

Natchitoches Central High School

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Natchitoches, LA 71457**

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STUDENT HANDBOOK 2017 - 2018

THIS AGENDA BELONGS TO:

Name

Address

City

Zip Code

Phone

Student ID #

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Mission Statement

To engage everyone in a united effort
to provide lifelong learning

Belief Statement

The faculty and staff of Natchitoches Central High School believe that every student is entitled to an education in a safe, disciplined, and challenging environment. Furthermore, we believe that an education must include not only academics but also basic life skills that will prepare students to live and function successfully in our society. To this end, we believe that Natchitoches Central High School must provide for both college and non college-bound students. Teachers must inspire students to achieve their full potential by instilling in them a strong work ethic and desire to learn. Students must exhibit self-discipline and not infringe on the rights of other students to learn. Finally, we believe that the responsibility for the success of our students must be assumed by all – administrators, teachers, students, parents and the community.

Accreditation

*Natchitoches Central High School is accredited
by the Commission on Secondary Schools
Southern Association of Colleges and Schools*

Principal’s Message

This handbook has been compiled with the hope that students of Natchitoches Central High School and their parents will use it as a source of information regarding school policies. Students should keep it as a quick reference of many matters which concern their actions, responsibilities, and conduct. We want you to know as much as possible about your school because we believe that an informed student is a better student.

We hope every student will make an effort to abide by the school rules and plan to be a part of our school by participating in school activities. Help us to make this year your best year.

Objectives of Natchitoches Central High School

1. To provide a comprehensive program of studies that is both challenging and attainable.
2. To supply quality instruction that will provide each student with adequate knowledge of basic educational skills, including the ability to think rationally and to speak and write effectively.
3. To provide a challenging and meaningful elective program to meet the diversified needs of all students
4. To provide vocational training and technical skills as an extension of the basic curriculum offerings.
5. To provide co-curricular experiences and extracurricular activities that will enhance and promote the development of social behavior, health and leisure, and aesthetic values.
6. To promote continuous study and evaluation of the total education program in an effort to meet the changing needs and life goals of the community.
7. To provide instructional experiences and facilities conducive to the development of a positive self-image, tolerance of the views and ideas of others, respect for authority, and responsible citizenship.

Enrollment Policy

All students enrolled at Natchitoches Central High School shall pursue four (4) classes each term with the following exceptions:

1. A Student may enroll in two classes at NCHS and a three-hour class at the Natchitoches Technical College during a term.
2. A senior may enroll in less than four (4) classes per term if he/she will complete all state requirements to receive a high school diploma. However, seniors are encouraged to take additional classes to further enhance their educational experience and to be on campus for graduation information and scholarship opportunities. **IF YOU MUST RIDE A BUS HOME OR RIDE HOME WITH A FRIEND WHO STAYS, YOU MAY NOT TAKE LESS THAN FOUR (4) CLASSES PER TERM.**

NCHS School Calendar 2017-2018

August 3	Senior Registration/Schedule Pickup
August 4	Junior Registration/Schedule Pickup
August 7	Sophomore Registration/Schedule Pickup
August 8	Freshman/Orientation (9:00-1:00pm)
August 9	District Level Professional Development
August 10	School Level Professional Development
August 11	District Level Professional Development
August 14	First Full Day of School
August 22	Open House (6:00pm)
August 28	Progress Reports Issued
August 30	Club Rush (Lunch Shifts)
September 1	Club Meetings Group 1(11:00 -11:25am)
September 4	Labor Day Holiday
September 13	End of Grading Period 1
September 14	Grade due by 2:30pm
September 15	Club Meetings Group 2 (11:00-11:25am)
September 18	Report Cards sent home
	School Pictures/Blood Drive
September 28	Progress Reports Issued
September 30	Homecoming Sign Painting Day (Atrium)
October 2	College Fair
October 4	Homecoming Blood Drive
October 5	Homecoming Pep Rally (6:00pm)
October 6	Homecoming Game (7:00pm)
	Club Meetings Group 1 (11:00-11:25am)
October 7	Homecoming Dance (8:00pm – 11:00pm)
October 12	2 nd & 4 th Block Mid-term
	End of Semester 1
October 13	1 st & 3 rd Block Mid-term
October 16	Grades Due by 2:30 pm
October 19	Parent/Teacher Conference (1 – 7pm) ½ day for Student
	ASVAB
	Senior Panoramic Pictures
	Jr. Ring Order (1-7pm)
October 20 - October 24	Fall Break
October 27	Club Meetings Group 2 (11:00-11:25 am)
October 31	College Application Month Event
November 1	Progress Reports Issues
November 3	Club Meetings Group 1 (11:00-11:25am)
November 10	Veterans Day Program
November 14	End of Grading Period 3
November 15	Grades due by 2:30pm
November 17	Report Cards Sent Home
	Club Meeting Group 2 (11:00-11:25am)
November 20 – November 24	Thanksgiving Holidays
November 29 – December 13	EOC Testing
December 1	Professional Development (8:00am-Noon) No Students
December 5	Progress Reports Issued
December 8	Club Meetings Group 1(11:00-11:25am)
December 15	Club Meetings Group 2 (11:00 – 11:25am)
December 18	Final Exams (2 nd & 4 th)
December 19	Final Exams (1 st & 3 rd)
December 20	End of Semester 2 (and Term 1)
	Grades Due by Noon
	Christmas Program
December 21 – January 5	Christmas Holidays
January 8	Beginning of Term 2
January 11	Report Cards Sent Home
January 12	Professional Development (8:00-12:00) No Students
January 15	Martin Luther King Holiday
January 19	Club Meetings Group 1 (11:00-11:25am)

January 24.....	Progress Reports Issued
January 26.....	Club Meetings Group 2 (11:00 – 11:25am)
February 2.....	Club Meetings Group 1 (11:00 – 11:25am)
February 8.....	End of Grading Period 5
February 9.....	Grades due by 2:30pm
February 12 - 13.....	Mardi Gras Holiday
February 14.....	Report Cards Sent Home
February 16.....	Club Meetings Group 2 (11:00 – 11:25am)
February 19.....	Presidents' Day Holiday
February 24.....	District Literary Rally
February 28.....	Progress Reports Issued
March 2.....	Club Meetings Group 1 (11:00-11:25am)
March 13.....	2 nd & 4 th Block Mid-term
March 14.....	1 st & 3 rd Block Mid-term
	End of Semester 3
March 15.....	Grades due by 2:30
March 16.....	Parent/Teacher Conferences/Report Cards Issued (3:30-6:30pm)
	Club Meetings Group 2 (11:00-11:25am)
March 20.....	ACT Testing
March 26 – April 2.....	Spring Break
April 6.....	Progress Reports Issued
	Club Meeting Day #1
April 7.....	Junior/Senior Prom
April 20.....	Club Meetings Group 2 (11:00-11:25am)
April 21.....	State Literary Rally
April 23 – May 18.....	EOC Testing
April 24.....	End of Grading Period 7
	State wide ACT make-up testing
April 25.....	Grades Due by 2:30pm
April 26.....	Report Cards Sent Home
May 9.....	Progress Reports Issued
May 10.....	Senior Final Exams (3 rd & 4 th)
May 11.....	Senior Final Exams (1 st & 2 nd)
May 14.....	Senior Grades Due by 8:00am
	Jr. Ring Ceremony 6:30pm
May 17.....	Senior Caps and Gowns Distribution (11:30am)
May 18.....	Graduation Practice (9:00am)
	Graduation (7:00pm)
May 22.....	Final Exams (3 rd & 4 th)
May 23.....	Final Exams (1 st & 2 nd)
	Last day of School for students
	End of Semester 4 (and Term 2)
May 24.....	Grades due by 11:00am
May 25.....	Report Cards/Teacher ½ day

Daily Procedures

Bell Schedule

1st Lunch Students

1 st Block.....	7:50 – 9:20
2 nd Block.....	9:25 – 10:55
Tutor/Enrichment/Advise.....	11:00 – 11:25
1 st lunch.....	11:25 – 11:50
3 rd Block.....	11:55 – 1:25
4 th Block.....	1:30 – 3:00

2nd Lunch Students

1 st Block.....	7:50 – 9:20
2 nd Block.....	9:25 – 10:55
Tutor/Enrichment/Advise.....	11:00 – 11:25
3 rd Block (1 st split).....	11:30 – 12:15
2 nd Lunch.....	12:15 – 12:35
3 rd Block (2 nd split).....	12:40 – 1:25
4 th block.....	1:30 – 3:00

3rd Lunch Students

1 st Block.....	7:50 – 9:20
2 nd Block.....	9:25 – 10:55
Tutor/Enrichment/Advise.....	11:00 – 11:25
3 rd Block.....	11:30 – 1:00
3 rd Lunch.....	1:00 – 1:25
4 th Block.....	1:30 – 3:00

Attendance Procedures

State law requires that students with excessive absences in a class should not receive credit for the class. Under the 4x4 block schedule that number of absences is more than 8 for whole unit classes and more than 4 for half-unit classes. That means that students must attend 82 of 90 days for a term or 41 out of 45 days for half-unit classes.

Only absences that are medical or extenuating are not counted in this total. After the allotted days have been exceeded, any change must be appealed to the principal and the Supervisor of Child Welfare and Attendance.

Extenuating Circumstances

1. Extended personal physical or emotional illness as verified by a physician.
2. Extended hospital stay as verified by a physician.
3. Extended recuperation from an accident as verified by a physician.
4. Extended contagious disease within a family as verified by a physician.
5. Prior school-system-approved travel for education.
6. Death in the family (not to exceed one week).
7. Natural catastrophe and/or disaster.
8. For any other extenuating circumstances, parents must make a formal appeal in accordance with the due process procedure established by the LEA.

Procedure to follow when Student Has Been Absent

Medical excuses and other extenuating excuses must be brought to the Attendance Office between 7:30 a.m. and 7:50 a.m., and the student will receive an admit slip at that time.

Admit Slips

It is the responsibility of the student to obtain an admit slip and to give the admit slip indicating excused absence to each of his/her teachers so the teachers may initial the admit slip.

Check-in

Students coming to school after the tardy bell rings for first block must go to the Attendance Office as soon as they arrive on campus and sign in with the Attendance Secretary. Instructional time missed due to late check-in will accrue and upon the 46th minute of missed class time an absence will be recorded for the class.

Check-out – Leaving School During the Day

Natchitoches Central High School operates under a closed campus system for all students.

1. Students will not be allowed to check out except for the following reasons: (1) student illness, (2) doctor/dental appointment, or (3) extreme emergencies.
2. Students will not be allowed to check out of school during morning or afternoon activity periods (pep rallies, school programs, etc.) unless a parent comes to the school's Attendance Office and checks the student out.
3. Technical College students may not miss class at NCHS to make up hours missed in technical college classes.
4. Instructional time missed due to check-out will accrue and upon the 46th minute of missed class time an absence will be recorded for the class.
5. There will be no checkout after 2:30 pm.

Absence for School Activity Events

Absences due to school-approved activities are considered as being present and students are allowed to make up work missed. However, it is again **the responsibility of that student** to get make-up work or class assignments and turn these in to the teacher in order to receive credit for work missed. Students should tell teachers about the activity and get class assignments before the activity if possible. Students that are failing any class are not allowed to go on field trips. The sponsoring teacher will email the names of all students to go on a field trip at least 3 days prior to a trip.

Make-Up Work and Attendance Recovery

A student shall make up all school work and tests missed due to an absence. It is the **student's responsibility** to get assignments and arrange for make-up tests when absent. All work missed will receive one day of make-up time for each day absent. Students who miss school because of suspension are allowed to make up work missed, and the absence is unexcused. This includes Final Exams.

Absences which could result in the failure of class(es) may be "recovered" by participating in Attendance Recovery after school and on Saturdays during the grading period or within two weeks following the close of the grading period in which the failure occurred. Weekday attendance recovery results in one day attendance forgiveness per four days served; two days Saturday attendance results in one full day forgiveness per Saturday served.

Tardiness

Five minutes are allowed between class periods. A student not in his seat after the bell is tardy. Tardy students **MUST** secure an admit slip for class from the appropriate administrator. Ten or more minutes tardy is considered "Skipping" and will be handled as a disciplinary matter in and of itself.

The teacher is to turn in to the office in writing the name of any student with two (2) or more tardies during one nine (9) week period. An accumulation of two (2) tardies during one nine-week period will be referred to the assistant principal in charge of discipline for corrective measures. Subsequent tardies will result in another referral for each tardy.

Skip Day(s)

Senior skip day(s) are **NOT** sanctioned by the administration of NCHS nor by the Natchitoches Parish School board. Any student found to be participating will be subject to disciplinary action.

Strive for Perfect Attendance!!

Research shows that the single most important factor contributing to student achievement is school attendance.

A student who is absent from school may be able to get missed notes, complete missed worksheets, and receive help after school. However, other important aspects of the lessons are lost. Absent students miss discussions, questions raised, explanations, and much more. Students fall behind and sometimes never are able to recover. Information missed in a class period may be needed as a foundation for what is learned in the next session. If possible, please try to schedule dentist and doctor appointments after school hours.

Pupil Progression

Students are classified on the basis of the number of credits earned prior to the beginning of the school year. Classification is done only once per year, except for transitional juniors. Students must have earned the following Carnegie Units to be classified in the following grade level:

<u>Grade Entering</u>	<u>Number of Credits Earned Previously</u>
9	0
10	6
11	13
12	19

The above criteria was adopted by the Natchitoches Parish School Board and approved by the State Department of Education.

Note: No partial credit will be awarded for full unit courses (except in the case of transfer students). Students in these full unit courses who do not earn a passing grade must repeat the entire course. The failing grade(s) in a repeated course will remain on the student transcript in addition to the new grade.

Grading

The following scale will be used in reporting letter grades for all regular high school courses.

A = 93 – 100 B = 85 – 92 C = 75 – 84 D = 67 – 74 F = 0 – 66

The following scale will be used in reporting letter grades for honors/gifted..

A = 91 – 100 B = 83 – 90 C = 73 – 82 D = 65-72 F = 0 - 64

The following scale will be used in reporting letter grades for AP courses.

A = 90 -100 B = 80-89 C = 70 – 79 D = 60-69 F = 0 - 59

Criteria for Selection of Honor Graduates

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class. To be eligible for consideration for valedictorian/salutatorian, a student must first meet the following criteria:

- (1) The student must have completed all required course work and be on line for graduation prior to the Graduation Ceremony;
- (2) The student must have taken TOPS-required courses plus Advanced Math I AND Physics or Biology II;
- (3) The student must take a minimum of four credit classes during their senior year in high school;

- (4) The student must have attended Natchitoches Central High School for the last two academic school years immediately preceding graduation. Therefore, any student who transfers into Natchitoches Central High School *with less than two academic school years remaining prior to graduation* will not be eligible to be valedictorian or salutatorian.

Selection of Valedictorian/Salutatorian:

The primary indicator to be used in determining the valedictorian and salutatorian will be students' grade point averages (GPA) based on a 5.0 scale. If the student has repeated a course, the original grade will be used in the calculation of the student's grade point average for the purpose of determining honor graduate status. Ranking is based on overall total GPA points as calculated by JCampus, the NPSB Student Information System. The calculation of the GPA shall be carried out as far as necessary to break ties. A tie may not be created by "rounding off." Ties may only exist if grade points are exactly equal.

The valedictorian will be the student with the highest cumulative grade point average. The salutatorian will be the student with the second highest cumulative grade point average.

If two or more students have the exact same grade point average, the following criteria, *in order*, will be used to determine the valedictorian. The next highest ranked student will then be honored as salutatorian:

- (1) The student who has earned the most credits transcribed on the Natchitoches Central High School transcript; then
- (2) The student who has earned the highest GPA in the core subjects of English, Mathematics, Science, and Social Studies; then
- (3) The student with the highest composite ACT score.

In the event that a tie still exists after applying the above criteria, co-valedictorians will be recognized.

Scholastic Rules for Student Athletes

High School Athletes Eligibility Rule – Students must pass at least 6 credits which count toward graduation each year and must earn at least a 1.75 grade point average in all subjects pursued. Athletes must have passed 3 out of 4 classes taken in the fall to participate in Spring sports.

GRADUATION REQUIREMENTS

I. Standardized Testing Requirements.

To earn a high school diploma, students must earn a score of FAIR or above on three End-of-Course tests, including one in each category—Algebra I or geometry, English II or English III, and Biology I or U.S. history.

Students can earn the following scores on End-of-Course tests:

- EXCELLENT. A student demonstrates superior performance on the course content.
- GOOD. A student demonstrates mastery of course content and is well prepared for the next level of coursework in the subject.
- FAIR. A student demonstrates only fundamental knowledge and skills needed for the next level of coursework in the subject.
- NEEDS IMPROVEMENT. A student does not demonstrate the fundamental knowledge or skills needed for the next level of coursework in the subject.

Students who earn a score of NEEDS IMPROVEMENT are eligible to retake the test at the next administration.

End-of-Course tests comprise 15% of the student's final grade in the subject. Special circumstances apply to students with disabilities. Refer to Natchitoches Parish Special Education for details regarding specific circumstances.

II. Course Requirements.

Course requirements for graduation are varied according to when a student entered high school. Upon completion of a student's second year of high school, the student and his/her parent or guardian may request that the student be exempt from completing the default curriculum. The student, parent/guardian, and high school counselor MUST meet to discuss the student's progress and determine what is

in the student’s best interest regarding the continuation of his/her educational plan. The parent/guardian and student shall sign and file with the school a written statement asserting consent to the student’s curriculum change and acknowledging that one consequence of the change is ineligibility to enroll in a Louisiana four-year, public college/university. The student is then enrolled in Jump Start curriculum and must select a Career Pathway which becomes an integral part of his/her graduation requirements. A student may return to the original curriculum at any time that change becomes desired and feasible by reconvening the meeting among student, parent/guardian, and school counselor.

One of the following sets of requirements will be applicable to each student seeking a high school diploma:

A. Louisiana University Diploma Graduation Requirements (default)

(effective for students who entered high school during the 2013-14 school year or after)

Total 24 units

TOPS University Course Requirements

	Course Title
English (4 Units)	<input type="checkbox"/> English I*
	<input type="checkbox"/> English II*
	<input type="checkbox"/> English III*(Gifted^, DE^, Honors^)
	<input type="checkbox"/> English IV*(Gifted^, DE^, Honors^)
Math (4 Units)	<input type="checkbox"/> Algebra I*
	<input type="checkbox"/> Geometry*
	<input type="checkbox"/> Algebra II*
	<input type="checkbox"/> Algebra III (Gifted^, DE^, Honors^)
	<input type="checkbox"/> Advanced Math
	<input type="checkbox"/> Calculus (Gifted^, DE^, Honors^)
Science (4 Units)	<input type="checkbox"/> Biology I*
	<input type="checkbox"/> Chemistry I* (Gifted^, DE^, Honors^)
	<input type="checkbox"/> Biology II (Gifted^, DE^, Honors^)
	<input type="checkbox"/> Environmental Science OR
	<input type="checkbox"/> Agriscience II
	<input type="checkbox"/> Physical Science
Social Studies (4 Units)	<input type="checkbox"/> Physics (Gifted^, DE^, Honors^)
	<input type="checkbox"/> US History* (Gifted^, DE^, Honors^)
	<input type="checkbox"/> Civics*(Government- Gifted^, DE^, Honors^)
	<input type="checkbox"/> Western Civilization (Gifted^, DE^, Honors^)
	<input type="checkbox"/> World Geography
	<input type="checkbox"/> World History (Gifted^, DE^, Honors^)
Foreign Language (2 Units)	<input type="checkbox"/> French I
	<input type="checkbox"/> French II
	<input type="checkbox"/> Spanish I
	<input type="checkbox"/> Spanish II
Art (1 Unit)	<input type="checkbox"/> Music: Talented Choir: Intermediate^
	<input type="checkbox"/> Music: Talented Choir: Advanced^
	<input type="checkbox"/> Music: Talented Orchestra: Intermediate^
	<input type="checkbox"/> Music: Talented Orchestra: Advanced^
	<input type="checkbox"/> Fine Arts Survey
	<input type="checkbox"/> Art I
Health/PE (2 Units)	<input type="checkbox"/> PE I
	<input type="checkbox"/> PE II
	<input type="checkbox"/> Health Education

	<input type="checkbox"/> JROTC I
	<input type="checkbox"/> JROTC II
	<input type="checkbox"/> Marching Band
Electives (3 Units)	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
<input type="checkbox"/> *Denotes required courses; ^Denotes 5 point courses	



B. Louisiana Jump Start Requirements

(effective for students who entered high school during the 2013-14 school year or after AND who opt into this graduation pathway after the second year of high school)

JS Courses	Course Title
English (4 Units)	<input type="checkbox"/> English I*
	<input type="checkbox"/> English II*
	<input type="checkbox"/> English III* (Gifted^, DE^, Honors^)
	<input type="checkbox"/> English IV or Business English*(Gifted^, DE^, Honors^)
Math (4 Units)	<input type="checkbox"/> Algebra I*
	<input type="checkbox"/> Geometry*
	<input type="checkbox"/> Algebra II
	<input type="checkbox"/> Financial Literacy
	<input type="checkbox"/> Advanced Math
	<input type="checkbox"/> Math Essentials
	<input type="checkbox"/> Algebra III (DE^)
	<input type="checkbox"/> Calculus (Gifted^, DE^, Honors^)
Science (2 Units)	<input type="checkbox"/> Biology I*
	<input type="checkbox"/> Chemistry I (Gifted^, DE^, Honors^)
	<input type="checkbox"/> Environmental Science
	<input type="checkbox"/> Physical Science
Social Studies (2 Units)	<input type="checkbox"/> US History* (Gifted^, DE^, Honors^)
	<input type="checkbox"/> Civics*(Government- Gifted^, DE^, Honors^)
Health/PE (2 Units)	<input type="checkbox"/> PE I*
	<input type="checkbox"/> PE II*
	<input type="checkbox"/> Health Education*
Jump Start Electives (9 Units)	See specific courses on the right
A workplace certification is REQUIRED for completion of a Jump Start diploma.	
*Denotes required courses; ^Denotes 5 point courses	

Total: 23 Units
 * * * * *

Career Pathways* at Natchitoches Central
 (for use by students on the Jump Start pathway ONLY)

- o Agriculture Tech (Regional/State)
- o Business Management (Regional)
- o Carpenter (Statewide)
- o Certified Nursing Assistant (Statewide)
- o Prostart (Statewide)
- o Public Service (Regional)
- o Welder (Statewide)
- o Workplace Safety (Regional)

*The course requirements for completion of each of the Career Pathways are listed in students NCHS Academic Portfolio or "Gold Folder."

III. Credit Recovery/A+ Software Use

A+ software may be utilized during the school year at the discretion of school counselors to aid graduating seniors who need select courses and who are in dire circumstances which jeopardize on-time graduation. English IV and numerous other University Diploma courses are NOT available on A+ software. ALL work on A+

software MUST be performed after school and on Saturdays during 212 tutoring and/or attendance recovery. Seniors are limited to two (2) A+ credits per school year. This policy is not applicable to summer school credits.

IV. PII Consent Form (Personally Identifiable Information –PII)

Act 837 of the 2014 Regular Session of the Louisiana Legislature requires the governing authority of each school to provide a form to the parent or legal guardian of each student enrolled in grades eight through twelve which explains that the parent has the right to determine whether their child's Personally Identifiable Information (PII) can be released to LOSFA and to the postsecondary education institution(s) to which their child applies.

PII includes the student's full name, social security number, and transcript data. This information will be used by LOSFA to provide a TOPS Tracker to allow students and parents to track a student's progress toward TOPS eligibility and to determine a student's eligibility for a TOPS Award and other student financial aid. This information will also be used by postsecondary institutions to determine whether a student is eligible for admission.

V. Mandatory FAFSA Completion.

Beginning with the 2017-2018 school year, each graduating senior shall, as part of his individual graduation plan and as a requirement for graduation, complete at least one of the following steps to support a successful transition to postsecondary education or training:

1. Complete and submit to the Office of Student Financial Assistance an application for a Taylor Opportunity Program for Students (TOPS) award;
2. Complete and submit to the U.S. Department of Education a Free Application for Federal Student Aid; or
3. A parent or legal custodian, or a student legally emancipated or of the legal age of majority, may certify a waiver in writing To the LEA if he refuses to complete such an application.
4. If a graduating senior is not able to fulfill the requirements of this section due to extenuating circumstances, the LEA may apply for a waiver to be approved by the state superintendent of education to waive the student of this requirement for graduation.

VI. Communication.

Parents are encouraged to utilize Natchitoches Parish School Board's Student Progress Center (SPC) to access students' grades, attendance, discipline, standardized test scores, and more. Parents may gain access to the SPC from the Natchitoches Parish School Board web site by providing their student's address and the last FIVE digits of the student's Social Security Number. ***Students are expected to monitor their SPC account as a matter of personal responsibility.***

The SPC regularly communicates with parents regarding absences, grades, assignments, and discipline via automated telephone calling. It is the responsibility of parents to keep their address and telephone numbers updated with school staff.

Student Parking and Transportation

Student Parking

Student parking will be assigned on the basis of priority by class (12, 11, & 10) and by special needs until all marked student parking spaces are issued. All vehicles must have a parking sticker which may be purchased from the main office for \$ 15.00 and is not refundable. The parking sticker must be hung from the inside rear view mirror attached to the front windshield. Failure to obtain a parking permit will result in disciplinary action.

Students are instructed to park cars, **remove all items needed for the school day**, lock car, and **move directly** to a designated student area. Students will not return to cars until the end of their school day unless special permission is granted by administrative personnel. Violation of parking regulations will result in **loss of parking privileges**. Students are not allowed to park in the Technical College parking lot at any time. School officials may search student vehicles that are in the school parking area if they have reasonable suspicion.

Wreck less operation of a vehicle on school grounds will result in suspension of privileges on campus

Transportation

Driving a car to school and using the school parking lot will be considered a privilege given to all students. If this privilege is abused, the parents will be contacted, and use of the car at school will be terminated for a period of time. If this privilege is abused a second time, it will be terminated again for a period of time. If this privilege is abused a third time, it will be terminated for the year. Any of the following will be considered abuse of the privilege of driving a car to school:

1. Unauthorized leaving of campus.
2. Loitering on the parking lot.
3. Wreck less operation or fast driving.
4. Skipping school.
5. Parking out of assigned parking place.
6. The speed limit on campus is 10 MPH.

We require parents and friends to honor the bus loading zone by not parking or picking up students in this area.

Cafeteria Rules and Procedures

Cafeteria Rules

It is the responsibility of the students to help keep the cafeteria clean and attractive. To do this the following rules MUST be observed.

1. Form three (3) single lines -- one (1) for the hot lunch line, two (1) for the sandwich line, and one (1) for the hamburger line.
2. Keep the lines orderly. **Cutting in line will result in eating last on the lunch shift.**
3. Never run or push.
4. Always use a tray. Pick up and return your own tray
5. Always keep milk containers, food and waste paper on the tray.
6. Keep tables, chairs, and floor clean.
7. Clean up any food you drop or spill.
8. **No food is to be brought out of the cafeteria.**
9. **No food is to be brought into the cafeteria.**
10. Talk in a normal voice; no yelling.
11. Respect cafeteria duty teachers' and staff's authority.

Breakfast and Lunch Procedure

Both breakfast and lunch are served at school. Breakfast is served from 7:30 to 7:50 a.m. each morning. Students may prepay for breakfast and lunch or pay on a daily basis when exiting the serving line.

Lunch is served in three (3) shifts beginning at 11:25. Each class is assigned a lunch shift.

A hot lunch serving line, one sandwich line, and a hamburger serving line are provided for wholesome meals and efficient service for students. **After finishing their meal, students are to remove all articles from tables and take trays, utensils, and paper to the proper containers and leave the cafeteria.** No loitering or card playing will be allowed in the cafeteria. **No food or drinks are allowed in the classrooms or instructional areas.** Milk may be purchased in the cafeteria. No soft drinks are allowed in the cafeteria.

No one is allowed to leave the school campus for lunch. The second floor is closed during lunch periods.

School Activity Information

NCHS has a large number of student organizations helping to meet the needs and interests of our students. Listed below are some of the activities and organizations at Natchitoches Central High School.

African-American History Club	Band (Pride of the Tribe)	Flag line
4-H Club	Maroon Line (dance line)	Cheerleaders
Glee Club	Chiefettes (Pep Squad)	Robotics
Beta Club	National Honor Society	DRAMA Club
Bible Club (before school)	Youth Art Council of America (YACA)	Chief Club
Student Government Organization (SGO)	Orchestra Club	Quiz Bowl
CHINQUAPIN (School Yearbook)	Science Club	Key Club
Future Business Leaders of America (FBLA)	Students Against Destructive Decisions	BASS Fishing Club
Future Farmers America (FFA)	Patriot Club	JROTC Drill Team
Fellowship of Christian Athletes (FCA)	Debate Club	JROTC Rifle Team
Family, Career, and Community Leaders of America (formerly FHA)		JROTC Orienteering Team

All co-curricular clubs will meet during Club Period, which is scheduled on a Friday each month (September-April). Students electing to join more than one co-curricular club must make arrangements for attendance with club sponsors. Clubs are divided into Group I and Group II. Each group meets on alternate days. Clubs have the option of meeting more than once per month at a time other than the regular school day. Extracurricular club meetings will be held before or after school.

Pep Rallies Pep Rallies are scheduled during the football season to foster school spirit. During the remainder of the year, pep rallies will be held only at the discretion of the principal.

The following rules will apply to all pep rallies held at Natchitoches Central High School:

1. Only signs and banners supporting the current activity will be permitted.
2. Throwing confetti, paper, or any object is prohibited.
3. Students must sit in assigned areas.

Open House

During the fall of each year, parents are invited to school one evening to meet the teachers who will be working with their children and become acquainted with school facilities. Parents/guardians are encouraged to attend.

Junior Ring Ceremony

Juniors will receive their senior rings at the official ring ceremony and officially become seniors. The receiving of the senior class ring is the induction into the senior class. Because this is a ring receiving ceremony, only those students who have not received or worn their ring before the ceremony will be eligible to participate. All rings must be the correct graduation class ring and the letters NCHS must appear on the ring.

Students must dress appropriately for the Junior Ring Ceremony.

Young Men and Young Ladies: slacks (no jeans) with dress shirt and tie or dress slacks (no jeans) and sweater or Sunday-type dresses, skirt/blouse or business slacks and blouse. No strapless dresses. Dresses must not be more than 4" above the knee while kneeling. No cutouts, excessively tight or revealing dresses are allowed.

School-Sponsored Trips

School-sponsored trips are made each year for various activities in which the students of NCHS participate. The following regulations govern these trips sponsored by the school:

1. Each trip must be approved by the principal.
2. Teachers will provide a list of students going on a field trip to the attendance office at least two days prior to the field trip.
3. Students are to use transportation sponsored by the school.
4. Students are to return via transportation sponsored by the school unless special permission has been granted by the principal.
5. Students missing school when on a school-sponsored trip are not counted as absent but are required to make up the work missed within a specific period of time as designated by their teachers. **Any student who has a scheduled test in any subject or district mandated test will not be allowed to go on a field trip. Any student who is failing another class will not be allowed to go on a field trip.**
6. Students must take the responsibility of observing all safety rules while riding in school-arranged transportation.
7. A school sponsored trip is an extension of the school day. All school policies are in effect during school trips.
8. Students making a school-sponsored trip are under the supervision of a sponsor and are expected to conduct themselves at all times as ladies and gentlemen.
9. Permission slips, signed by parents, should be filed with the sponsor prior to the trip.
10. All money must be paid in advance.

Dance Policy

1. All students of NCHS are invited to attend NCHS dances unless **suspended or expelled**.
2. Students of NCHS may be accompanied by a date from another high school. Guest must be registered prior to the dance. Couples from other high schools **will not** be permitted to attend.
3. **No alcohol permitted.** Parents will be contacted. School disciplinary action will be taken, and the student may be prohibited from attending school dances the remainder of the school year.
4. No one may **re-enter** a dance once they have left the building.
5. Dances are restricted to designated areas. Students **will not** be allowed upstairs or in hallways.
6. Students may be accompanied by a date who has already graduated from high school if the date is under the age of **21**. Guest must be registered prior to the dance.
7. Students from other schools will only be permitted to attend as dates of our students.
8. NCHS students are required to produce school I.D.'s upon entering the dance.
9. Inappropriate dancing **will not** be tolerated.

NOTE: The administration reserves the right to send students home who are not properly dressed.

Dance Dress Policy (except for Homecoming and Prom)

1. Skirts and dresses may not be shorter than four (4) inches above the middle of the knee.
2. Shorts must be no more than four (4) inches above the knee and no longer than the middle of the knee. Baggy (oversized) shorts and biking shorts are not permissible. Shirt tails must be tucked in if shorts are worn.

3. Straps on sleeveless tops or dresses must be at least two inches wide. Shirts, blouses, and dresses with low necklines are not permissible.
4. Clothing that is vulgar or sexually suggestive by cut or fit or that is excessively short or tight is not permissible.
5. Short shorts, undershirts, bare midriffs, crop tops, sheer or transparent clothing, backless garments, mesh shirts, muscle shirts, tank tops, torn clothing, sagging pants, and varsity athletic apparel are not permissible.
6. Students must wear shoes with soles for reasons of safety. Shoes and sandals that do not attach to the heel of the foot are discouraged. This type of shoe increases the possibility of accidents.
7. Clothing, accessories, or items worn or brought may not advertise alcoholic beverages, drugs, or use of tobacco products, or establishments generally associated with serving alcoholic beverages.
8. Clothing, accessories, or items worn or brought that display satanic/occult symbols or practices are prohibited.
9. Clothing, accessories, or items worn or brought symbolizing gang affiliation are prohibited. Tattoos associated with gang affiliation may not be revealed on school property.
10. Suspenders, belts, or any other articles associated with securing clothing must be fastened.
11. The principal has the discretion of prohibiting articles of clothing not specifically discussed in this policy that create or could potentially create conflicts.

Homecoming Dance Dress Policy

Students are required to dress up for the homecoming dance.

Young Men and Young Ladies: Slacks (no blue jeans) with dress shirt and tie, or slacks (no blue jeans) with dress shirt and sweater, or slacks (no blue jeans) with dress shirt, coat and tie. No tennis shoes. No hats. Semi-formal attire is required. Skirts/dresses must not be more than 4" above the mid-knee while kneeling. No backless dresses or dresses with cutouts. No bare midriffs or revealing, low-cut dresses or blouses. No slippers.

Junior-Senior Prom Dress Policy

Students are required to dress in formal attire for the Junior-Senior Prom.

Young Men and Young Ladies: Must dress in tuxedos (no regular suits, no blue jeans, no athletic shoes). No hats. Must be dressed in floor-length formal gowns that are not excessively revealing. No high-low dresses.

National Honor Society

In order to be asked to join the National Honor Society, a student must have at least a 3.5 *cumulative* grade point average and be on the **TOPS curriculum**.

If grades should fall, the student will be placed on probationary status for one semester. Seniors who fall below the 3.5 grade point average at the time of graduation will not be allowed to wear the NHS Stole. If a student fails to restore his/her average, his/her name will be removed from the membership roll and the insignia (the charm, tie tac, membership card, certificate) must be returned to the national chapter. However, if grades are brought back up within the probationary semester, the student will once again be a member in good standing. **Probation applies only to grades, not disciplinary infractions.**

Committing any serious disciplinary infraction beginning from the **Ninth** (9th) grade may be cause for non-admission into the National Honor Society. Other causes for non-admission or dismissal include skipping school, cheating, disrespect to a teacher, willful disobedience, detention, **suspension (either in-school or out-of-school)**, or a record of breaking school rules.

The following infractions that could be immediate cause for dismissal or non-admission include, but are not limited to, offenses such as: assaulting faculty, assaulting student, changing grade on report card, cheating, cutting class, cutting class/leaving campus, defacing or destroying school property, disrespect to flag, disruption during assembly, disruption during a fire drill, failure to attend Saturday detention, fighting, disrespect for authority, forging signature or notes, gambling, major hall disruption, incipient unrest, leaving class without permission, being on school grounds during suspension, on school grounds under the influence of alcohol, possession of alcohol, use of beeper/cell phone, possession of drugs, possession/shooting of fireworks, profane/obscene language, school bus disruption, tampering with fire alarm covers, stealing, tampering with office computer, threatening faculty/staff, threatening students, unauthorized use of internet, willful disobedience, possession of tobacco, lighter or matches, not reporting to office with referral, and repeated violation of school rules.

Students are asked to dress appropriately for National Honor Society induction:

Young Men: same as homecoming minus the coat.

Young Ladies: Sunday type dress, skirt/blouse, or business style slacks and blouse. No strapless dresses or spaghetti strap dresses. Dresses must not be more than 4" above the knee (while kneeling). No backless dresses or cut outs. Nothing excessively tight or revealing is allowed.

Chronic and Communicable Diseases

The Board has established guidelines and procedures to facilitate the supervision of students as well as employees of the Board who may have been diagnosed as having a communicable disease or infection. It is the intent of the Board that these guidelines protect the rights of

the infected person(s), but at the same time provide for precautionary measures to ensure the health and safety of all personnel and students. It is also the intent of the Board to work in close cooperation with the Louisiana Department of Health and Human Resources in the prevention, control, and containment of disease in the schools of Natchitoches Parish. **The complete Natchitoches Parish School Board Policy may be reviewed at the school board office.**

Discipline Policies

(see pages 26-29 for Infractions & Actions)

Every pupil is entitled to an education which shall be offered in an orderly, healthful atmosphere both physically and emotionally, and to firm, fair treatment in all matters pertaining to school life. The teacher in each classroom is responsible for discipline. When necessary, he/she may call a student's parents or bring the student to the office. The NCHS administration has developed a set of predetermined consequences called *Disciplinary Infractions and Action Taken*. A copy is included in this handbook. Consequences include student conferences, parent conferences, after-school detention, Saturday detention, in-school suspension, out-of-school suspension, or expulsion.

Definitions:

Detention: Detention means activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a pupil to participate in assigned detention shall subject the pupil to immediate suspension.

In-school suspension: In-school suspension means removing a pupil from his/her normal classroom setting but maintaining him/her under supervision of the school. Pupils participating in in-school suspension may receive credit for work performed during the in-school suspension. Any pupil who fails to comply fully with the rules for in-school suspension shall be subject to immediate suspension.

General Student Regulations

1. Help keep the building and school grounds attractive.
2. Respect constituted authority and your fellow classmates at school and at school-sponsored activities.
3. Electronic telecommunication devices are not allowed at school.
4. Playing cards are not to be brought to school unless approved by the teacher for a specific math activity.
5. No food or drink will be allowed in the instructional areas.
6. Use or possession of alcohol, drugs, tobacco or smoking devices during school or any school-sponsored activity is prohibited.
7. Weapons (such as firearms, knives, razors, metal objects, sharp instruments, clubs, and chains) are prohibited at school and in cars/vehicles in the school parking lot. **Plastic guns or anything that resembles a weapon of any kind are prohibited from being brought to school.**
8. Students are expected to conduct themselves at all times as young ladies and gentlemen. Public displays of affection are prohibited.
9. Before school and during lunch breaks:
 - a. Students are to remain in the atrium area before school.
 - b. Do not go upstairs or into the instructional areas before first bell or during your lunch shift.
 - c. Do not go down the hall near JROTC and music during your lunch shift.
 - d. Do not go outside the building before first bell or during your lunch shift.
10. From the standpoint of safety:
 - a. Students are prohibited from sitting or leaning over the ledge surrounding the atrium (up or downstairs).
 - b. Students are not to loiter or sit on the stairwells.
11. The administrative area is not an entrance to the school. Students are not to loiter in the administrative area.
12. The area outside the administrative area is off-limits during lunch.
13. Students who are suspended or expelled from school may not attend extracurricular activities while they are under suspension or expulsion.
14. Signs or posters, other than normal school-sponsored activities, are not to be placed in the building without permission from the Principal.
15. No initiation activity is permitted in the name of the school or any of its organizations without the consent of the Principal.
16. A faculty sponsor must be present for all student meetings held at school.
17. University classes may be scheduled ONLY in the afternoon unless approved by the Principal for extenuating circumstances.
18. Students returning from the Technical College campus are prohibited from returning through the administrative area.
19. Visitation during school hours is not allowed.
20. **Students who are failing a class are required to remain in full attendance and take all exams.**
21. Students are to remain in one-unit courses for the entire term. Students taking ½ unit courses change at the end of nine weeks.
22. The following behavior will not be permitted:
 - a. Fighting or disruptive arguing
 - b. Disrespect and disobedience of school personnel
 - c. Dishonesty and stealing
 - d. Extreme dress or appearance which is disruptive in class
 - e. Cutting class
 - f. Skipping school
 - g. Disturbing class
 - h. Sitting in cars
 - i. Destroying or defacing school property

- j. Rowdy behavior, loud yelling, or running in the building
- k. Profanity and verbal harassment

Violence Policy

Taking a proactive approach to curb the rise in school violence in public schools, the Natchitoches Parish School Board has developed a Safe Schools Assurance Strategy Program anticipating a fifty percent or greater reduction in violent incidents.

What makes the program unique is that it addresses the root cause of violence and offers training to prevent future incidents. Students who fight at school or on a school bus, make threats of violence toward students or school personnel, or bring weapons or drugs on campus or a school bus are **subject to being arrested**. They can choose to avoid prosecution by participating in the Natchitoches diversion program that provides training in conflict resolution, communication, and problem solving skills.

Tobacco Policy

The Safe and Drug Free Schools and Communities program now has a specialized program designed for students caught with tobacco products during school hours. The program consists of training and education on increasing awareness of the harmful effects of tobacco use. Also, students will be educated on the ways to end their tobacco habit.

We are hoping that as students gain education on the use of tobacco they will understand in depth the hidden issues involved with buying, selling, and using tobacco products. Also, they will become aware of the fact that using any tobacco product can be extremely hazardous to their health.

Saturday Detention Program

Saturday detention has been established to provide an alternative to suspension for minor and certain major infractions.. Saturday detention begins at 8:00 a.m. and ends at 12:00 p.m. Students assigned detention must report prior to 8:00 a.m. and must bring books or materials to study during detention.. Parents will be responsible for the student's transportation to and from detention.

*** If a student is assigned a Saturday Detention and does not show up: He/She will be assigned Two (2) days of ISS.**

Courtesy in the Halls

Students should not stand in the middle of the halls. Respect the rights of others and keep a low, normal tone of conversation. Keep to the right when walking down the hall or going up/down the stairs.

Off Limit Areas

The following areas are considered off limits to students except under the direct supervision of an instructor. Any student in the following areas without teacher supervision, will be disciplined accordingly.

1. Areas that are under construction.
2. The second floor during lunch shifts.
3. The front of the administration office except during class change.
4. The JROTC hall and music hall are closed in the morning before school and during both lunch periods (Band students may take instruments to the Band Room.)
5. The area behind the school, agriculture buildings, and field house.
6. The outside entrances to the gym in the front and side of the school.
7. Both inside hallways to the gym.
8. Louisiana Technical College – Natchitoches Campus (except when taking a class)
9. THE PARKING LOT IS OFF LIMITS DURING THE SCHOOL DAY UNLESS YOU HAVE ADMINISTRATIVE PERMISSION TO GO TO YOUR VEHICLE.
10. The Teachers' Lounge and Faculty restrooms.
11. Instructional areas on lunch shifts.

Metal Detector Searches

Random metal detector searches of students will be conducted on a regular basis for the purpose of serving as a deterrent to the carrying of weapons by students. Searches will be made of randomly selected groups of students (classrooms, hallways, buses, etc.). Metal detectors may be used any time there is reasonable suspicion that a student is in possession of a weapon.

Policy Prohibiting Sexual Harassment

Natchitoches Central High School maintains a firm policy prohibiting sexual harassment. Sexual harassment is any unwelcome behavior of a sexual nature that may include sexual advances, language of a sexual nature (which may include joking/teasing), or inquiries about one's sexual history that cause discomfort to another person or result in a hostile or intimidating educational environment. Complaints may be filed with the principal who will conduct an investigation.

Student ID Card

I.D. Card Requirements

1. Each student will be given an I.D. photo card.
2. Students are to wear the card while on the school campus during school hours.
3. The I.D. is to be visible and placed on the collar by the clip provided.
4. Students are to wear only the card assigned to them.
5. **The I.D. must not be altered or defaced in any way. If the I.D. is broken, a new I.D. must be purchased for \$5.00.**
6. During school hours the card must be worn at all times (except during P.E. activities.)
7. On occasions the card will be required for admission to special school activities. The I.D. will also entitle students to certain discounts to athletic contests.
8. The I.D. cards will be bar coded for checking out books and for lunch participation in the cafeteria.
9. Students may purchase a temporary ID before the first bell. All students are required to have identification either the student ID or a temporary. Failure to obtain a temporary ID will result in a day(s) of ISS.

Daily Monitoring Procedures

1. If a student arrives at school without their I.D. card, he/she is to report to the Chief Booth prior to 7:50 to secure a temporary I.D. To secure a temporary card the student will either pay \$1.00, after 7:50 students will pay \$2.00, or pay \$5.00 for a new I.D. card.
2. Repeated failure to have the I.D. will result in assignment to detention and/or suspension. Failure to pay for a temporary I.D. will result in the student being assigned to ISS and also having to pay the money owed.
3. Administrators and teachers will monitor students during the day for compliance. Failure to have the I.D. on and visible will result in Saturday detention.
4. Failure to comply with an administrator's or teacher's request to see a student's I.D. will result in suspension from school for disrespect for authority.

Miscellaneous Information

Accidents

Accidents should be reported immediately to the office. An accident report should be filled out by the teacher in charge indicating the nature and extent of the injury, how and where it happened, and the approximate time of the occurrence.

Textbooks

Each teacher will take their students to the library to record the issue of textbooks for the subject he/she teaches. The book number is recorded and checked when the student returns the book at the end of the class. Each teacher will take the students to the library at the end of the semester to record the return of textbooks. In a case where the book has been unreasonably damaged or lost, it is the responsibility of the student to pay for the cost of replacing the book.

Lockers

Locker rental is an option for every student. Initially available at registration, lockers may be rented through the library. Rental is **\$10.00 and includes a combination lock. Lost locks will cost the student \$20.00. Students are to use lockers to store books and personal belongings, including cell phones.**

Students are encouraged to make minimum locker visitations. It would be advisable for students to secure enough books for at least two class periods to eliminate tardiness.

Legal statutes permit authorized searching of any or all lockers by law enforcement personnel and/or school officials.

Visitors

Students are not allowed to bring visitors to school. All other visitors (parents, guardians, central office personnel, etc.) will be required to sign in and sign out in the main office. Visitors with **school business** will be issued a Visitor's Pass. Students shall not bring any babies or small children to school, to class, or to a school dance.

School Property

It is the responsibility of our faculty and student body to keep our equipment and furniture attractive and the building clean. All students are urged to cooperate with the administration to keep all furniture free of marks and cuts, to keep paper off the floor and grounds, and to refrain from marking or writing on the walls. We recognize that glass will accidentally get broken. The broken glass will be replaced and the student(s) responsible for the breakage will pay the actual cost of replacing it. Littering the school grounds inside or outside will result in detention/suspension at the Principal's discretion.

Use of School Telephone

Parents are requested not to call their children over the telephone or ask that the messages be delivered to them except in cases of sickness or real emergency. These phones are business phones. If students need to call a parent, they should secure the permission of the attendance clerk to use the phone and should limit the call to one (1) minute in length.

Hall Passes

Each teacher has been given a hall pass. Teachers will not allow student to leave class for **frivolous reasons**. No restroom passes are to be given during any lunch shift. Class time is precious. If a student is called from class, **the teacher** will give the student an office pass.

PTSO

All parents and students are encouraged to join the NCHS Parent-Teacher-Student Organization. Effective parent and community involvement has a positive effect on teachers, students, the school, and academic success. We look forward to your support and involvement at NCHS.

Power Outage

1. If class is in session and there is a window or enough light, please remain in that classroom with your teacher until power is restored or until you receive further instruction
2. If there is no or poor visibility in the classroom go to the closest room with emergency lighting and remain there with your teacher.
3. If power fails during break or lunch, all students and teachers are to report to the inside atrium area. **All teachers will assume duty around the atrium and exists.**
4. Remain quiet and calm. No one is to leave campus. Power will be restored shortly.

Library

Students are encouraged to take advantage of library services that are provided daily from 7:30 a.m. until 3:00 p.m. and are subject to the following rules:

1. Students not accompanied by a teacher must sign in and out.
2. Current NCHS I.D.'s are needed to check out library materials.
3. Large handbags and backpacks are not permitted in the library.
4. **NO FOOD OR DRINK IS ALLOWED IN THE LIBRARY.**
5. Seniors must clear all library obligations one week prior to final exams.
6. Students must clear obligations from the previous year before being allowed to check out books.

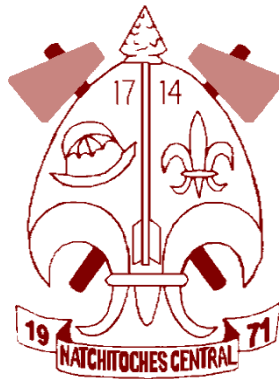
Study Skills

A student who studies well:

1. Brings notebook, paper, pen or pencil, and other materials necessary to class.
2. Is an active participant in the classroom – listens well and takes part in the discussion.
3. Asks questions if he/she doesn't understand the discussion or if he/she has a problem.
4. Utilizes the NCHS student agenda to plan his/her work and schedule time for homework each day.
5. Uses what he/she learns--sees how each subject applies to others.
6. Strives to do his/her best, not just enough to get by.

Fight Song

*Hey see our players forged strong in might
Blazing in colors maroon, gold, and white
Hear the cheering of the crowd
Was ever spirit proved so loud?
Big Chiefs fight onward, loyal we stand
We're all behind you, we're all at hand
That's our song tonight
So FIGHT!
Big Chiefs on to Victory*



School Crest

Spanish Helmet:	Early settlement of Spanish explorers
Fleur-De-Lis:	Early settlement of French explorers
1714:	Founding of Natchitoches

NCHS Alma Mater

To Thee we sing of happy hours and pleasant days gone by
Of friendships fond and lasting ties at Natchitoches Central High.
Though we journey far and near, here our thoughts will ever stay.

So warm each heart when we depart with memories ever dear.

School-level Family and Community Involvement

Natchitoches Central High School

Mission Statement

The purpose of the development of this plan is to facilitate communication between school administration, faculty/staff and parents/community in an attempt to encourage parent/community involvement and open/expand avenues of information exchange in order to improve students' school progress and achievement.

Belief Statements

We believe that ...

... every student has potential to succeed. Positive input from family and community resources will accelerate his/her rate of success and facilitate good citizenship within our school and communities.

... by involving students and parents in academic and school planning, students' and parents' better understanding of expectations will lead to improved school atmosphere and student performance/achievement.

Introduction

THE PURPOSE OF ANY GOOD SCHOOL IS TO PROVIDE STUDENTS WITH THE BEST OPPORTUNITIES FOR LEARNING AS IS POSSIBLE. AN INTEGRAL PART OF MAKING THOSE OPPORTUNITIES KNOWN TO ALL IS GOOD COMMUNICATION BETWEEN THE SCHOOL AND PARENTS/MEMBERS OF THE COMMUNITY. FOR, BY MAINTAINING OPEN COMMUNICATION, EVERYONE BENEFITS, PROBLEMS ARE LESSENERED OR

ELIMINATED, AND POTENTIALS FLOURISH. THE STAFF, PARENTS, AND COMMUNITY MEMBERS INVOLVED IN THE DEVELOPMENT /REVIEW OF THIS PLAN HOPE THAT OUR WORK DOES EXACTLY THAT USING THE VEHICLE OF THE ACTIVITIES OUTLINED HERE.

1. Hold annual meetings for the purpose of keeping family members informed and involved in school planning as well as their child's education process
 - A. FRESHMAN KICK-OFF/ORIENTATION, August 4, 2016
 - B. SCHOOL-WIDE OPEN HOUSE, August 23, 2016
 - C. PARENT-TEACHER-STUDENT ORGANIZATION MEETINGS, Scheduled meetings will begin in September and continue throughout the school year.
 - D. ANNUAL DEVELOPMENT OF IEP AND 504 PLANS – On Individual Basis
2. Involve parents in an organized, ongoing way in the planning, review and improvement of Title I programs, if applicable.
3. Offer meetings and trainings to help family members work with their children to improve their children's school achievement.
 - A. PTSO MEETINGS—scheduled monthly throughout the school year.
4. Provide family members with their child's required school performance profiles and assessment results including interpretation of the results.
 - A. FOLLOW-UP MEETING between students and NPSB staff - TBA.
 - B. SCHOOL REPORT CARD—TBA
5. Provide family members with a description of the curriculum in use and the forms of assessment used to measure student progress.
 - A. SCHOOL-WIDE OPEN HOUSE, August 23, 2016
 - B. PARENT-TEACHER CONFERENCES, October 23, 2016 and March 10, 2017
6. Develop with family member a home-school compact that would involve the student, teacher, and parent. A plan to evaluate and revise must be included.
 - A. DEVELOPMENT OF 5-YEAR PLANS with students who did not develop plans in the eighth grade—annually.
 - B. UPDATE OF PREVIOUSLY DEVELOPED 5-YEAR PLANS with freshmen, sophomores, juniors, and seniors—annually.
7. Hold family conferences regularly. NCLB mandates this in the elementary grades.
 - A. PARENT-TEACHER CONFERENCES

- B. INFORMAL CONFERENCES—as requested by parent or teacher.
- 8. Provide assistance to family members in interpreting and understanding the new GLEs, State Content Standards and benchmarks, the Louisiana Accountability System, and State and local assessments.

Principal’s correspondence to accompany school report card explaining significance and interpretation.

- 9. Report frequently to family members about their child’s progress.

WRITTEN COMMUNICATION EVERY 4 1/2:

- 1. Report Cards September 14, October 13, November 16, February 9, March 10, April 26, and May 26.

- 10. Provide opportunities for family and community members to volunteer in the school.

- A. PTSO ORGANIZE ACTIVITIES

- 1. Dress Code Checkpoints
- 2. Parking Lot Monitoring/Traffic Assistance
- 3. Others, as needed.

- B. TESTING MONITORING

- C. ATHLETIC EVENT ASSISTANCE

- 11. Develop appropriate roles for community-based organizations.

- A. FACILITATION—Kiwanis Liaison, Key Club, Mayor’s Youth Council, YACA Art Guild

- B. INFORMAL LUNCH VISITS—Community Youth Ministries

- 12. Ensure, to the extent possible that information related to school and family programs are sent to the home of children in an understandable language and format.

- A. SCREENING/PROOFREADING—prior to printing any school document.

- B. AUTHORIZATION REQUIRED—Principal approval required on any correspondence sent/transmitted.

- 13. Describe method to ensure that information and materials are provided to those family members who cannot attend meetings and/or conferences.

- A. REPORT CARDS—sent home on regular report card dates and the first school date after parent-teacher conferences.

- B. NEWSPAPER/MEDIA—Outcomes of scheduled meetings published in a timely manner in local media.

C. **HOMEBOUND SERVICES**—Provide educators to serve as liaisons between school and students requiring home services.

14. Describe how parents are involved in the decisions regarding how funds are allotted for parental involvement activities.

NCHS 2017-2018 DISCIPLINE POLICY

OFFENSE	FIRST	SECOND	THIRD
1. Alcohol (possession)	Five Days Suspension (not to return without a parent)	Nine Days Suspension (not to return without a parent)	
2. Alcohol (on school grounds under the influence)	Five Days Suspension (not to return without a parent)	Alternative School	Alternative School
3. Assaulting Student (premeditated intent)	Indefinite Suspension pending hearing-recommended expulsion Charges filed.		
4. Assaulting Faculty	Charges filed - expulsion		
5. Careless/Reckless Driving (Parents Contacted)	Vehicle restricted two weeks	Vehicle restricted for rest of school year	
6. Cell Phone/Beeper (possession/use)	One to Three Days Suspension - Keep phone One (1) week	Five Days Suspension Keep phone two (2) weeks	Suspension Pending Expulsion Hearing
7. Changing Grade(s) on Report Card	Five Days ISS	Five Days Suspension	Seven Days Suspension
8. Cheating (Parent Contacted by teacher)	Zero on work	Zero on work and Two Days ISS	Zero on work and Two Days Suspension
9. Classroom Disruption (Major)	Five Days ISS or up to Five Days Suspension	Five Days Suspension or Suspension Pending Expulsion Hearing	Suspension Pending Expulsion Hearing
10. Cutting Class/leaving campus (vehicle restricted)	Three Days ISS or up to Three Days Suspension	Five Days Suspension or Suspension Pending Expulsion Hearing	Suspension Pending Expulsion Hearing
11. Cutting Class	Three Days ISS	Three Days Suspension	Five Days Suspension
12. Defacing or Destroying School Property	Three Days ISS or Three Days Suspension and Restitution/Repair	Five Days Suspension and Restitution/Repair	Suspension Pending Expulsion Hearing
13. Disrespect to Flag	Three Days Suspension	Five Days Suspension	Suspension Pending

			Expulsion Hearing
14. Disrespect to Authority (flagrant)	Discretion of Administrator	Discretion of Administrator	Discretion of Administrator
15. Disrespect to Authority Willful Disobedience	One Day ISS	Three Days ISS	Three Days Suspension
16. Disruption during a Fire Drill	One to Three Days ISS or Three Days Suspension	Three Days ISS or Five Days Suspension	Five Days Suspension or Suspension Pending Expulsion Hearing
17. Disruption during Assembly (student removed from assembly)	Three Days ISS or One to Three Days Suspension	Three to Five Days Suspension	Five to Nine Days Suspension
18. Drugs (possession or Knowledge)	Under 16 years old: Expulsion for 12 months - 16 Years or Older: Expulsion for 24 months.		
19. Eating/Drinking in Computer labs, the library or in class at the teacher's discretion.	Two Days ISS	Three Days ISS or One to Three Days Suspension	Three Days Suspension
OFFENSE	FIRST	SECOND	THIRD
20. Failure to attend Saturday Detention	Two Days ISS	Three Days Suspension	Five Days Suspension
21. Multiple students fighting (student subject to arrest and prosecution)	Five to Nine Days Suspension	Suspension Pending Expulsion Hearing	
22. Fighting: Instigating a Fight (student subject to arrest and prosecution)	Five to Nine Days Suspension	Suspension Pending Expulsion Hearing	
23. Fireworks (possession or use)	Three Days Suspension	Five Days Suspension or Suspension Pending Expulsion Hearing	Suspension Pending Expulsion Hearing
24. Forging signature or notes	One to Three Days Suspension or Three to Five Days ISS	Three Days Suspension	Five Days Suspension
25. Gambling	Two Days ISS	Two Days Suspension	Three Days Suspension
26. Habitual Violation of Rules	Three to Five Days Suspension	Five to Nine Days Suspension	Suspension Pending Expulsion Hearing
27. Hall Disruption (major)	Three to Five Days Suspension	Five to Nine Days Suspension	Suspension Pending Expulsion Hearing
28. Hall Disruption (minor)	One Day Saturday Detention	Three Days ISS	Three Days Suspension
29. ID Violation	One Day ISS	Three Days ISS	One to Three Days Suspension
30. In Off Limits Area	Two Days ISS	Three Days Suspension	Five Days Suspension
31. In Parking Lot Without Permission	One Day SuspensionS	Three Days Suspension	Five Days Suspension
32. Incipient Unrest	Suspension Pending Expulsion Hearing		
33. Leaving Class Without Permission	Two Days ISS or One Day Suspension	Three Days ISS or Two Days Suspension	Three Days Suspension
34. Misuse of Hall Pass	One Day ISS	Three Days ISS	One Day Suspension

35. No Visible Hall Pass	One Day ISS	Two Days ISS	Three Days ISS or One Day Suspension
36. No Touch Rule	Two Days ISS or One Day Suspension	Three Days ISS or Two Days Suspension	Three Days Suspension
37. Not Reporting to the Office with a Referral	Two Days Suspension	Three Days Suspension	Three to Five Days Suspension
38. On School Grounds during Suspension	Additional Suspension or Suspension Pending Expulsion Hearing		
39. Possession/use of CD Player/MP3/IPOD (Returned at the end of the day)	One to Three Days Suspension	Five Days Suspension	Suspension Pending Expulsion Hearing
40. Profane/Obscene Language (verbal or written)	Three Days ISS or Two Days Suspension	Three Days Suspension	Five Days Suspension or Suspension Pending Expulsion Hearing
OFFENSE	FIRST	SECOND	THIRD
41. Running in the Hall	One Day Saturday Detention or Two Days ISS	Two Days Saturday Detention or Three Days ISS	One to Three Days Suspension
42. School Bus Disruption	See NPSB Bus Regulation Policy	See NPSB Bus Regulation policy	See NPSB Bus Regulation Policy
43. Stealing	Three to Five Days Suspension Charges may be filed	Five Days Suspension Charges may be filed	Seven Days Suspension or Suspension Pending Expulsion Hearing Charges may be filed
44. Tampering with Office or Teachers Computer	Three Days Suspension Charges may be filed	Five Days Suspension Charges may be filed	Seven Days Suspension Charges may be filed
45. Tampering with Fire Alarm covers (false alarm) **False alarm is a violation of state and federal law	Three Days Suspension Charges may be filed	Five Days Suspension Charges may be filed	Suspension Pending Expulsion Hearing
46. Threatening Students	A student may be suspended from school or recommended for expulsion at the discretion of the principal if the threat disrupts class work, creates substantial disorder, or creates a hostile educational environment. Charges may be filed		
47. Threatening Faculty/Staff	Suspension Pending Expulsion Hearing - Charges may be filed		
48. Tobacco, Cigarettes, Lighter, Matches, any smoking device (Possession or use)	One Day Suspension	Three Days Suspension	Five Days Suspension
49. Unauthorized use of the Internet	Two Days ISS or Two Days Suspension	Three to Five Days Suspension	Five to Nine Days Suspension or Suspension Pending Expulsion Hearing
50. No ID	One to Four days ISS	One Day Suspension	Three Days Suspension

OFFENSE	FIRST	SECOND	THIRD	FOURTH	FIFTH
Dress Code Violation (Out of class time will count as an unexcused absence)	One Day ISS (parent/guardian contacted-student placed in ISS until properly dressed)	Three Days ISS (parent/guardian contacted-student placed in ISS until properly dressed)	One Day Suspension (parent/guardian contacted)	Three Days Suspension	Student will stay in ISS that day plus Suspension Pending Expulsion Hearing
Improperly Wearing uniform including no ID visible on collar	One Day ISS	Two Days ISS	One Day Suspension	Three Days Suspension	Suspension Pending Expulsion Hearing
Minor Class Disruption-Not bring materials to class	One Day Saturday Detention	One Day ISS	Two Days ISS	One Day Suspension	Three Days Suspension
Sleeping in Class	One Day ISS	Two Days ISS	Three Days ISS	One Day Suspension	Three Days Suspension
Tardies (Per 9 weeks-2 grading periods)	Teacher deals with Tardy	One Day Saturday Detention	One Day ISS	Three Days ISS	Five Days ISS or Three Days Suspension

* If a student is assigned a Saturday Detention and does not show up: He/She will be assigned Two (2) days of ISS.

**Assignment to In-School Suspension (ISS) counts as a suspension. Recommendation for expulsion may occur on the 4th Suspension.

***Any Student who violates the school uniform policy will be removed from the classroom immediately and assigned to a designated "wait" area (ISS), where he/she will complete schoolwork pending further disciplinary action.

****Tardies are counted on a semester (nine week) basis.

*****ANY VIOLATIONS NOT LISTED ARE LEFT TO THE DISCRETION OF THE ADMINISTRATION. THE ADMINISTRATOR ALSO HAS THE RIGHT TO ALTER OR CHANGE ANY ACTION TAKEN ON COMMITTED INFRACTIONS. A STUDENT MAY BE SUSPENDED OR EXPELLED FOR COMMITTING ANY SERIOUS OFFENSE.

Natchitoches Central High School

Positive Behavioral Incentives and Supports

PBIS is:

- a positive behavior management process to create safer and more effective schools.
- a system of clear school wide expectations with consequences and incentives.
- intervention when you need help.
- recognition and celebration for your successes!

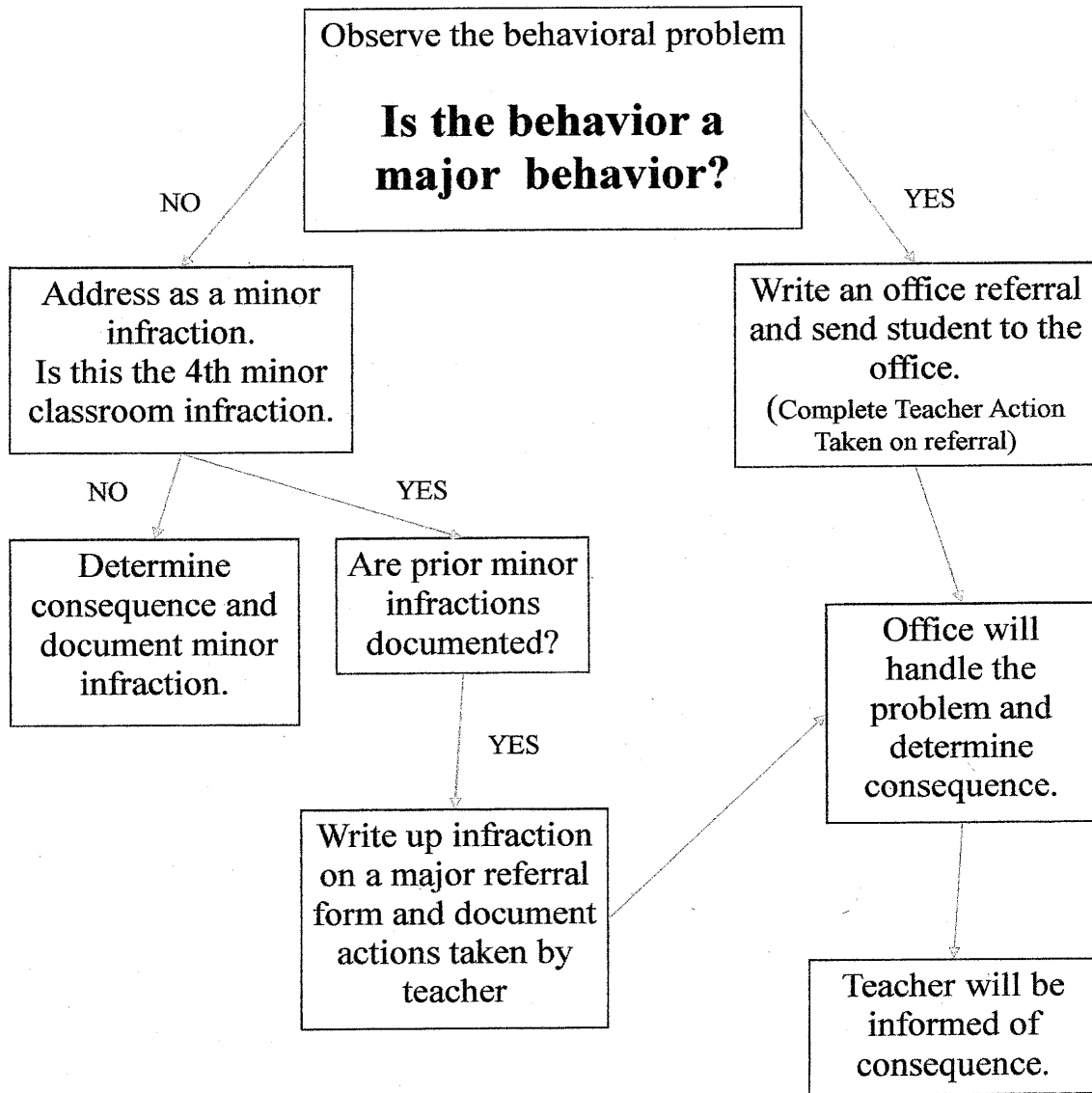
What does PBIS do for you?

- Students are recognized and praised for positive behaviors.
 - gifts, opportunities to participate in special events, school supplies, materials, etc.
- Students receive interventions to help them refocus their unsuccessful behaviors.
 - teacher-student conference, parent contact, reflections, parent conference, administrative referral.

How Does PBIS Work?

- All students follow the same set of rules and expectations throughout all areas in the building.
- These rules and expectations are displayed as a matrix, which is posted in every hallway and classroom.
- When students follow the rules and expectations, they are recognized.
- When students do not follow the rules, there are planned consequences to help them get back on track.

Discipline Plan Flow Chart



Freshmen Orientation:

Helping Your Rising 9th Grader Prepare for High School

Students must feel safe in school in order to learn, achieve, meet high standards and become competent, resilient adults. The Freshman Kick-Off Program gives every incoming student a chance to become familiar with Natchitoches Central and its customs and traditions.

Although your freshman daughter or son might be intimidated by the looming hallways of high school, there are ways you can help ease his/her transition. With new schedules, seemingly endless course options, and extracurricular choices, upcoming freshman need tremendous parental support as they struggle to make major decisions on a new campus.

Natchitoches Central High School provides upcoming freshman with a Freshman Kick-Off and orientation program. Held the week prior to the official start of the school year, orientation programs are designed to review school rules and policies with new students and their parents. In addition, the orientation allows students and parents to complete all required registration paperwork, tour the school, obtain freshman schedules, take pictures for ID tags, and ask specific questions regarding the upcoming year.

Friends of NCHS

All parents and community members are encouraged to join the Friends of NCHS. This organization provides a POSITIVE way for parents to get involved with the school and make a difference for their student. Effective parent and community involvement has a positive effect on teachers, students, the school and their success.

COMPLETE, TEAR OUT AND RETURN THIS PAGE TO YOUR CHILD’S TEACHER

Parent-Student-School Compact

NATCHITOCHEs CENTRAL HIGH SCHOOL, AND THE PARENTS OF THE STUDENTS PARTICIPATING IN ACTIVITIES, SERVICES, AND PROGRAMS FUNDED BY TITLE I, PART A, OF THE ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) (PARTICIPATING CHILDREN), AGREE THAT THIS COMPACT OUTLINES HOW THE PARENTS, THE SCHOOL STAFF, AND STUDENTS WILL SHARE THE RESPONSIBILITY FOR IMPROVED STUDENT ACADEMIC ACHIEVEMENT. **THIS PARENT-SCHOOL COMPACT IS IN EFFECT DURING SCHOOL YEAR 2015-16.**

Parent/Guardian Responsibilities

A child’s education begins at birth. Parents and family members, as their child’s primary teachers, play a vital role in the intellectual, social, and emotional growth of their children. A child’s development and success is dependent on the direct support a child receives at home. In an effort to promote responsible and successful parenting skills, the school requests parents to:

1. Make sure children attend school regularly and arrive at school on time.
2. Provide a place for study and supervise completion of all homework assignments.
3. Make sure children are dressed properly, in accordance with the uniform dress code.
4. Make sure that children get adequate amounts of sleep nightly.
5. Visit and discuss their child’s academic progress regularly with teachers.
6. Discuss academic progress and school events regularly with their child.
7. Instill proper respect for parents, teachers, and other adults.
8. Attend school-sponsored programs in which their child may participate.
9. Join and be active in parent/teacher organizations.

I will share the responsibility for this student’s achievement of high standards and work toward developing a home-school partnership.

Parent’s Signature

Date

Student Responsibilities

I know that my education is important and that I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

1. Attend school every day on time and ready to learn
2. Review my class work with my parent(s) weekly
3. Return completed homework on time
4. Follow school rules and be responsible for my own behavior at all times
5. Ask for help when needed
6. Show respect to self and others at all times

Student’s Signature

Date

School Responsibilities

Natchitoches Central High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet academic achievement standards.
2. Hold parent-teacher conferences. Conferences will be held at flexible times during the day to accommodate the needs of the parents.
3. Provide parents with frequent reports on their children’s progress. Specifically, the school will provide Progress Reports (two weeks into each quarter) and Report Cards (each quarter) according to the calendar listed in this handbook.
4. Provide parents reasonable access to staff.

Teacher’s Signature

Date

COMPLETE, TEAR OUT AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER

Review of Handbook

Dear Parent/Guardian:

Please review the **Natchitoches Central High School Handbook** with your child. Please complete the information below after completing your review.

My child, _____ and I reviewed and understand the 2015-2016 Student Handbook.

Student Signature Date

Parent Signature Date

Documents

Our district is mandated by the No Child Left Behind Act (NCLB) of 2001 to distribute the documents listed below to each parent. These documents are included within this handbook.

*Please read each of the documents listed below, sign and return the form below to indicate that you received these documents.

- District Parental Involvement Policy
- School Parental Involvement Policy
- Parents' Right to Know
- Parent-School Compact

I have received and read the documents listed above.

Parent's Name Printed

Parent's Signature

Student's Name Printed

Date

Homeroom Teacher's Name/Grade Level