



NORTHWOOD HIGH SCHOOL

**STUDENT HANDBOOK
2010-2011**

"HOME OF THE FALCONS... NOTHING ELSE MATTERS"



2010 - 2011
 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.

This planner belongs to:

Name _____

Address _____

Phone _____

Student # _____

*The first handbook has been provided “free of charge” by NHS.

Replacement handbook may be purchased for a \$3.00 fee.

Student Schedule: (A/Orange Day Blocks 1st-4th B/Teal Day Blocks 5th – 8th)

1st Block _____ Teacher _____ Room # _____

2nd Block _____ Teacher _____ Room # _____

3rd Block _____ Teacher _____ Room # _____

4th Block _____ Teacher _____ Room # _____

5th Block _____ Teacher _____ Room # _____

6th Block _____ Teacher _____ Room # _____

7th Block _____ Teacher _____ Room # _____

8th Block _____ Teacher _____ Room # _____

Northwood High School Web Address: www.northwoodfalcons.com

For a complete listing of all Caddo Parish School Board Policies, please visit the CPSB Web Site at www.caddo.k12.la.us

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

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:

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!

Table of Contents

Attendance	
Absences (types)	25
Assignment Requests	26
Check-Ins/Check-Outs	25-26
Make-up work & Assignment Requests	26
Senior College Visits/Immunization/Job Shadowing	25
Tardy Policy	26-27
Backpacks and Book Bags	27
Bell Schedule/Calendars	
Caddo Parish School Board Calendar	29
NHS Bell Schedule	28
Discipline	28
General Information	
Accidents on campus	6
After-School & Out-of-Town Activities	9
Alma Mater & Fight Song	2
Announcements	9
Assemblies	10
Bus Stops and Walking	10
Cafeteria Rules	10
Change of Address/Telephone	10
Child Nutrition—Breakfast & Lunch	10
Classification	10-11
Closed Campus	11
Computer Use	11
Concessions/Food	11
Conduct in the Hall	11-122
Dance Guidelines	12
Debt Policy	12-13
Dress Code	13-15
Drugs/Alcohol	15
Electronic Equipment	15
Fees	15
Final Exams	15-16
Hall Passes	16
Hazing	16
Hold Harmless Agreement	16
I.D. Cards	13
Inclement Weather Procedures	16
Library	16
Lockers (Hall)	16
Lost and Found	17
Medicine	17
Mission Statement	1

Notice of Nondiscrimination	2
Office Hours	5
Parental Involvement Plan	8
Parking & Parking Lots	17-18
Phone Directory	5
Public Display of Affection (PDA)	18
Pep Rallies	18
PTSA	9
Random Searches	18
Registration	18-19
Renaissance	19
Repeater Courses	19
School Resource Officer	19
School-Wide Positive Behavior Support	6
School-Wide Search	18
Security Coordinators	19
Senior Class Rank	19
Sexual Harassment & Bullying	19
Staff Directory	5
Telephone Calls & Deliveries	19
Textbooks	20
Visitors	20
Waiting Areas for Students	20
Weapons	20
Grades	
Class Rank	20
Grade Placement	20-21
Honor Code	21-22
Progress Reports	22
Report Cards/End of Grading Period	22
Weighted Grades	22
Withholding Report Cards	22-23
Guidance and Counseling Information	
Counseling	23
Registration	23
Testing	23
Graduation Information	
Career Options Law	23
Honor Graduates	23
TOPS	23
Phasing	
Dual Enrollment, Advanced Placement, Gifted & Talented & Honors.	24
Louisiana Virtual School	24
Phasal Placement	24
Rephasing	24
What to do in case & whom to call if	6-7

Staff Directory

Principal:	Bruce Daigle
Assistant Principal of Administration:	Tasha Munsen-Robinson
Assistant Principal of Instruction:	Marby Barker (11th & 12th grades)
Assistant Principal of Instruction:	Darlene Simons (9th & 10th grades)
Athletic Director:	Jerry Burton
Attendance & Discipline Secretary:	Tina Moore
Bookkeeper:	Sue McCoy
Cafeteria Manager:	Sabre Cash
Counselors:	Cathy Wilbanks (9th grade) Connie Kidd (10th & 11th [grades]) Robin Bagley (11th [M-Z] & 12 grade)
Librarians:	Debbie Bostwick Linda Lehr
Library Clerk:	Vita Jowers
Maintenance:	Glen Reynolds (Head Custodian) Ronald Richard (Assistant Custodian) Herbert Smith (Grounds Keeper)
Office Secretary:	Kathryn Gaines
Principal's Secretary:	Darla Feibel
Registrar:	Mary Herrington
Security Coordinators:	Hosie Thomas Glen Stokes
School Resource Officer:	Deputy William Mikesell
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
Falcon Line:	603-7816
JROTC:	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 luncheons, 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 Room 101A. If you cannot

locate the book, you need to pay for it so that you can be issued another textbook.

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 Mrs. Barker or Mrs. Simons). If all of the steps have been exhausted and you are still not satisfied, contact the principal (Mr. Daigle).

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.caddo.k12.la.us 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:

Contact the Attendance & Discipline office at Northwood at 929-3709.

OR

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 (Jerry Burton) or the Spirit Group Coordinator (Sandy Hearron) if your concern was not addressed to your satisfaction and if needed, contact the assistant principal of instruction (Darlene Simons). If after the aforementioned steps have been exhausted and 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 (website addresses to be distributed during the school year) or visiting classroom teacher websites. Northwood teachers upload grades, their class syllabi, and class handouts to their websites. 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.

Letters are mailed inviting freshman parents to attend Freshman Parent Orientation. In addition, all 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: All freshman students are required to have an academic agenda, which is to be signed by their parents periodically. Agendas are also checked by teachers. Notes by parents to teachers can be written by assignments in this notebook. Parents are encouraged to check periodically with the counselor to request a Student Questionnaire to be completed on students. This questionnaire gives an overview of student behavior, attitude, and completion of assignments. If this report shows that improvement is needed, the parent can request a conference with the teacher.

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 (\$5.00), Teachers (\$5.00), Grandparents (\$5.00) and students (\$5.00). **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 3:45 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 3:45 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 and taped and then broadcast over the television monitor via closed circuit TV. Announcements are also posted on the bulletin boards on each floor.

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 ID card 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.
- 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 8:00 a.m. (Please do not drop off your son or daughter at Northwood prior to 8:00 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.

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 8:05 a.m. to 8:20 a.m. The cost for breakfast is 75¢. There are two lunch shifts during 3rd Block A Day/ 7th Block B Day. The cost for lunch is \$1.50. Students’ designated lunch shifts are based on their 3rd Block/ 7th Block teachers. 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 Graduation Exit Exam).

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.
- D.E. program students may leave to report to their job assignments.
- 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.

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 are not allowed to access social networking sites.
- 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.**

Conduct in the Hall: Students are expected to:

- Wear an official school I.D. Photo facing outward on lanyard around neck.
- Walk to your right as you move up and down the hall.
- Go directly from one class to the next.
- Do 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 (in-school or out of school) and/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.
- Dance times are from 8:00 p.m. to 11:00 p.m.
- 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 Cost:
\$10.00 with a current PTSA membership card/\$15.00 without
- Junior/Senior Prom (souvenir gift included) Cost:
\$15.00 with a current PTSA membership card/\$20.00 without

NOTE – The administration reserves the right to deny admission to or continued participation of any NHS student or invited guest who violates Caddo Parish Board policies or NHS standards of acceptable behavior. 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 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, a 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 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. Students who do not have their IDs or who do not purchase temporary IDs will be placed in ISS. ID Replacement cost: \$5.00; lanyard replacement cost: \$1.00. Total ID replacement: \$6.00.
- **Shirt-tails specifically designed to be worn outside of pants do not have to be tucked. All other shirts must be tucked inside of pants, shorts, skirts or skorts. Only those tops designed to be worn outside of pants, shorts, skirts or skorts can be worn in that manner and should not hang lower than the pants pocket.**
- **Bare midriiffs, see-through garments, white undergarment-type Tee shirts, bare backs, halter tops, low-cut blouses, tank tops, tube tops, and cutoffs cannot be worn.** No holes or tears in clothing on the school campus.
- 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.*
- **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. All shorts must be hemmed. **Cutoff shorts, rolled-up jeans, sweat pants, athletic or spandex shorts cannot be worn.** No other article of clothing can be worn beneath the shorts for viewing. **Pants, shorts, skirts, and skorts must be worn at the waist. No "sagging" is permitted.**
- Shirts, sweaters, jackets, and other tops worn over leggings must be no shorter than four inches above the knee. **Skirt length should be no more than four inches above the knee.**
- ***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, hair rollers or bandanas are permitted at school or during school-sponsored activities.** The CPSB policy requires students' hair to be of natural color only. 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.

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 a 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 beepers, CD players, 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. The CPSB changed the cell phone policy December 18, 2007. Students may bring a cell phone to school but it may not be visible, operational, or in use during the academic school day. 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 five (5) school days and returned to a parent in accordance with the CPSB Blue Book.

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 20% 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 for 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.

Hold 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.), there will be a two-hour delay in the start of school. Buses will run as scheduled, just two hours later than their normal time. (During cold or rainy weather, the cafeteria and gymnasium will be open at 8:00 a.m. Please do not drop off your son or daughter at Northwood prior to 8:00 a.m. During lunch, the cafeteria will be made available to students after all students have had an opportunity to complete their lunches.) Only the superintendent of Caddo Parish public schools has the authority to close a school. Therefore, listen to the local news stations 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.

Lockers: Lockers are located at the west end of each floor; girls' at the west end on the second floor and boys' at the west end on the third floor. At the beginning of the school year, an area in front of the office will be set up before school to issue students lockers. After the designated time, the library will issue lockers during Channel One and in between classes. Cost is \$3.00 per person per locker. A student is allowed only in his assigned locker area. Sharing lockers is prohibited. NHS retains control over the issue and use of student lockers. Any student guilty of willfully defacing or destroying a

school locker will be suspended and required to pay for damages to the locker before being readmitted to school. Lockers are the property of the school and subject to random search at any time. Students are allowed locker privileges between classes as long as they are in class on time. Any student who rents a locker is accountable for articles in that locker.

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 Room 101A. 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: \$10.00 with a current PTSA membership card; \$15.00 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 3:45 p.m.
- All drivers are responsible for all passengers in their vehicles.

- Music that is audible outside the vehicle will be not permitted.

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.

Registration: Northwood High School currently operates on an A-B block schedule 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 components of the GEE, and are enrolling in a University 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 SA-12 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 SA-12. The report of grades sent with college applications is a copy of the sixth or seventh semester SA-12. The official transcript of grades is not available until late June following graduation.

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 school'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. Our mission is to provide the best quality instruction to all students. In order to achieve this, we limit unnecessary classroom interruptions. Emergency messages to students will be handled on a case by case basis with administrative approval. Your cooperation is appreciated. Deliveries, including but not limited to food, candy, and flowers, are not 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 8:00 a.m. **The school cannot be responsible for supervision prior to 8:00 a.m. or after 4:00 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 and second floor gymnasium will be open at 8:00 a.m. During lunch, the cafeteria will be made available to students after all students have had an opportunity to complete their lunches. Students are not allowed in the ROTC and old gym areas (including those restrooms) during the lunch shifts. Students found in these areas are subject to disciplinary consequences. 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.

Grade Placement: A student's class placement is determined by the credits he has earned by the beginning of the school year. A student's classification is printed on his locator card, on the teacher's official class list, and on schedule change forms.

Freshman	0 – 4 ½ credits	Junior	11 – 16 ½ credits
Sophomore	5 – 10 ½ credits	Senior	17 and above

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 student will forfeit his/her right to obtain extra-credit points for the nine-week period.
- 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.”

Student Signature: _____

Parent Signature: _____

Date: _____

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 progress report for each class, regardless of grade, at the mid-point of the nine weeks. However, a teacher will issue a progress report at any time the student’s grade falls below a “C” after the mid-point of the nine-week grading period.

Freshman Progress Reports: To help our Freshman students in their transition to high school, we will issue progress reports to all Freshman students on the following dates. This will help us to meet the needs of students early if students fall behind in their classes and to make parents and students aware of their progress.

September 1 st	September 15 th	September 29 th
October 13 th	October 27 th	November 10 th
December 1 st	December 15 th	February 2 nd
February 16 th	March 2 nd	March 16 th
April 6 th	April 27 th	May 11 th

Report Cards/End of Grading Period:

End of Grading Period:	October 22, 2010 (47 days)
	January 13, 2011 (43 days)
	March 18, 2011 (43 days)
	May 31, 2011 (45 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: ASVAB, PSAT, ACT, SAT, iLEAP, PLAN and the GEE.

Graduation Information

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

Career Options Law: Beginning in 1998-99 school year, by the end of the eighth grade, each student will develop, with the input of his family, a Five Year Educational Plan. Such a plan will include a sequence of courses, which is consistent with the student’s stated goals for one year after graduation.

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 for 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.

Phasing

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 college degree programs. Students can earn high school Carnegie units and college credits simultaneously through courses offered through partnerships with area two-year and four-year post secondary programs. Credit hours earned through the Northwood Dual Enrollment Program are transferrable to any accredited public institution of higher learning in the state of Louisiana. Specific course offerings for the current school year are listed on the Northwood student registration forms and accessible on the school website. Applicable registration fees and course fees will be collected within the first two weeks of school.

Gifted & Talented course offerings at Northwood include: English, Math, Arg, Drama, and music. Students are screened and evaluated for placement in these courses and selected based on exemplary performance or academic knowledge.

Advanced Placement courses are currently offered in American History, English Literature, and English Language. Advanced Placement exams are scheduled in the spring by the College Board at a cost of \$86 per course exam. Students must take the AP exams and receive an acceptable score to receive college credit for the course. Some requirements are determined by the college that is accepting the AP credits.

Louisiana Virtual School (LVS): LVS courses are offered to highly-motivated, independent learners in the designated computer lab at Northwood. Courses are provided by certified subject-area teachers through Blackboard platform of online instruction. Students must have access to a home computer to complete assignments outside of the lab settings. Course offerings will be limited to available subject areas and seats are designated by the district.

Phasal 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 phasing 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. Mid-year phase changes will require the student to demonstrate his/her attempt to be

successful by documented before and/or after school tutoring.

Attendance

Absences: When a student is absent from school, parents should contact Mrs. Moore in the Attendance and Discipline Office between 8:15 and 8:45 a.m. on the day the student will be absent. The compulsory school attendance law is designed to protect and guarantee the rights of children to take advantage of educational opportunities provided by the State of Louisiana. Moreover, **state law requires that secondary students must be present a minimum of eighty-one (81) days per semester to be eligible to receive credit for courses taken.** An absence will not count against the total number of required days when the absence is due to: 1) substantiated personal illness of student or family member by a practicing physician; 2) verified death in the immediate family; 3) confirmed natural catastrophe and/or disaster; 4) recognized holidays of a student's own religion or faith that require absence for observance; 5) approved school-sponsored activities; or 6) other extenuating circumstances approved by the parish supervisor of child welfare and attendance in consultation with the principal. Students who are in attendance less than the required eighty-one (81) days without an excuse recognized by the state will automatically fail courses in which they are enrolled. **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.

Unexcused 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 GEE 21 will be allowed to job shadow, receive immunization shots to meet college entrance requirements, and make college visits during the first three to four days of spring GEE 21 testing. The senior class sponsor will meet with the graduating class prior to the GEE 21 testing week to discuss the aforementioned 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. If suspended students attend an alternative site, the absences will be excused for attendance purposes only.

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. **No check outs can be made by phone. However, when it is absolutely necessary, a student should report to the discipline office with a note from home indicating the reason for the check-out, and a verifiable phone number for a parent or guardian. If a parent or guardian cannot be reached to verify the check out note the student will not be allowed to check out.** The note should include the date, reason and time for checking out, means of transportation, and a contact telephone number. Students who become ill at school should report to the discipline office to check-out. Students will be given a check-out slip by the attendance clerk with specific time to report back to the office or to leave campus. 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!

Make-Up Work & Assignment Requests: A parent may request assignments through the secretary 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 days 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.

Get connected – Visit: www.northwoodfalcons.com and www.caddo.k12.la.us for school and individual teacher related course information.

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. The following tardy policy is in effect for 2nd through 4th block and 6th through 8th block. The 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.

1 st Tardy:	<u>Warning</u> through Attendance and Discipline Office will be issued and <u>recorded</u> .
2 nd Tardy:	<u>Warning</u> through Attendance and Discipline Office will be issued and <u>recorded</u> .
3 rd Tardy: from	<u>Parental contact</u> with <u>documented letter</u> or <u>phone call</u> Attendance and Discipline Office.
4 th Tardy:	<u>One Day</u> of <u>Before School Detention</u> with parental contact.
5 th Tardy:	<u>Two Days</u> of <u>Before School Detention</u> with parental contact. Absence from detention will result in an out-of-school suspension.
6 th Tardy:	<u>One Days</u> of <u>In-School Suspension</u> with parental contact. Absence from detention will result in two (2) days out of-school suspension.
7 th Tardy:	<u>Two Days of In-School Suspension</u> with parental contact.
8 th Tardy:	<u>One Day of Out-of-School Suspension</u> with parental contact.
9 th , 10 th , & 11 th Tardy:	<u>Two Days of Out-of-School Suspension</u> with parental contact.
12 th Tardy:	Suspended pending an <u>EXPULSION HEARING</u> .

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. **Northwood students are encouraged to rent and use a hall locker from the school.**

Bell Schedule:

Students Enter the Building	8:21
1 st Block/5 th Block	8:25 – 10:00
Morning Announcements	10:00 – 10:05
2 nd Block/6 th Block	10:10 – 11:45

1 st Lunch	11:45 – 12:15
3 rd /7 th Block	12:20 – 1:55

3 rd /7 th Block (split)	11:50 – 12:30 / 1:05 – 1:55
2 nd Lunch	12:30 – 1:00

4 th Block/8 th Block	2:00 – 3:30
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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, a warning and reprimand, cafeteria duty, campus beautification work detail, loss of privileges, before/after school 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**

Approved CPSB – February 16, 2010

Caddo Parish Public Schools

2010-2011 School Calendar

August 2-6	Superintendent’s Target Schools Professional Development
August 11-13	New Teacher Inservice
August 16-17	All Teachers ~ Professional Development Days
August 18	All Students Report/ 1st Reporting Period Begins
September 6	Labor Day (Schools Closed)
October 18-22	GEE Retest Days
October 22	1st Reporting Period Ends (47 Days)
October 25	Fall Break (Schools Closed)
October 26	2nd Reporting Period Begins
November 22-26	Thanksgiving Holiday (Schools Closed)
December 6-17	End of Course Test Days
December 20-31	Christmas Holiday (Schools Closed)
January 3	Students Return to School
January 13	2nd Reporting Period Ends (43 Days)

End of Fall Semester (90 Days)

January 14	Professional Development Day (Schools Closed)
January 17	Martin Luther King Jr. Holiday (Schools Closed)
January 18	3rd Reporting Period Begins
February 14-18	GEE Retest Days
February 21	Presidents’ Day Holiday (Schools Closed)
March 18	3rd Reporting Period Ends (43 Days)
March 21	4th Reporting Period Begins
March 22	LEAP/iLEAP Test Day
March 28-April 1	Spring Break (Schools Closed)
April 11-15	LEAP/iLEAP Test Days
April 22	Good Friday Holiday (Schools Closed)
May 2-13	End of Course Test Days
May 10-12	Senior Final Exams
May 12	Senior Last Day
May 25-27	Final Exams
May 30	Memorial Day (Schools Closed)
May 31	4th Reporting Period Ends (45 Days) Last Day for Students
June 1	Professional Development Day

End of Spring Semester (88 Days)

Senior Graduations – May 17-21, 2011
 Summer Graduation – August 23, 2011
 Student Days – 178
 Teacher Days – 182

Professional and Teacher Work Days

August 16, 2010	January 14, 2011
August 17, 2010	June 1, 2011

Grading Periods

1st	August 18-October 22
2nd	October 26-January 13
3 rd	January 18-March 18
4 th	March 21-May 31

Tentative Summer Remediation Dates

June 2, 2011 Inservice
June 3-27, 2011 Inservice
June 28-30, 2011 Test Days