection is prohibited on campus. Students should conduct themselves in a dignified manner at all times. It is considered inappropriate for students to have their hands on each other or to hug or kiss in public.

Pep Rallies: Pep rallies are held at designated times during the school year in the gymnasium or football field. This is an important part of the educational program as students perform and practice those skills learned in the classroom. Invited guests and parents are welcome. Students are expected to act in an appropriate manner during the activity. At the beginning of the pep rally, students will stand attentively for the playing of the alma mater and the national anthem. Inappropriate behaviors will result in loss of pep rally privileges and could lead to disciplinary action.

Random & School-Wide Searches: NHS is required to perform random and school-wide searches to ensure the safety and security of guests, faculty, and students. Random classroom searches are performed weekly. A school-wide search will occur at least once during the school year. NHS works collaboratively with the CPSB security department and local law enforcement agencies. NHS employees and K-9 dogs will also conduct classroom and book bag/backpack searches for weapons and drugs. Any item found in violation of CPSB policy will be confiscated. Any item found in violation of state law will be transferred to law authorities, charges will be filed, and the student will be suspended and/or expelled. Parents are encouraged to come to the school to pick up items confiscated during searches. Items remaining at Northwood longer than one (1) week after the end of the current school year will be donated to charity or discarded.

Registration: Northwood High School currently operates on a seven period school day. Each spring students are asked to select courses for the next school year. Students are encouraged to register for a rigorous and challenging curriculum. Seniors are not granted "early outs" to leave school (Exception: students who have earned enough credits to graduate, have passed the necessary state tests, and are enrolling in a college MAY be released with Administrative permission – 2nd semester ONLY). Parents are asked to confirm student registration selections since course selection is most important. At the time of registration, students are also asked to carefully select alternate electives. If scheduling conflicts occur, the student may be placed in one of these electives without notification. Once registration is completed, the curriculum is set and faculty is assigned based on the number of requests for selected courses. At this point, schedule changes must be kept to a minimum. **After June 1, schedules are changed only for the following reasons: phasing error, leveling of classes, or student has already passed a course in which he is enrolled.**

Renaissance: This is a national program designed to help high schools promote and achieve academic excellence by involving students, teachers, staff, parents, businesses, and community in recognizing students and awarding them with incentives and rewards. Using the guidelines of the Renaissance Program, NHS will recognize students with various rewards to include free dance, ice cream party, pizza party, off-campus luncheon, concession cash, etc., based on the students' "levels" of academic achievement.

Repeater Courses: The transcript of a student choosing to repeat a course will reflect both grades; however, only the better grade is used for the purpose of computing the student's grade point average. The grade point average (GPA) computed for the TOPS scholarship is on a 4.0 academic scale, using core courses only!

School Resource Officer (SRO) & Security Coordinators: A School Resource Officer from the Caddo Sheriff's Office is on duty daily. The CPSB allocates two (2) Security Coordinators for NHS. The SRO has the responsibility for safe-guarding the campus and has full law enforcement authority to make arrests, etc. The Security Coordinators are also on duty daily and assist in the supervision of the campus.

Senior Class Rank: Senior class rank is based on the seventh semester transcript. The report of grades sent with college applications is a copy of the sixth or seventh semester transcript. The official transcript of grades is not available until late June following graduation. Students may not modify or alter previous grades in order to change their class ranking.

Sexual Harassment & Bullying: Students who engage in sexual harassment on school premises or at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Reports of sexual harassment are to be reported to one of the assistant principals or counselors. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures. **NHS is a non-bullying school. Behavior of a bullying nature will not be tolerated at NHS. The**

chool's normal disciplinary procedures will be followed in determining the appropriate consequence for bullying, which can include suspension and/or expulsion.

Telephone Calls and Deliveries: Only the phone in the Attendance & Discipline office, which is under the supervision of the attendance clerk, is to be used for checking out. Calls are limited to two minutes. The discipline office may give detention for improper use. Parents calling with messages for students will be accommodated in cases of emergencies. Classes will not be interrupted except in dire emergencies. Cooperation is appreciated. The office staff cannot guarantee that a message called in after 2:30 p.m. will reach a student. Deliveries, including but not limited to food, candy, and flowers, are to be made to NHS. Students are expected to make all necessary arrangements for staying for after school events prior to coming to school. Therefore, students will not be allowed to re-enter the building to use a telephone.

Textbooks: Textbooks are provided to the student and the student is responsible for their care and return, or an assessment for loss or damage will be levied. Report cards are held if the student fails to return or pay for lost/damaged textbooks.

Visitors: Due to security and safety issues, ALL visitors to the school must report to the office to receive a Visitor's Pass immediately upon arrival. Individuals not wearing a Visitor's Pass will be asked to report to the office immediately or escorted from the building. Parents are always welcome but are encouraged to make an appointment to see a teacher, the principal, or visit their child's classes. Former student(s) will not be allowed to visit any teacher during school hours. Visitors to the school are asked to park in the teacher parking lot located on the west end of the school. If you plan to visit for less than fifteen (15) minutes, you may park on the ramp directly in front of the school.

Waiting Areas for Students: Before School: Students should not arrive on campus before 8:06 a.m. **The school cannot be responsible for supervision prior to 8:06 a.m. or after 3:45 p.m.** Students should be dropped off in front of the school (by the flag pole). Parents are asked not to drop off in the student or faculty parking lots. Students are to remain outside the building prior to 8:21 a.m. and at lunch unless they have passes from a teacher or librarian. Restrooms across from the cafeteria are open during these times. After arriving on campus, students are not allowed to leave campus and should wait in the following designated locations: 1) Bus ramp and downstairs mall area. 2) Upstairs by the main entrance. During inclement weather, the cafeteria (for those eating breakfast) and second floor gymnasium will be open at 8:06 a.m. During lunch, the cafeteria will be made available to students after all students have had an opportunity to complete their lunches. Parents should pick up their son or daughter from NHS by 3:45 p.m. Students are required to vacate the premises unless they are accompanied and under the direct supervision of a school employee. Students are not permitted to loiter in the parking lot or other locations after the end of the school day. Students are not to come back on campus except to attend school activities.

Weapons: Weapons are absolutely forbidden at school or school activities. According to state law, the student will be arrested, and the principal will be required to suspend a pupil who is found possessing a weapon. Additionally, the principal will immediately recommend the pupil's expulsion to the superintendent. Weapons include, but are not

limited to, firearms, fireworks of any kind, clubs or night sticks, razors, box cutters or knives, metallic knuckles, chains and/or any other object used in a way that may inflict bodily injury or harm.

Grades

Class Rank: Rank in class will be determined by a weighted system including all four years of high school enrollment. Subjects will be assigned a weighted value with enriched courses earning higher grade point values. If a student repeats a course, the higher grade will be used in determining class rank. Correspondence and summer school courses will be included in determining class rank. Courses taken as pass/fail will not be included in class rank.

Honor Code: Useful and lasting learning does not occur unless the process which students go through to learn is an honest process which reflects their true abilities as measured by their own efforts. Progress which is based on unsound learning, as is the case in cheating, is not genuine progress. Cheating prepares a student for failure, not for success. In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school. What is the definition of cheating in the classroom? Cheating involves one or more of the following actions:

- Using the work of another person as your own.
- Allowing your work to be used as the work of another person.
- Copying information from another student's test, homework, writing assignment, etc.
- Plagiarizing – plagiarism means using another person's ideas, expressions, or words without giving the original author credit. (This includes unauthorized help in writing essays in class.)
- Preparing to cheat in advance. Such action involves (1) having in your possession a copy of a test to be given or having been given by a teacher, (2) using the test or notes during a test, (3) talking while taking quizzes or tests, (4) attempting to get advance information from other students regarding tests, (5) writing study guide information on desks or other articles or leaving material out in plain view with the anticipation or intent of using the information on the test.
- Watching videos or using Cliff's Notes (or other study aids) in place of reading a book. This is regarded as unsound learning, as it prepares students not for success, but failure. The values gained from actually reading a book cannot possibly be replaced by such superficial shortcuts.

Consequences: When a determination to the teacher's satisfaction that cheating has taken place, the student will incur the following consequences:

- The student will immediately receive a zero on the assignment/test regardless of whether he/she gave help or received help.
- Parent contact will be made by the teacher.
- The cheating incident will be recorded for future reference regarding recommendations for clubs, organizations, awards, and scholarships.
- Students who are current members of academic organizations, including National Honor Society, and are caught cheating will be recommended for removal from the organization.
- Cheating violations may be reported (at the teacher's discretion) to the principal or his designee who will take the appropriate action.
- The student will be referred to the appropriate counselor for counseling.

Honor Pledge: Each student is to learn and understand the honor pledge written below. He/she should be able to write and sign the pledge when asked to do so, on tests and other assignments.

“I pledge on my honor that I have neither given nor received help in completing this test or assignment.”

Honor Society: The Falcon Chapter of the National Honor Society has a selection process for membership. National Honor Society is for qualified Sophomores, Juniors and Seniors. The selection process is as follows:

- Scholarship: 3.5 GP
- Leadership: The candidate must be a member of two or more clubs/organizations
- Service: Provide proof of service hours from community/church/school
- Character: Receive positive teacher recommendations. Students with 2 negative recommendations will not be considered for selection.
- Essay: Will be evaluated based on content (justification) and neatness.

Progress Reports: The Caddo Parish School Board adopts a nine-week grade reporting period (with the stipulation that parents of pupils who are achieving at “D” and “F” levels be notified at the end of the fourth week of each grading period.) At Northwood, all students receive a seven-period progress report, regardless of grade, at the mid-point of the nine weeks. However, a teacher will write a progress report at any time the student’s grade falls below a “C” after the mid-point of the nine-week grading period.

Report Cards/End of Grading Period:

End of Grading Period:

- October 13: 1st Reporting Period Ends (44 Days)
- December 20: 2nd Reporting Period Ends (40 Days)
- March 9 : 3rd Reporting Period Ends (40 Days)
- May 17 : 4th Reporting Period Ends (43 Days)

Report cards for the final grading period will be mailed from the school board office. A student who does not receive a report card should notify the school, since failure to receive a report card may indicate unresolved obligation on the part of the student.

Weighted Grades: For calculation of the grade point average at the end of each grading period, a student’s grades are weighted. Students earn additional points for the grades received in enriched courses. The weighted points earned for each phase are as follows:

GRADE	ENRICHED (Honors, G/T, AP)	GENERAL
A	5	4
B	4	3
C	3	2
D	2	1
F	0	0

All Classes are phased.

Withholding Report Card: A student will be held responsible for any debts he/she

owes the school: lost/damaged textbooks, overdue library books, fees charged by clubs/organizations, and fund-raising money, etc. If a student has outstanding debts, his/her report cards, diplomas, and other like documents, as well as the opportunity to participate in the graduation ceremony, will be withheld. Students with outstanding debts will not be allowed to participate in “extra-curricular” activities (e.g. after school dance).

Guidance & Counseling Information

Counseling: The Counseling Department at NHS is an integral part of the student’s success within the academic setting. The Counseling Department is designed to assist the student in developing a better understanding and acceptance of himself, his needs, and his abilities. This is achieved through identification of the opportunities available to the student, such as post-secondary education, school-to-work transitional programs, and technical education designed to strengthen technological skills. Services provided to students by the Counseling Department include academic counseling, career counseling, personal counseling, substance abuse counseling, social adjustment counseling, such as coping with school and peer relationships, orientation to new students, assistance with course selection and fulfilling graduation requirements. Counseling is available by appointment only. A student can obtain a counselor conference form from any teacher. After completing the form, the student should deposit it in the designated slot on the door of the counselors’ office.

Registration: Each spring students are asked to select courses for the next year. Parents are requested to affirm those selections. These course selections are most important. Prior to the first week in May, students are able to request changes in those selections if they have their parents’ approval. **After June 1 of the current year, courses are considered a commitment for the next school session.** Changes in that schedule can be made only if the placement is an error in phasing or the course has been completed in summer school or by correspondence.

Testing: The following testing programs are administered to students based on their grade levels and course work: State EOC test, ASVAB, PSAT, EXPLORE, PLAN and the ACT.

Graduation Information

See the NHS Registration Bulletin for detailed information regarding graduation and/or TOPS information.

Honor Graduates: To receive graduation honors, a student must have a cumulative seven semesters) grade point average greater than 4.0 or be among the top five percent, according to class rank, of the remaining graduating class.

Louisiana’s Tuition Opportunity Program for Students (TOPS): TOPS is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation. Contact the guidance counselor or the eligibility criteria of each component. You must apply for all TOPS awards by submitting the Free Application for Federal Student Aid (FAFSA), which corresponds to the year you plan to enroll in a post-secondary school. The FAFSA may be filed after January 1 and must be received prior to the state deadline published on the form.

Rephasing

Dual Enrollment, Advanced Placement, Gifted & Talented & Honors:

Dual Enrollment provides students with an early start toward earning a college degree while concurrently enrolled in high school. It allows students to make a smooth transition from one educational level to another without experiencing delays, duplication of course work, or loss of credit. The Dual Enrollment Program is restricted to the enrollment of an eligible secondary student in a postsecondary course creditable towards a certificate or an associate degree. Students can earn one-half Carnegie unit per course toward a high school diploma and three hours of college credit per course at Southern University in Shreveport. Credit hours earned are transferable to any accredited public institution of higher education in the state. Please see the NHS Registration Bulletin for additional course information. NHS does offer Gifted & Talented opportunities for our student body. Currently, we offer Gifted English, and Math. Dual Enrollment and Advanced Placement courses are also offered. For additional course-related information, please refer to the NHS Registration Bulletin.

Advanced Placement: It is the policy of the Caddo Parish School Board that two phases exist for the senior high school. Northwood High School offers General and Enriched phases. Note: Honors is a segment of the enriched phase and not a separate category. The "Honors" designation indicates the use of the enriched curricula with higher expectations and more assigned work.

Rephasing: During the course of the year, and particularly before registration for the following year, students can be rephased according to their achievement test scores, current grades, and teacher recommendations. Rephasing may be requested by the student and his parent or the teacher. The CPSB policy allows a parent to request rephasing a student at a higher level. Such requests should be directed to the appropriate counselor. The counselors and assistant principal of instruction/curriculum will evaluate the student's record to determine whether rephasing is appropriate. *Rephasing must be requested within the first ten (10) days of each semester only.* If the reevaluation indicates that the student should remain in the current phase, then the decision is final.

Attendance

Absences: The Compulsory School Attendance Law (R.S. 17:221) is designed to protect and guarantee the rights of children to take advantage of educational opportunities provided by the State of Louisiana. The basic responsibility for regular attendance is assigned by law to the parents of the child. The school board is keenly aware that it shares with parents or guardians this responsibility. The school board recognizes that each day's absence interrupts the learning process and results in delays and deficiencies in the child's attainment of skills and knowledge. (R.S.17:221 requires that children attend school each day scheduled by the school system. **Exemptions:** The following exemptions from school attendance, in accordance with R.S. 17:226, State of Louisiana are: 1) Children, mentally, physically or emotionally incapacitated to perform school activities. 2) Children temporarily excused for personal illness, serious illness in the family substantiated by a parish supervisor of child welfare and attendance or a certificate from a practicing physician, death in the immediate family, and certain recognized religious holidays. 3) Children exempt by statute. **NOTE: Teachers are responsible for keeping the official attendance of students. A student must be present for more than 50% of a period to be counted as being in attendance for that period.**

Excused Absences: These absences are excused by a practicing physician, authorizing

agency, or the CPSB. (Due to HIPAA Law, we can no longer accept faxed medical excuses because of student confidentiality.) These absences **will not** count against the total number of days students must be present at school. Students are allowed to make up class work within three days or the number of days students were absent.

Excused Absences/Make-up Allowed: These absences are confirmed with a note from home indicating illness or family death and **will** count against the total number of days students must be present at school. However, students are allowed to make up class work within three days or the number of days students were absent.

Unexcused Absences: These days are not confirmed by written documentation and **will** count against the total number of days students must be present at school. Students are not allowed to make up class work.

Senior College Visits/Immunization/Job Shadowing: Seniors who have met the Louisiana graduation requirements and have passed the necessary components of the SAT/ACT tests will be allowed to job shadow, receive immunization shots to meet college entrance requirements, and make college visits during spring testing. The senior class sponsor will meet with the graduating class prior to the testing date to discuss the forementioned in detail. Caddo Career & Technology Center students must report as scheduled or provide documentation of job shadowing, immunization, and/or college visitation. **Any additional college days must have prior administrative approval.**

Suspended Days: Days students are absent due to being suspended out-of-school are UNEXCUSED. Make-up work is allowed for a reduced percentage value, to be determined by the teacher.

Check-Ins/Check-Outs: Students are required to check-in any time they arrive on campus after the first period tardy bell. A check-in is considered an "excused" or unexcused" tardy based on the reason the student is checking into school. A parent note should accompany the student at the time he or she checks in. Check-outs are not encouraged at Northwood. If school receives a phone call to allow student to be checked out, a verification call must be made to parent/guardian from phone numbers listed on student information form or listed in JCAMPUS. The note should include the date, reason and time for checking out, means of transportation, parent/guardian's signature and a contact telephone number. Students who become ill at school should report to the discipline office to check-out. Students are not to use any phone to check out other than the one in the discipline office. Only a parent/legal guardian may check-out a student. If a parent wants someone else to have check-out authority, the request must be submitted in writing by the parent to the attendance clerk. Students who fail to follow check-in/check-out procedures are subject to disciplinary action. Students will not be allowed to check-out for lunch! **There will be no check-outs after 3:00p.m.**

Make-Up Work & Assignment Requests: A parent may request assignments through the counselor for make-up work to be gathered from the teachers. A student must be absent three (3) days before this request may be made. A twenty-four (24) hour period from the time of the call is required to obtain this information. The responsibility for seeking and making up work missed because of excused absences (excused for medical reasons, extenuating circumstances, school activities, or by parent notes) lies fully with the student. When a student returns to school after an excused absence, he has three

ays to submit an excuse in order to obtain an admit excusing the absence. He has three days or the number of days equal to the number of days of consecutive absences, whichever is greater, following his return to class to complete his make-up work. (Make-up work shall be permitted only when written excuses from a parent or guardian have been received, in accordance with this policy.) A student may submit an excuse for attendance purposes after this time limit, but the late excuse **does not** extend the eligibility for make-up work. Work missed as a result of time spent in In-School Suspension (ISS) may be made up in accordance with the policy outlined above. It is the responsibility of the student to confer with the teacher **at an appropriate time** to obtain make-up assignments; requesting such work after class or before or after school is generally appropriate. A student who is absent from school may, at the discretion of the teacher, be required to take a previously announced test upon returning to school. Making up tests or previous assignments should take place before or after school.

Tardy Policy: The CPSB tardy policy for “coming to school” will be enforced (included in the CPSB discipline policy). Students shall be in their seats or assigned places when the tardy bell rings. This practice preserves instructional time and is necessary for maintaining an orderly environment conducive to learning and educational accountability. Tardies are cumulative and progressive in nature, meaning tardies from all classes continue to accumulate from class to class each day. Tardies start over at the end of each semester.

- When the tardy bell rings, teachers will close the classroom doors and will not allow any student entry into the classroom without an admit from the tardy desk.
- A student who is tardy should report directly to the tardy desk located on the second floor.
- Student ID will be read by a scanner and an “admit” will be printed.
- Based on the tardy “number,” a consequence will be administered.
- A check-in is considered an “excused” or “unexcused” tardy based on the reason the student is checking into school.

1st Tardy: **Administrative warning**
 2nd Tardy: **One Day of School Detention** with parental contact.
 3rd Tardy: **Two Days of School Detention** with parental contact. Absence from detention will result in in-school suspension.
 4th Tardy: **One Days of In-School Suspension** with parental contact and loss of parking privileges.
 5th Tardy: **Three Days of In-School Suspension** with parental contact.
 6th Tardy: **Five Days of In-School Suspension** with parental contact.
 7th, 10th, & 11th Tardy: **One Day of Out-of-School Suspension** with parental contact.
 12th Tardy: Suspended pending an **EXPULSION HEARING.**
On the fourth out-of-school suspension for any reason, the student will be suspended pending a CPSB hearing with a recommendation that the student attend an alternative school.

Backpacks & Book Bags: Students should limit the weight of backpacks and book bags to no more than 20% of student’s body weight. Backpacks should be worn with the straps over both shoulders. The weight in the backpack should be evenly distributed with heavier items at the bottom of the pack or bag. The size of the backpack should be appropriate for the size and age of the student. Avoid single strap bags or packs. To lighten the load, students should carry only the necessary items to and from school. Students should bend at the knees, not at the waist when lifting a backpack for wear.

Regular Bell Schedule:

Students Enter Building:	8:15 a.m.
Morning Announcements:	8:19 – 8:23
1 st Period	8:23 – 9:18
2 nd Period	9:22 – 10:17
3 rd Period	10:21 – 11:16
1 st Lunch Shift:	11:16 – 11:46
4 th Period	11:50 – 12:45
5 th Period	12:49 – 1:44
6 th Period	1:48 - 2:43
7 th Period	2:47 – 3:42
Buses Depart	3:47

Discipline: In keeping with the theory that a controlled atmosphere is more conducive to learning, it is the aim of the administration of Northwood High School to create a disciplined environment that will enable our teachers to concentrate on teaching and the students on learning. Avid enforcement of a strict, but fair, discipline policy is an on-going objective of the administration of NHS. Consequences for inappropriate behavior are outlined in the CPSB discipline policy. Consequences include, but are not limited to, warning and reprimand, cafeteria duty, campus beautification work detail, loss of privileges, before/after/Saturday detention, Behavior Modification Referral (BMR), In-School Suspension (ISS), out-of-school suspension and expulsion. **NOTE: Students who are serving a current out-of-school suspension or who are expelled from NHS cannot attend a school-related activity during the school day, after school hours that same day, or during the school year (expulsion students). Students or parents who have been banned from Northwood cannot attend any school-related function.**

**Caddo Parish Public Schools
2017-2018 School Calendar**

August 3-7 New Teacher Professional Development
August 9-11 All Teachers -- Professional Development Days
August 14 All Students Report
1st Reporting Period / 1st Semester Begins
September 4 Labor Day (Schools Closed)
October 13 1st Reporting Period Ends (44 Days)
October 16-18 Fall Break
October 19 2nd Reporting Period Begins
November 20-24 Thanksgiving Holiday (Schools Closed)
December 20 2nd Reporting Period (40 Days) / 1st Semester Ends
December 21 - January 5 Christmas Holiday (Schools Closed)

End of Fall Semester (84 Days)

January 8 All Students Report
2nd Reporting Period / 2nd Semester Begins
January 15 Martin Luther King Jr. Holiday (Schools Closed)
January 16 Teachers Only – Professional Development Day
February 19-21 Presidents' Day Holiday (Schools Closed) / Winter Break
March 9 3rd Reporting Period Ends (40 Days)
March 12 4th Reporting Period Begins
March 26-30 Spring Break
April 2 Easter Holiday
April 30-May 3 Senior Exams
May 3 Senior Last Day
May 14-17 Final Exams
May 17 Last Day for Students
4th Reporting Period Ends (43 Days) / 2nd Semester Ends
May 18 Teachers Last Day

End of Spring Semester (83 Days)

Senior Graduations – May 8-12, 2018
Summer Graduation – August 22, 2018
Student Days – 167
Teacher Days – 172
Student and Teacher Work Days Grading Periods
August 4-8, 2017 1st August 14 – October 13
August 9-11, 2017 2nd October 19 – December 20 January 16, 2018 3rd January 8 –
March 9
May 18, 2018 4th March 12 – May 17