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INTRODUCTION

This handbook is designed to aid students in their stay at Northshore High School. It contains the philosophy, rules, and regulations of Northshore High School. Northshore High School provides students with a quality education. Northshore High School also provides a full range of extracurricular activities to help students become well-rounded adults.

We are loyal to our school and have an overwhelming school spirit. Your participation in any of the various activities offered by NHS will help you feel this spirit. If you have suggestions to make NHS even better, be sure to drop a note in the suggestion box in Student Services, or talk to a Student Council representative or Student Council officer.

The **Student-Parent Handbook**, the **NHS curricular guide**, and the **St. Tammany Parish Handbook on Attendance, Discipline, and Student Records** will provide you with the answers to many questions you may have. If you cannot find the information you need in one of these publications, please feel free to ask any teacher or administrator for assistance.

NORTHSHORE HIGH SCHOOL PHILOSOPHY

The Northshore High School administration, faculty, and staff, including students, parents and community stakeholders will work together as a learning community engaged in a continuous process of strategic planning, shared decision-making, implementation of research based learning initiatives, and assessment of student performance to promote high student academic achievement and lifelong learning for all students.

MISSION STATEMENT

The mission of Northshore High School is to create a challenging and caring community encouraging lifelong learning for all students.

ALMA MATER

As we gaze upon your portals,
Stately wide and high,
Loudly we proclaim your praises,
'Til they reach the sky.
Hail! All hail our Alma Mater
Hail! All hail we sing
To thee, oh Northshore High!

MASCOT AND COLORS

The school mascot is a Panther. The school colors are Navy, Columbia blue and Silver.

THE FIGHT SONG

See our players strong and true
Blazing in colors silver and blue,
Hear the cheering of the crowd,
Hear our spirit clear and loud.
Panthers, we're all for you!

Cheer, cheer for ol' Northshore High
Until our voices reach to the sky.

Join us in our Panther roar,
Proclaim a win for ol' Northshore!

Cheer, Cheer for ol' Northshore High
Until our voiced reach to the sky.
Send the Mighty Panthers on
Onward to victory!

SCHOOL SPIRIT

What is school spirit? It is enthusiastic loyalty to one's school. Loyalty indicates a feeling of sentiment rather than a sense of allegiance. It is belonging to a group rather than maintaining a selfish attitude. To display school spirit is to show others, and accept cheerfully, the responsibilities that are yours as a member of the student body. School spirit is a feeling of belonging to the school and of sharing that feeling. One way in which you can show your school spirit is by taking an active part in promoting the entire school program. By helping to keep your school running smoothly and by displaying a sense of pride in its individual teams, win or lose, you are displaying school spirit. When you accept the privileges of being a member of the school, you should accept the responsibility of doing your share to make it great and keep it strong. Do you have spirit?

ANSWERS TO FREQUENTLY ASKED QUESTIONS

1. **Student Services** helps with these items and much more:
 - a. Check in and check out students; attendance records
 - b. Temporary IDs
 - c. Announcements
 - d. Dispense medications for students that have their prescriptions on file in the office
 - e. Assists students with minor injuries and illnesses
 - f. Lost and found
 - g. Emergency contact phone numbers
 - h. Detention slips for all tardiness
 - i. **Guest pass** - Required for attendance of non-Northshore High students to NHS dances; available in Student Services two weeks prior to the scheduled dance; completed form due back by Wednesday preceding the dance
2. The **Front Office** helps with these items and much more:
 - a. Student records, report cards, transcripts, grade changes
 - b. Registration
 - c. Withdrawal from school
 - d. Address and guardianship changes
 - e. All forms including free/reduced lunch forms
 - f. Collects assignments for students with lengthy illnesses
 - g. Picture packets
 - h. Owe list
 - e. Official Transcripts
3. The **Counseling Department** helps with these items:
 - a. High school credits, college requirements, course selections, schedule changes
 - b. All standardized testing including EOC as well as ACT/SAT/PSAT/AP/WORKKEYS testing
 - c. Scholarship questions and applications, financial aid applications, TOPS
 - d. Individual Graduation Plans
 - e. Gifted Testing
 - f. Parent/Teacher Conferences
 - g. Tutoring Information
 - h. Summer school

4. Important procedures to know:

- a. **Announcements** - Must be signed by the advisor for the club or team; given to the front office by 7:30 a.m. for announcement the following day
- b. **Illness** - Students that become ill during the school day MUST report to class. The teacher will contact Student Services. The student will then report to Student Services and contact the student's parent/guardian to make check out arrangements. The student will be subject to disciplinary action for leaving campus without permission or for remaining in the restroom for the class period.
- c. **Detentions** - Student is given a form indicating the date, time, and location of detention. Failure to attend will result in additional disciplinary action.
- d. **School Counselors** – counselors are available before school, during lunch and after school. Students requesting to see a counselor need to check in first with student services. Parents should call and make an appointment when a personal conference is requested with the counselor.
- e. **Parking stickers** – The following items are required for purchase of a parking sticker: completed NHS registration card, fee clearance slip, driver's license, and proof of insurance. Refer to page 7 of this publication for complete listing of parking rules and regulations. Parking decals are \$10.00.
- f. **PE class lockers** - **Students should not leave money and other valuable items in the locker room during class time.** Clothing and book bags may be stored in lockers in the locker rooms. Students must provide their own lock. At the end of the class period, the student should remove the lock and the personal items.
- g. **PE uniforms** - May be purchased in the PE department.
- h. **Harassing or bullying** - Bullying occurs when one or more individuals inflict physical, verbal, emotional, psychological, and/or sexual abuse on another or others. Incidents should be reported to Administration. Information provided by witnesses will be held in strictest confidence. This includes any evidence or reports of electronic/cyber bullying.
- i. **Visitors** - All visitors must report to the main office. The individual with whom the visit is intended will be called to the office. When appropriate, a Visitor's Pass will be issued. Students not attending NHS are not allowed to visit with NHS students.
- j. **Parking lot** - **Students are not allowed to remain in parked cars before school or to return to vehicle during the school day.** A student may return to vehicle only if he/she has permission to leave the campus. All vehicles parked on campus must have properly attached, current NHS parking sticker.
- k. **ID cards** - **Students are required to wear the NHS identification card at all times during the school day.** In addition, the ID card must be visible at all times. Students are required to present the ID to check-in and check-out, to buy a lunch, to check-out a library book, for admission to dances, to receive discount price at athletic and other school events, and to vote in school elections. **Students may not write on, draw on, or deface the ID card in any fashion. Misuse of the ID including loaning or borrowing an ID is subject to disciplinary action.** Before 7:25 A.M., students may purchase a temporary ID or order replacement ID. After the first bell, students who do not have an ID will get a temporary ID and an afternoon detention from his/her first hour teacher.

- I. **Dress Code** - Students must be in compliance with St. Tammany Parish School Board dress code at all times. Failure to do so will result in appropriate disciplinary action.

PARENTAL INVOLVEMENT POLICY

We, at Northshore High School, believe that in order for our students to reach their full potential a partnership must exist between the school and the students and their parents. We feel that a student is most productive and successful when all three work together. We will always continue to look for more ways to help parents become involved in meaningful aspects of their child's education.

As members of the Northshore High community, parents are offered the opportunity to attend Open House in the fall semester, PSTA meetings, and New Student Orientation. Open house offers valuable information concerning their child's education and gives the parents the chance to meet their child's teachers and hopefully open the lines of communication between the two. The PSTA meetings are a way for parents to be involved in helping improve Northshore High as a school which would affect their child as well as others. Also, parent/teacher conferences are scheduled on a daily basis.

The following list provides a few helpful reminders of the opportunities existing for parents to assist the school and more importantly to assist each student.

- * Sending the student to school on time each day, encouraging regular attendance and cooperating with all school regulations.
- * Instilling politeness as well as respect for principals, teachers, and school employees.
- * Making sure that all financial responsibilities to the school are resolved.
- * Cooperating with the Principal and teachers in solving disciplinary problems.
- * Conferencing with teachers on the academic progress of the student.
- * Making doctor, dentist, and other appointments for the student outside school hours whenever possible.
- * Participating in the activities of the school including PTSA and the Booster Clubs.
- * Setting aside time for home study.
- * Helping in the development of the student's special talents in music, art, and sports.
- * Helping the child in the careful selection of companions.
- * Sending the student to school each day in compliance with the STPSB dress code.
- * Encouraging good reading and the frequent use of library facilities.
- * Attending activities in which your student is participating.

As a school, we will continue to look for additional ways to strengthen the relationship that exists between our parents and Northshore High. Ultimately, our students, your children, will benefit from our strong commitment to helping them achieve and reaching all of their goals.

ELASTIC CLAUSE

The administration reserves the right to take any steps, at any time, which in their judgment, are necessary for the well-being of the students and for maintaining the standards of the school. Any procedure, rule, or regulation preceding this clause is also subject to this clause.

ATTENDANCE

Students shall be expected to be in attendance every day scheduled by the St. Tammany Parish School Board. Students shall be excused from school for personal illness; serious illness in the family; death in the family or for recognized religious holidays of the student's own faith; and shall be given the opportunity for makeup work. The Louisiana Board of Elementary and Secondary Education (BESE) recently revised several attendance policies. While previously students were allowed 20 absences each school year, beginning in August 2010, high school students will be allowed five absences per semester, and Elementary through Junior High students will be allowed ten absences each school year.

Parent notes are still accepted to excuse an absence for illness; however, the absence still counts toward the five. Additionally, if a student is absent and sees a physician, those days are excused and exempted.

The new guidelines will not allow students to be excused for vacations or other family trips. As a result, parents should schedule vacations and necessary appointments during school breaks.

Extenuating circumstances will be considered but must be approved by the Supervisor of Child Welfare and Attendance. The circumstances must be verified by a physician, nurse practitioner, or dentist in order to be considered as an official excuse from the attendance regulation. State law also allows exceptions based on the observance of special and recognized holidays of a student's faith.

The only other exception to the law will be absences that are verified by the principal for the purposes of school system approved travel for education, a death in the family, or a natural catastrophe or disaster. Students who are participating in school-approved field trips and other instructional activities such as College Spring Testing (two days) and approved college visits will be considered present at school.

1. Students shall not be excused for any absence other than those listed and shall not receive credit for assignments issued on those days missed.
2. Students shall not be excused from school to work on any job, including agriculture and domestic service, even in their own homes or for their parents or tutors.
3. Students participating in school approved activities which necessitate their being away from school shall be considered to be present and shall be given the opportunity for makeup work.
4. Students who have extenuating circumstances and who are, therefore, eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

SCHOOL ABSENCE PROCEDURES

1. Excuses for absences must be written on a full sheet of paper and given to Student Services within two days of the absences. The note shall include: a) student's full name; b) the day(s) the student was absent; c) the reason for the absence; d) parent or guardian's name (and signature); e) date the excuse was written. Failure to send the note will result in the student not being able to make up work. Zeroes will be given. Excuses will not be accepted after two days of the student's return to school.
2. Upon returning to school, it is the student's responsibility to work out a schedule with the teachers for making up work missed during the authorized absence.
3. Upon the recommendation of the school principal, any student above the compulsory attendance age who has excessive absences that are unexcused may be dropped from the rolls for the remainder of the school term.

4. Any student who is a juvenile and who is habitually absent or is habitually tardy shall be reported to the Supervisor of Child Welfare and Attendance, and subsequently will be reported to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Louisiana Children's Code relative to families in need of services. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and teacher have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any month or if a pattern of five absences a month is established. (Ref: LA, R.S. 17:233).
5. Students needing to make up excessive absences will be required to attend seat time. Seat time will be available the last eight Saturdays of each semester from 8:00am to 12:00pm in the school library. Students who have accumulated enough un-exempted absences to be assigned seat time will not be allowed to attend picnics or dances scheduled during the semester that seat time is owed.

MAKE-UP POLICY

In order to make up assignments/tests, students must present a blue slip to his/her students verifying an excused absence upon returning to class within 2 days of the absence. Each teacher's syllabus will include their make-up policy. It is the student's responsibility to make arrangements with the teacher to complete all make-up work in a timely manner.

CHECK OUT PROCEDURE

Northshore High School has a closed campus policy. Once students have arrived on school property, they cannot leave unless they check out through Student Services. Students are considered "on school property" once they arrive at a bus stop until they arrive home (if they ride the bus). If the student is driving, school property begins at entrance of Northshore High.

Students may check out during the first ten minutes of each class period or at the last ten minutes of the class period. Students will not be called out during the class period. Students that have a need to check out must follow the procedure listed below:

1. A parent must call or write a note requesting that the student be allowed to check out. The note must contain the following:
 - a. time of appointment; (NHS may call to verify appointment)
 - b. name of person appointment is with
 - c. a phone number where parent can be reached to confirm the note
 - d. the phone number of the person with whom the appointment is made
 - e. student's means of transportation; or
2. A parent must come to the Front office to check out the student. No makeup work will be given if reason for check out is not illness, doctor's appointment, or death in the family. If a student becomes ill while at school, the checkout procedure is as follows:
 - a. The student must notify the teacher that the student is not feeling well.
 - b. The teacher will call Student Services and request that a parent be contacted for permission to leave. The student does not call the parent. Student Services must initiate the call.
 - c. When the parent has been contacted, Student Services will call the classroom and instruct the student as to the parent's directions.
 - d. The student does as directed by Student Services.

On exam days, short days or the day before a holiday a parent must come to school to pick up the student. Students may leave only at the end of the class period. The office will not interrupt a class to check out students. Students that leave campus or class without permission during exams, lunch, or at any other time will be disciplined accordingly.

LATE ARRIVAL TO SCHOOL

Students reporting to school after 7:25 are to check in through the Front Office. Students are issued an admit slip. The note will indicate if the tardy is excused or unexcused. Students will be allowed three warning tardies per semester.

1. On the fourth tardy students will be given an afternoon detention from 2:50 to 3:20. Detention will be issued by the front office.
2. On the sixth tardy students will receive a Friday Detention.
3. On the eighth tardy students will receive a one day in school suspension.
4. On the ninth tardy students will be assigned to out of school suspension for 2 days.
5. On the tenth tardy students will be issued a two day suspension and will be referred to the Supervisor of Child Welfare and Attendance.
6. Additional disciplinary action will be issued if the tardiness persists.

LATE ARRIVAL TO CLASS

Students are given four minutes passing time between classes. If the student is not present in class, as directed by the teacher, when the tardy bell rings the student will be marked tardy. If the student has been detained by a teacher, he or she will need a note from that teacher to give to the next teacher. The student will receive a warning on the first tardy. The second and third tardy will result in an administrative detention from 2:50 P.M. to 3:20 P.M. Continued violations will also be referred to the office and increasing discipline consequences will be issued. Teachers will issue detention slips for tardies during 2nd through 7th hour each day.

ACCIDENTS AND SICKNESS

Northshore High School does not have a full time nurse on duty. Students who feel ill should have the teacher contact the Front office. The secretary will contact the parents. If no one answers, the secretary will call the number that has been listed on the child's emergency card. In the event of a serious illness or accident, if Northshore High School cannot reach the parent, the administration will call an ambulance to transport the child to the hospital. The cost of the hospital and ambulance will be responsibility of the parents.

STUDENT MEDICATION POLICY

Illness and administration of medication among students is taken very seriously. Students who are sick cannot learn well. Proper medical attention and convalescence are important to the long-term health of students, the health of others at school, and student performance. When students must take medication at school, school personnel are very careful to ensure that students are properly treated with medication and that medication is not given to or used by students for whom the medication was not prescribed.

Parents are encouraged to work with physicians to schedule doses of medication that can be given at home for acute illnesses. Long-term illness and use of medication may require administration during school hours. In accordance with State law enacted to address the administration of all prescription and non-prescription drugs in schools, the St. Tammany Parish

School Board has formulated the following regulations to be followed when a child must receive medication during school hours.

- No medication, including over-the-counter medication, may be administered to, or self-administered by, any student without an order from a Louisiana or adjacent state's licensed physician, dentist, or other authorized healthcare prescriber, and a letter of request and authorization from the student's parent or guardian.
- Only oral, pre-measured aerosols for inhalation, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, trained personnel who are under the supervision of the certified school nurse.
- No medication, including over-the-counter medication, may be administered to, or self-administered by, any student unless the medication is provided to the school in a container that meets acceptable pharmaceutical standards.
- Only medications that cannot be administered before or after school hours may be administered at school.
- The parent or his/her designated adult is held responsible for delivering medication to the school and to the school employee designated to receive it. The parent or designated adult also is responsible for retrieving unused medication from the school.
- All medication not retrieved by a parent or designated adult will be destroyed one week after the expiration date or at the end of the school year, following notification of the parent.
- Self-administration of medication by a student with asthma or diabetes or the use of auto-injectable epinephrine by a student at risk of anaphylaxis, may be allowed provided the parent or legal guardian provides written authorization and submits from a licensed medical physician or other authorized healthcare prescriber written certification for the student to carry and self-administer such prescribed medications. The written certification from the healthcare prescriber must also include a written treatment plan for managing the health condition and verification of proper self-administration instruction. Self-administration of medication will be allowed if the certified school nurse verifies the student uses proper procedure and technique. A school nurse or trained employee may administer auto injectable epinephrine to respond to a student's anaphylactic reaction.
- The initial dose of medication must be administered at home and sufficient time must be allowed for observation of adverse reactions before asking school personnel to administer the medication.
- Students who violate the medication policy and are found to be in possession of prescription drugs or a controlled substance not authorized under this policy shall be subject to disciplinary action found under the Uniform Discipline Code. Students found to be in possession of nonprescription or over the counter medications may be subject to disciplinary action.

STUDENT DRESS CODE POLICY

NHS School Uniform

Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the safe learning environment of every student. Final interpretation of the dress code rests solely with the administration. The Principal maintains the right to determine extremes in styles of dress and grooming. ***Any article of clothing with suggestive symbols, words or advertisements of products or substances prohibited by the St. Tammany Board policy shall be prohibited.**

Uniforms will consist of the following options:

Shirts

- Solid navy blue or white polo style knit shirt with collar, standard short or long sleeve.
- Any NHS issued polo style shirt.
- A navy blue or white long sleeve shirt may be worn under the uniform shirt. No shirt may be worn over the uniform shirt; i.e. plaid or button down styles.
- A white button down oxford long or short sleeve shirt may be worn.
- **No emblems or logos are allowed except the optional school approved logo on all uniform shirts.**
- Athletic team jerseys/uniforms are ONLY permitted on the Friday of the week the athletic event is held.
- Students participating in signing day for an athletic scholarship are not permitted to hand out t-shirts. The ONLY person permitted to wear the college t-shirt on signing day is the official recruit signing his/her commitment on signing day.
- Students are not allowed to wear tank tops, muscle shirts, and sleeveless t-shirts as outer garments.
- Female students are not allowed to wear spaghetti straps or shoulder straps that allow under garments to show underneath.
- Sheer, see through, or low cut shirts and blouses are not allowed.
- Blouses and shirts must be long enough so that no skin may be seen between the pants/skirt and shirt. This rule includes any position including sitting.

Pants

- Khaki cotton twill, standard brown khaki color or sand color, with no logos, stripes, etc. Pants with holes or cut-outs are not allowed.
- Leggings or jeggings are not permitted as uniform bottoms.
- Pants with holes in any location or excessively worn at the knee, pocket, thigh, or hip areas are considered extreme in style. No sweat pants are allowed to be worn.

Shorts and Skirts

- Northshore plaid skirts or khaki
- Shorts and skirts must have a minimum 5-inch inseam and be fingertip length when student is standing erect with his or her arms extended down. They must also be no shorter than 5 inches above the knee.
- Leggings or jeggings are not permitted to be worn under skirts or shorts
- No cut off or frayed shorts
- Shirts/outerwear may not be longer than shorts or skirt

Outerwear

- Sweatshirts must be solid navy blue or be issued by NHS teams or clubs. Sweatshirts from other schools will not be permitted and will be confiscated by the administration.
- Zip up jackets must be worn in a manner we can still see the school shirt and ID. It should NOT be zipped all the way up to the neck.
- Scarves shall be removed prior to entering the building.
- All hats, caps, bandannas, stocking caps, hoods and etc. are banned from school campus during regular school hours.

Shoes

- All shoes worn at school **must have a back** and have a rubber sole.
- Birkenstocks, house slippers, individual toe, flip-flop, shower, or athletic slides are not acceptable.

Grooming

- Male students must be clean shaven and are prohibited from wearing goatees, pork chop sideburns, or beards of any type. Sideburns may be worn to the base of the earlobes.
- Hair must be colored a natural hair color- not your natural color but a natural color.
- Sculptured hair styles will not be permitted, which also includes mohawks.
- For males, the length of the hair may not fall below the base of a collared shirt or past the eyebrows.

Other Requirements

- Students are required to wear school ID's during regular school hours. The ID shall be worn above the waist and visible at all time. ONLY the current year ID should be worn. All others will be confiscated.
- Piercings are allowed in the nose and ear. All nose piercing must be a stud – **No Hoops**. In the ear, Hoop earring shall not be bigger than the size of a quarter and gauges will not be bigger than the size of a pencil eraser.
- Pajamas and robes are not appropriate attire for school.

NORTHSHORE HIGH SCHOOL DISCIPLINE POLICY

The following Northshore High discipline plan has been established to promote desirable student conduct and behavior. The administration reserves the right to consider the academic placement, attitude, age, pattern of misconduct, degree of cooperation and any other aggravating or mitigating circumstances before taking disciplinary action. Acts of misconduct listed here are those classified as inappropriate student behaviors in the classroom or on the school grounds and those behaviors that disrupt the orderly educational process in the school or on the school grounds. These are listed under groups 1, 2, 3 of the Parish Handbook on Attendance, Discipline, and Student Records. Refer to the Parish Handbook on Attendance, Discipline, and Student Records for behaviors that seriously disrupt the educational process on the school grounds. These infractions and disciplinary actions for behaviors are listed under Groups 4 and 5.

Electronic Device Policy

Cell phone or other electronic devices (including iPods, smart watches, MP3 players, and ear buds) that are visible (including in pockets of shorts/pants or sweatshirts) are considered in use. Cell phones/smart watches must be stowed in a backpack and turned to the OFF position during school hours. A cell phone/smart watch that rings during class or is being used to text is considered a disruption. Cell phones/smart watches are not permitted in bathrooms. Devices that are visible will be taken from the student and will only be returned to a parent/guardian with additional disciplinary action.

| Friday Detention | Two Friday Detentions | All Day ISS | Suspension |
|---|---|---|---|
| 1 st offense possession or use of device and only returned to parent or guardian | 2 nd offense possession or use of device and only returned to parent or guardian | 3 rd & 4 th offense possession or use of device and only returned to parent or guardian | 5 th & 6 th offense possession or use of device and only returned to parent or guardian |

**** Failure to give the device to a faculty or staff member upon request will result in an automatic suspension from school.

Note: It is not the responsibility of NHS to investigate reports of missing electronic devices such as cell phones, I-pods, or other similar contraband that are brought to school by students. These items are considered contraband and therefore the school is under no obligation to recover them. Reports of missing electronic devices will be forwarded to the School Resource Officer if school officials feel it is appropriate.

CONSEQUENCES FOR GROUP 1, 2, OR 3 MISBEHAVIOR

Classroom Misbehavior – ranges from teacher held detention and parental contact to Friday Detention depending upon how severe or chronic the misbehavior.

Willful Disobedience – ranges from teacher held detention and parental contact to suspension depending upon how severe or chronic the misbehavior.

Possession/Use of Tobacco/Tobacco Products/Lighter/ Electric Cigarette

Possession and/or Use

First offense – 2 day suspension

Second offense – 5 day suspension

Additional offenses – continue to advance on the discipline ladder

Off Limit Areas – due to the large size of the NHS campus it is necessary to limit students to those areas which are regularly supervised. Before school students are limited to the cafeteria, hallways and the outside courtyard. During lunch students are not to be in the halls or classrooms unless under the direct supervision of a faculty member. During school students are limited to the halls, covered walkways, and classrooms. Students should use the restrooms between classes and during lunch. Students are discouraged from using the restroom during class and this should not become a habit. Being out of class decreases the amount of time students have to learn.

Following afternoon dismissal students are to exit the campus by 3:00 pm. Students that do not drive or ride the bus must be picked up from school by 3:15. Students may remain on campus in the afternoon only for activities that are under the direct supervision of a faculty member. At the conclusion of the activity students should leave the campus immediately. Students not under direct supervision that remain on campus, after school or after an activity, will be subject to disciplinary action.

Off limit areas include any area not under adult supervision. **All parking lots and roads** are off limit to students during the day unless under the direct supervision of a teacher or with administrative permission. All remote areas of the campus not specifically mentioned are also considered off limits. Any student found in an off limits area will receive a minimum of a Friday detention.

If a student leaves campus without permission, the student is then subject to a two day out of school suspension.

Dress Code Violation

- First and second offense– afternoon detention and immediate compliance obtaining a change of clothes and/or removing the item violating the dress code policy.
- Third offense– Friday Detention and immediate compliance obtaining a change of clothes and/or removing the item violating the dress code policy.
- Fourth offense – two Friday detentions and immediate compliance
- Fifth offense – all day ISS and immediate compliance
- Sixth offense– continue to advance on discipline ladder and immediate compliance

****If the student does not have access to a change of clothes or cannot get in contact with a parent/guardian to bring them a

change of clothes to conform to the dress code, the student will be sent to in school suspension for the remainder of the day and will continue to progress with additional disciplinary action for failure to comply.

Leaving Class, Campus or Other Location w/o Permission - ranges from one Friday detention to suspension

Disrespect to Teacher/Staff– ranges from teacher held detention and parental contact to suspension depending upon how severe or chronic the misbehavior. This can defined, but is not limited to, abusive language, defiance, insubordination, disruption, harassment, and/or problem behavior, etc.

Lying to school personnel; forgery;

First offense– zero on assignment and LDOE Behavior Report will be submitted to administration

Second offense– Friday detention

Third offense– 2 days ISS

Cheating

All instances of students caught cheating will result in a zero, parental contact, and LDOE Behavior Report will be submitted to administration documenting the incident.

2nd offense – Friday detention

*****Please refer to page 13 for State/National Testing Policy**

Cheating and Plagiarism Definitions and Guidelines

1. Students will be considered to be cheating if involved in the following in class: Roving eyes Cheat sheets, Open books, notes, or materials during test without explicit teacher approval.
2. Copying the home-work, essays, tests, exams or any written assignment of other students, from our school or any other school, and presenting this information as your own work is never allowed. Students who allow others to copy their work are also cheating.
3. Copying or downloading printed materials from the Internet, computerized databases and encyclopedias, or other soft-ware sources without correctly citing sources and turning it in as your own work, even if you change a few words, is never permitted.
4. Copying from books, magazines, or other printed materials without correctly citing sources and turning it in as your own work, even if you change a few words, is never permitted.
5. Receiving help with your writing from tutors, friends, or family members is permitted and encouraged. However, while they may suggest improvements, helpers must not write or dictate the direct wording for your writing.
6. Use of computerized dictionaries, translators, computers, and other electronic devices are permitted for at-home assignments as long as the electronic device does not write sentences or paragraphs for you. Spell check or grammar check is permitted.

Testing Protocol

Violation of test protocol, including the use of cell phones, smart watches, I-pods & similar electronic devices, by a student

who is taking a test is a serious violation and will result in the same academic consequences as cheating. This type of violation can disrupt the testing environment and may place the integrity of the test in jeopardy. Testing protocol remains in place as long as any student in the classroom is still testing. Consequences for this type of misbehavior will result in receiving a **ZERO** for the project, test or quiz and the appropriate discipline for a regular cell phone violation.

First offense— zero on assignment, parental contact, and LDOE Behavior Report will be submitted to administration.

Second offense— zero on assignment and 2 Friday detentions

Defacing or Destroying Property/Vandalism/Pranks – depending on the severity of the offense the students **will be required** to make restitution and/or pay a fine or clean-up fee. Students may also be issued Friday Detention, suspension, or be recommended for expulsion. Additionally students **may be arrested** by the St. Tammany Parish Sheriff for criminal mischief and/or criminal trespassing.

Unauthorized Use of Computer or Web Site / Violation of Technology Agreement – ranges from ISS to out of school suspension and loss of technology usage privileges for the remainder of the year

Using or Publishing Profane, Obscene, Indecent or Immoral, Libelous or Offensive Language, Including Racial Slurs, and/or Gestures – ranges from Friday Detention to suspension depending upon how severe or chronic the misbehavior. **Administrators can use their discretion to use additional discipline on a case by case basis.**

Bullying – Bullying involves conduct that is hurtful to others. It happens when a person is subjected to intentional, unwanted, and unprovoked hurtful actions. It can be physical, verbal, emotional, or sexual in nature. Allegations of bullying will be promptly investigated. Bullying is not acceptable behavior at NHS and when reports are found to be accurate consequences will be issued depending on the severity of the bullying. Consequences could be at any level on the discipline ladder ranging from a reprimand to a recommendation for expulsion. Victims of bullying should clearly tell the bully to stop. If bullying persists then the victim should report the problem immediately to a teacher or an administrator. The victim should also tell their parents. It is helpful for the victim to make a written record of the incident(s) including date(s), time(s), place(s), witness, and the name of the bully or bullies. Bullying is covered in greater detail in the St. Tammany Parish District Handbook for Students and Parents. Please refer to the district handbook for additional information.

Fighting – Any student participating in a fight will be suspended. Proper steps to help avoid fights include notifying the administration of potential problems and avoidance of verbal altercations. If a student feels that another student is about to start a fight the threatened student should clearly communicate to the aggressor that they do not want to fight. Walking away from the situation is an important step in avoiding a possible fight. Verbal altercations of a threatening or profane nature or instigation of a fight may also result in suspension. Repeated instances of this nature will be cause for suspension. Note: a 2nd offense for fighting or any other type of violent act will result in a recommendation for expulsion.

Campus Disturbance – Any student who records inappropriate activity at school and/or shares it will receive a minimum 1 day in-school suspension. Any conflict started off campus but becomes a disturbance on campus (i.e. social media

posts/threats) will receive in school suspension or out of school suspension, depending on the severity.

Suspension – out of school; unexcused absences; student only receives up to 67 % credit for all work missed (tests, quizzes, class work or homework); parent-student-administrator conference required prior to student's return to classes; student is not allowed on school campus or to participate in extra-curricular activities during suspension.

In-school Support (ISS) – Students will only be assigned one ISS for tardies/skipping and one ISS for any other misbehavior. Student will be excluded from regular classes and will report to the suspension room. Student must bring all textbooks and assignments. Misbehavior in ISS results in out of school suspension.

Friday Detention - student may be assigned a total of four Friday Detentions. Additional behavior offenses that would merit Friday Detention will result in suspension. Conflicts with jobs held by the student and/or community service requirements that the student has will not be considered in scheduling Friday Detention. **A student failing to attend the issued Friday detention will be issued two Friday detentions. Failure to serve either of those detentions will result in a two day out of school suspension.** Students who check out prior to a Friday detention must bring a doctor's note for it to be excused. Otherwise, disciplinary action will be taken. A parent's note will not excuse the detention. Misbehavior in Friday Detention will result in an out of school suspension. If school is not in session on a Friday, detention will be held Thursday afternoon.

Afternoon Detention – (2:50–3:20) Issued for misbehavior that is not serious or chronic enough to merit Friday Detention.

Seat Time - students required to make up seat time will only be permitted to make up time during Friday detention (3:00pm – 5:30pm) and assigned Saturdays from 8:00am – 12:00pm.

SEXUAL HARASSMENT

The St. Tammany Parish School Board is committed to providing a safe and stable climate free from sexual harassment by students, Board Members, Superintendent, administrators, teachers, and other employees who have contact with or provide services for the Board or any other personnel associated with the Board and over whom the Board can exercise influence.

The School System and the Board will not tolerate retaliation by anyone associated with the School System against one who files a complaint of sexual harassment.

Some acts of sexual misconduct are considered criminal and are subject to prosecution. Northshore High School, the St. Tammany Parish School Board and the School System will fully cooperate with law enforcement agencies and the District Attorney in investigating and prosecuting such criminal offenses.

Any person who alleges sexual harassment by a staff member should report their allegation to Mr. Frank Jabbia. Any person who alleges sexual harassment by a student should report their allegation to the appropriate school personnel. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

CARE OF SCHOOL PROPERTY

The walls in the buildings, the furniture in the classrooms, gymnasium, library, cafeteria, etc., in fact, the building and whatever fixtures and equipment it contains are provided at great expense by your parents, the taxpayers. Every pupil

should refrain from defacing or destroying school property. In order for our school grounds to remain clean, everyone may help by placing all paper and waste in proper containers. Any student damaging any school property, intentionally or through negligence, will be liable for such damages and subject to disciplinary action.

Groups that need to hang signs in the building must first receive administrative approval. Hot glue guns, staple guns, strapping tape, electrical tape, nails or tacks should not be used. Signs should not be placed on painted wall surfaces, on windows or on the murals. Only masking tape should be used.

PARKING PRIVILEGE AND RESPONSIBILITIES

The privilege of parking on campus is given to Seniors. If room is available, the privilege is extended to Juniors. A fee of \$10.00 per year is charged for vehicle registration. Northshore High School assumes no responsibility for damage to vehicle while it is parked at Northshore High or for thefts that occur while vehicle is parked on school grounds. Drivers park at their own risk, park in appropriate areas, take care to properly lock the vehicle, and are careful to leave valuables at home. Items that must be left in the vehicle should be properly stored. Possession of a parking permit indicates that student has permission to drive to school. The permit does not guarantee a parking spot. Students may not sit in parked vehicles or return to vehicles during the school day, except when they have permission to leave campus.

General Regulations:

1. Eligible students who have provided a) proof of vehicle registration; b) proof of insurance; c) proof of grade classification; and, d) clearance slip (from school's accountant); may purchase a parking permit for the current school year. Dates, times, and location for permit purchase will be announced.
2. Parking permit must be securely attached to the rearview mirror of the appropriately registered vehicle. The parking permit is not transferable. If a car is sold and the permit is not available for return, an act of sale will be required. Permits are not transferable.
3. A student's driving privilege may be suspended:
 - a. if student's vehicle is used for the purpose of skipping or leaving the campus without permission;
 - b. for continued excessive tardiness;
 - c. 3 or more tickets that remain unpaid for more than six weeks;
 - d. reckless operation of vehicle in parking lot;
 - e. parking in restricted areas
4. Student will be fined for infractions as listed below:
 - a. unregistered vehicle parked on campus;
 - b. parking in non-designated areas;
 - c. no parking permit visible (in wrong location; not properly secured;)
 - d. permit on vehicle that has not been registered;
 - e. parking in handicapped areas or sidewalks
 - f. reckless driving; failure to follow posted directional arrows and signs
5. Drivers who are picking up or dropping off students should enter the parking lot from the main entrance, stop at the gym area or bus ramp, and exit through appropriately labeled exit.
6. Student drivers are encouraged to use main entrance and observe all one-way traffic directional arrows and should follow the directional arrows which are displayed in the parking lot. Refer to the parking lot map for: entrance and exit areas; pick up and drop off area; faculty parking areas; temporary parking areas; and no-parking areas.

7. Students are not allowed to park on entrances or on islands at the ends of each row. Drivers should not block entrances or exits.

FAILURE TO COMPLY WITH PARKING REGULATIONS

1. First offense results in driver being ticketed and fined \$5.00. Driver has two weeks to pay the fine.
2. Second offense results in driver being ticketed and fined \$10.00. Driver has two weeks to pay the fine.
3. Third offense results in driver being ticketed \$15.00 and in losing driving privilege for six weeks. At the end of the six week period, driver must purchase a new sticker.
4. Fourth offense results in driver being ticketed \$20.00 and in losing driving privilege for one semester. A driver who drives while under driving suspension may be subject to school discipline.

SCHOOL BUS REGULATIONS

A. SCHOOL SPONSORED BUS TRIPS

Students attending field trips, athletic events, and other school-related events are required to ride the school sponsored bus. An estimated time of return will be indicated on the permission slips. Parents must provide transportation to their own homes when buses return. No adult supervision will be provided beyond 15 minutes after the bus returns. Students must be picked up or drive home in their own vehicles prior to adult supervision ending.

Students traveling to school sponsored events are required to observe all rules governing punctuality, conduct, and dress code as identified in St. Tammany Parish Handbook on Attendance, Discipline and Student Records and NHS Student Parent Handbook. Students are required to return on the same bus and are not allowed to leave the event in cars. Parents who wish to pick up their student must personally contact the sponsor of the activity. The school reserves the right to have these requests in writing at the beginning of the group's season, or by the beginning of the week in which the event is being held.

B. SCHOOL TRAVEL

St. Tammany Parish School Board provides bus transportation for students to and from the home and the school. A pupil may be excluded from the bus for disciplinary reasons. Parents will be required to provide transportation during the time in which the child is excluded. Rules and regulations pertaining to bus conduct are distributed to students by bus drivers at beginning of the school year. It is the responsibility of the student to become acquainted with rules and regulations governing behavior on buses and at events scheduled on other campuses or at locations other than the school. These rules and regulations include use of tobacco, alcohol, drugs and weapons, disrespect for authority figures, and fighting.

C. FIELD TRIPS

When field trips are scheduled to enhance the classroom work, students will be notified in advance of the date and time of the event; the return time of the bus; the cost of the event; and the need to contact the student's teachers to learn of work that will be missed. The student will be excused from class, but will be required to complete all assignments, tests, and projects that are done during his or her absence. If buses are scheduled to return after the regular ending of the school day, adult supervision will not be provided beyond 15 minutes of the return to the school building. Parents must provide transportation for the student once buses have returned.

Students are required to obey all St. Tammany Parish School Board and Northshore High School rules and regulations

regarding dress code; appropriate conduct; use of alcoholic beverages, drugs, weapons; fighting and other forms of misconduct. Refer to the St. Tammany Parish Handbook on Attendance, Discipline, and Student Records for more specific information.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Exit maps are posted in each classroom.

TORNADO DRILLS

Tornado drills are also required as an important precaution. Instructions are posted in each classroom. It is necessary that students follow these instructions and their teachers' instructions precisely.

TELEPHONES

The telephone in Student Service is for students to use in order to contact a parent or guardian. Students will not be called out of class to receive phone calls or to have messages delivered. Students have the right to use this phone with a pass from the current teacher or an administrator.

LOCKERS

Each student who wishes to do so may use a hall locker to store textbooks. Students must use only the assigned locker and are cautioned against using the locker to store valuable items. The locker is loaned to the student and is subject to inspection by school administrators at any time. Lockers should not be used as safety deposit boxes because they can be forced open. The school is not responsible for money or articles stolen from lockers. Students may go to the lockers before school, between classes, and after school. Students may not leave class to go to lockers. Students should avoid giving their locker combinations to other students or leaving the lock set for later use.

Gym lockers are available for use during PE class time. Students must provide their own padlocks for gym lockers. Students are advised that they should not leave money, jewelry and other valuables in the locker room during class time. Students are not assigned personal lockers in the gym so they should remove their items and the lock at the end of class. NHS is not responsible for lost or stolen items.

LOST AND FOUND

Students are cautioned not to bring large amounts of money or expensive items to school. Students should avoid leaving book bags and other personal possessions unattended. The student, not the school, is responsible for his or her personal property. Students who find lost articles are asked to take these items to Student Services where these can be claimed by the owner.

FOOD AND SPECIAL DELIVERIES

Students are not permitted to receive food deliveries. Students will only be permitted to eat in the cafeteria or courtyard during breakfast and lunch periods.

Parents/guardians/friends will not be permitted to drop off lunch or special food/gift deliveries to the front office. Additionally, any special deliveries (gifts, flowers) for students will not be accepted. Any food or delivery items left will be confiscated by the administration or staff. Latex balloons are prohibited on campus.

LUNCH PROGRAM

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your consideration in:

1. Depositing all lunch litter in a wastebasket.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place in a clean condition for others. Failure to comply may result in disciplinary action by the administration.

Students may purchase lunch through My Payments Plus or bring cash. Eligible students may apply for reduced lunch prices or for free lunch. Application forms are given to all students during first week of school. Forms may also be picked up in Student Services.

DANCES

Students will be required to present a student ID before being admitted into school dances. Students will be issued a detention if he/she attends the dance without an ID. Guest passes for non-Northshore High students may be required for dances. Passes are available two weeks prior to the scheduled dance and must be returned to the Front Office no later than the Wednesday preceding the dance. Guests to Northshore High dances must meet the following criteria:

- a. must be between the ages 14 and 20;
- b. must receive signature from their own school principal
- c. has not been expelled from Northshore High School or any other school;
- d. have appropriate information on the guest pass form;
- e. remain at the dance until dismissal of all students.
- f. Must be cleared all debts on "Owe List"**
- g. Any student who has been suspended twice will not be permitted to attend any dances.

The NHS student and the guest are required to follow all NHS rules during the dance. Appropriate disciplinary action will be taken for those that behave inappropriately. Dances usually are scheduled from 7:00 P.M. to 10:00 P.M. Students may arrive up to ½ hour after the beginning of the dance and are allowed to leave after 10:00 P.M. All dances are "lock-in" dances. Once the student or guest arrives at a dance they will not be allowed to leave until the "lock-in" is over.

Students may not be under the influence of alcohol (or other illegal substances) or have possession of alcohol on their person or in their vehicle or other mode of transportation. Students drinking any form of alcohol before a school dance will be deemed "under the influence." **The administration maintains the right to use local law enforcement and breath analyzers to determine if students are under the influence. Additionally, vehicles may be searched. Any alcohol or illegal substances found will result disciplinary action for all individuals in the vehicle (limo, bus, car, etc) and potentially may be subject to legal action.**

Note: Students guilty of alcohol offenses at dances or any other school activity will be suspended for 5 days. Any student found consuming alcohol at any school activity will be banned from attending any additional activities for the school year. Additionally, students will have to complete a counseling program.

CLASS FEES

The following fees are currently collected by the school:

1. **\$20.00 SUPPLY FEE:** This fee covers all core classes – No other fee will be collected by core teachers. There may be additional fees collected in the performing arts classes based on supplies need for student work.

2. **CLASS DUES** – Each student will be required to pay \$65 in class dues to offset the cost of events during senior year (picnic, graduation ceremony, etc.). This fee is spread out over the student's four years (\$5 freshman year, \$10 sophomore year, \$20 junior year, \$30 senior year). **All dues must be paid in full in order for a senior to attend Senior Prom.**

3. All cars must have an authorized parking decal. The cost of this decal is \$10.00. Please purchase in the main office or at lunch in the commons.

TEXTBOOKS

All textbooks at NHS are the property of the STPSB. Any loss or damage will result in a monetary fine. If a student loses a textbook, he or she will have to pay for it before another book will be issued. Writing in a textbook constitutes damage. Textbooks that have become wet for any reason will mildew and thus are a total loss. Students will be required to pay the full cost of water damaged books.

Students should see the school accountant to pay for lost or damaged books. At the end of each semester, students must return the textbooks issued to him or her.

LIBRARY

The library is a place for students to get information for research purposes and to find materials for leisure reading. It is open before school, after school, and during lunch. All books, magazines, and reference materials may be checked out. Circulation and the card catalog are fully automated. The library has a networked CD ROM tower with encyclopedias, author databases, etc. Students may access an online full text periodical database from the library, classrooms throughout the school, and from home. The library is open from 7:00 A.M. to 3:00 P.M.

Note: Students and parents must sign the Technology Use Agreement prior to having access to the Internet.

STUDENT ORGANIZATIONS

Since the classroom work deals primarily with the mental or intellectual values associated with various subjects, the establishment of clubs has evolved to give students the opportunity to work with a group of like-minded young people in areas of interest outside the classroom.

The purpose of clubs and organized efforts in our school are:

1. to increase fellowship among groups of students with similar interest;
2. to broaden the interests of students in different endeavors;
3. to motivate and enrich classroom work;
4. to develop worthy social ideals, attitudes and habits;
5. to develop leadership qualities;
6. to work together towards a common goal;

Students seeking office or leadership positions must meet the following criteria:

1. meet all eligibility requirements as stipulated in the group's constitution or charter;
2. be "in good standing status;" See Regulations Concerning Clubs and Organizations section of this handbook.
3. Have clearance slip from school's accountant indicating that all fees and fines have been paid

STUDENT PROGRESS

1. **Interim reports:** Issued at 4.5 weeks of each grading period to all students in all subjects. A robocall will be sent by the principal as a reminder to check Jpams home. Refer to the school calendar for dates.
2. **Report cards:** Issued at the end of each nine-week grading period. Cards are given to the student. The fourth nine-week report card is mailed to parents. Please be sure to maintain an updated mailing address. Refer to school calendar for dates.
3. **Progress reports:** Parents wishing to more closely monitor their child's progress are encouraged to use the internet site provided by the STPSB - <https://jpams.stpsb.org/jpweb/>. If you have not received or have lost the logon passwords please call the office. Other options for monitoring student progress are listed below.
 - a. E-mail or telephone specific teachers,
 - b. Contact the student's guidance counselor, or
 - c. E-mail the principal.
4. **Final exams:** Given the last week of each semester. Refer to school calendar for dates. Students are not permitted to take exams early. He/she must get administrative approval for a make-up exam. **Do not schedule trips or vacation during the exam week. The school calendar is available at STPSB.org and is put out (2) years in advance.**

SPECIAL RECOGNITION

Honor Roll Breakfast

Students who have earned a 3.5 weighted or higher grade point average with the minimum grade of a B for the nine weeks will be invited to attend the PTSA Honor Roll Breakfast.

NHS recognizes seniors with all A's for the academic school year.

PARENT CONFERENCES

1. **Parent request:** Parents may request conferences with teachers, counselors, or the principal by telephoning the school at 649-6400. The school counselors will set up the conference with any teacher. Parents are encouraged to call for a conference with the teachers or administrators if they have questions that cannot be answered through email or a phone conversation.
2. **Discipline:** A parent-student-teacher conference may be required as part of disciplinary action. The parent will be contacted to schedule the conference. A student may be excluded from class until the conference is completed. Conferences are scheduled before school or after school. If your student indicates they are having discipline problems in a particular class please contact the individual teacher or the counselor to schedule a conference. A conference may help to avoid an office referral and disciplinary action.

ACCREDITATION

Northshore High School is approved by the Louisiana State Department of Education and is accredited by the Southern Association of Colleges and Schools.

GRADING SCALE

The grading scale used by the entire school in all classes is the following:

| |
|-----------------------------|
| 100-93 A = 4 quality points |
| 92-85 B = 3 quality points |
| 84-75 C = 2 quality points |
| 74-67 D = 1 quality point |
| 66- 0 F = no quality point |

STUDENT GRADE CLASSIFICATION

| | |
|------------------------|--------------------|
| 9 th grade | 0 – 4.5 credits |
| 10 th grade | 5 - 10.5 credits |
| 11 th grade | 11 - 16.5 credits |
| 12 th grade | 17 credits or more |

CLASS RANK

Students are ranked in class based on their number of quality points earned in grades 9 – 12 and not on GPA. Students have the opportunity to receive additional quality points by taking weighted honors, AP, gifted, DE Core courses in English, mathematics, science and social studies. An extra quality point will be given for an A, B, or C earned in a maximum of 16 weighted courses. Rank in class will be based on a maximum of 28 credits although some students may earn more than 28 credits. Students choosing to graduate early will jeopardize their standing in rank in class.

GRADUATION CEREMONY

Participation in the public graduation ceremony is a privilege, not a right, for the individual and his or her parents, and as such can be denied for reasonable cause or for punishment. In order to participate in the public ceremony, the student must have:

1. Successful completion of the course of studies required by the state for graduation;
2. Successful completion of End-of Course Tests (EOC) and LEAP 2025; and
3. Certification by school administrators as having followed the rules and regulations of the school to such a degree that the student has earned the privilege of being an active participant in the graduation ceremony. These rules and regulations specifically include:
 - a. the section on suspension and expulsion as stated in the St. Tammany Parish Handbook on Attendance, Discipline, and Student Records;
 - b. payments made for fees owed (includes homeroom fees, lab fees, athletic fees, parking lot fines, club fees, fees for dual enrollment, or online class fees); return of over-due library materials or payment for lost library materials; return of textbook that was issued to student by his or her teacher or payment for lost or damaged textbook; and
 - c. adherence to rules and guidelines issued by administration related to practice and dress requirements. Requirements will be distributed in the fall semester.

SPECIAL NOTE: All three requirements must be met before the student is allowed the privilege of participating in the graduation ceremony.

HONORS, AWARDS, RECOGNITION at graduation ceremony

Honor graduates are those students who have a cumulative GPA of 3.50 (not rounded up) for four years of high school.

The top ranked students are recognized individually at graduation and are presented with a medallion.

The graduation committee, appointed by the principal, will select the commencement speaker and other student participants for the graduation program. Top candidates for commencement speaker will present the speech to a panel of judges. Criteria for the speaker will include: member "in good standing" in the senior class; indication of interest in giving the speech (by submitting a speech for consideration); speaking and writing ability; citizenship; character; well-rounded involvement at Northshore High School activities; leadership; attendance at Northshore High School for a minimum of four semesters prior to graduation. The graduation committee will select other speaking roles for the graduation ceremony.

REQUIREMENTS FOR GRADUATION

See your grade level guidance counselor for information regarding graduation requirements.

TUITION OPPORTUNITY PROGRAM FOR STUDENTS (TOPS)

Louisiana's Tuition Opportunity Program for Students (TOPS) is a comprehensive program of state merit-based scholarships.

For more information about TOPS, visit www.osfa.state.la.us or call 1-800-259-5626, extension 1012.

TOPS applications are completed through the Free Application for Federal Student Aid (FAFSA). The FAFSA is available in guidance after January 1st or online at www.fafsa.ed.gov.

SCHOOL COUNSELORS AND RELATED SERVICES

The school has four full time school counselors. Counselors are available before school, during lunch and after school. Parents should call and make an appointment when a personal conference is requested with the guidance counselor.

School counselors participate in class meetings at the beginning of the year to acquaint the students with the counseling services available. Additionally, parents and students can find current counseling information on the Northshore High School website under the counseling page.

STATE AND NATIONAL TESTING PROCEDURES

TESTING SECURITY POLICY

Any student found cheating or in violation of the testing procedures will receive a zero on the test. In addition, the student will receive disciplinary action of one day out of school suspension. If the actions of the student result in the voiding of all class scores, additional disciplinary action will be taken.

Violation of test protocol, including the use of cell phones, smart watches, I-pods & similar electronic devices, by a student who is taking a test is a serious violation and will result in the same academic consequences as cheating. This type of violation can disrupt the testing environment and may place the integrity of the test in jeopardy. Testing protocol remains in place as long as any student in the classroom is still testing. Consequences for this type of misbehavior will result in receiving a **ZERO** for the project, test or quiz and the appropriate discipline for a regular cell phone violation.

First offense— zero on assignment, parental contact, and LDOE Behavior Report will be submitted to administration.

Second offense— zero on assignment and 2 Friday detentions

LEAP 2025 TESTING

LEAP 2025 tests measure the knowledge and skills a student should have mastered by the end of the course. The results of these tests help ensure that all Louisiana students have access to a rigorous curriculum that meets high academic standards. These tests will assess student learning in the following high school courses:

1. Algebra I
2. English I
3. English II
4. Geometry
5. Biology
6. American History

Any student enrolled in and/or receiving credit for an LEAP 2025 course, regardless of grade, inclusive of middle school students taking high school courses for high school credit, is required to take the LEAP 2025 test upon completion of that course.

LEAP 2025 tests are offered at the end of the fall and spring semesters. Students completing the course at the end of the fall semester shall participate in the fall testing regardless of the grade earned during the fall semester. Students completing the course at the end of the spring semester shall participate in the spring test regardless of the grade earned during the spring semester.

Students must meet the assessment requirements below to earn a diploma.

1. Students must pass three LEAP 2025 Tests in the following categories:
 - a. English I, English II
 - b. Algebra I or Geometry
 - c. Biology or American History

PSAT: a practice test for the SAT that gives **11th grade** students a chance to enter National Merit Scholarship Corporation scholarship programs. The PSAT measures critical reading skills, math problem-solving skills, and writing skills. **9th and 10th grade** students can take the test for practice. The test is administered on a scheduled school day in the fall. Registration is held during the month of September in the guidance office and a fee is required.

ACT - the ACT test assesses high school students' general educational development and their ability to complete college-level work. This assessment is open to all students. By Louisiana State Law, all eleventh graders are required to participate in ACT state testing during the spring semester. For more information and online registration visit: www.actstudent.org.

SAT— the SAT tests students' knowledge of subjects that are necessary for college success: reading, writing, and mathematics. Open to all students, but recommended for **11th grade students or students who have completed Algebra II**. For more information and online registration visit www.collegeboard.com.

College Entrance Tests - School Code 192-747

a³ Virtual Academy

Students follow different paths in their educational journeys and benefit from a variety of opportunities to attain their goals. For some students, a more nontraditional, interactive course of study may best suit their needs. The St. Tammany Parish Public School System A³ Virtual Academy offers students an exciting, new approach to learning.

The A³ Virtual Academy relies on technology designed to support teaching and learning in various educational settings. The Virtual Academy allows for anytime, anywhere access, partnered with unlimited collaboration possibilities – available at the click of a mouse.

The A³ Virtual Academy offers students the opportunity to accelerate by taking additional classes or can be a great resource for recovering credit for those students who need to get “back on track.” It is very important to understand that online learning is not for everyone. Students interested in these courses must be self-motivated and disciplined. Please see your guidance counselor for additional information.

CLUBS AND ORGANIZATIONS

REGULATIONS CONCERNING CLUBS AND ORGANIZATIONS

To hold an elected office, a student must: 1) have maintained, and continue to maintain during term of office, a minimum 2.5 overall academic average (exception - Honor Society groups whose national charter stipulates a higher grade point average); 2) have maintained “in good standing status” during current school year. “In good standing” means, during current school year, student a) has not been recommended for expulsion; b) has not been disciplined (suspension, in school suspension, or work detail) for the following offenses; leaving class or location without permission; skipping school; cutting class; disrespect to faculty or staff; theft; possession/use of alcoholic beverages; fighting. Officers are subject to removal from office for failure to maintain “in good standing” status. A student may hold one major office and one minor office or two minor offices.

Student Council will rule on all additions or changes in these regulations as the need arises.

To participate in extra-curricular activities, including sports, clubs, dances and parking privileges students must be cleared of all obligations on the “Owe List”.

Northshore High School has many clubs and organizations that are either extra-curricular or co-curricular. Students may obtain a listing of clubs and organizations in the front office. Times and locations for each meeting will be announced. Sponsors for each activity will communicate to the students the times, dates, and location for after-school meetings, rehearsals, and performances. Adult supervision will not be provided beyond 15 minutes of the stated ending time for practices, meetings, and the like. Parents must provide transportation of their student to the practice, performance or meeting.

BAND

The Panther Band is an extra-curricular activity of the Instrumental Music Department. The Band is composed of students who have a desire to further their musical abilities and enhance school spirit. The Band performs for various activities such as football games, concerts, parades, and community activities. See the band director, for details.

CHEERLEADERS

The NHS Cheerleaders maintain a unique position of responsibility because they represent the entire NHS student body. To try out, a student must have a cumulative minimum grade point average of 1.5, and maintain a clean discipline record. Try out procedure will be determined each year by sponsors and administration and communicated to students prior to try-outs. See cheer sponsor.

MU ALPHA THETA

MU ALPHA THETA is a Mathematics Honor Society. Membership is open to all students who have completed four semesters of college prep mathematics with an overall B average. Members participate in statewide mathematics competition, promote enjoyment of math, and tutor in math. To maintain membership, each student must continue to schedule higher level math courses, maintain a minimum B average in these courses, and participate in club activities.

NATIONAL HONOR SOCIETY

The National Honor Society is designed to recognize students in their junior and senior years for outstanding scholastic achievement, leadership, school service, and character. To be scholastically eligible, a student must have an overall unweighted average of 3.5 or better, based on a 4.0 grade point scale, from the beginning of his/her freshman year and no "F" as a semester grade. Special consideration may be given to the student's completed course of study. Student must be enrolled in at least two Honors, AP, Gifted, or Academic Dual Enrollment classes for the entire year. In the spring of each school year, those students eligible are required to complete an application. The faculty will also rate the students based on character, leadership, and service. A faculty committee then reviews the applications and recommendations and selects the members to be inducted. Sustained membership requires adherence to the basic principles used as criteria to qualify for induction.

QUICKSILVER STAFF

THE QUICKSILVER staff is responsible for publishing the school's yearbook. All students involved are introduced to the basics of yearbook production. The requirement for membership involves an application process with the yearbook advisor. However, only sophomore, junior, and senior members are allowed to take the yearbook publications class. Publications class is required for membership.

STUDENT GOVERNMENT

Students may participate in either class government as class officers or representatives or in school government as student council officers. Student council officers, class officers and representatives will be elected in the spring of each year. Class officers will serve on standing committees, plan and conduct class events, and provide communication between classes and the student council. For information, see Mrs. Graham.

Each representative must serve on one standing committee and may volunteer to serve on various special committees. Representatives and Officers plan and conduct activities sponsored by the Student Council, provide communication between the class and the Student Council. Students who are not elected to the Student Council, but who would like to become more involved in school activities, may serve as nonvoting members of committees. These students are called "interested students". They do not attend monthly meetings, but they are allowed to help with committee work.

Student Council, Class Officers and Representatives meet every Wednesday morning of each month. Individuals may not serve as both representative and officer. Officers will be subject to removal from office if he/she fails to fulfill their responsibilities. See Mrs. Graham for more details.

QUIZ BOWL

The Quiz Bowl consists of team members, alternates, and interested students who enjoy collecting information, both useful and trivial. Students practice year-round for competition within two leagues.

VOCAL MUSIC

The Vocal Music Department offers all students an opportunity to develop their singing ability. Emphasis is placed on singing and listening to choral literature of past and present that contributes to our heritage. Students participate in the Christmas and Spring concerts, Solo and Ensemble, District Honor Choir, All State Choir, SLU Choral Day, and District and State choral competitions. Students may elect to take vocal music every day for full, academic credit. The course deals mainly in singing, but also offers a variety of musical activities such as learning to read musical notation, listening to choral literature, ear-training, part-singing, and harmony. Extra-curricular vocal activities which include Show Choir and Choir feature individual and group lessons for students with marked talent and ability, as well as interest. High school students are eligible to participate in the Northshore High Chorus. This choral group is limited in number. See Mr. Sumrall for details.

OPEN MEMBERSHIP CLUBS AND ACTIVITIES

The following clubs have open membership. Any interested person may join these groups. Times and locations for each meeting will be announced. For specific information concerning each group, see the sponsor of that group. **Thespian Society**, promotes an interest in acting. **Fellowship of Christian Athletes**, dedicated to helping students reach their potential physically, mentally, and spiritually. **SADD Club** promotes student involvement in the education of other students. Please attend the club/organization fair at the beginning of the year for additional information.

INTERSCHOLASTIC ATHLETICS

Northshore High is a member in good standing of the Louisiana High School Athletic Association (LHSAA), which is affiliated with the National Federation of High Schools. The following sports are offered at NHS.

Boys: Cross Country, Football, Swimming, Basketball, Soccer, Wrestling, Power Lifting, Baseball, Golf, Tennis, and Track;

Girls: Cross Country, Swimming, Volleyball, Basketball, Soccer, Power Lifting, Golf, Tennis, Track, and Softball.

Students who wish to participate in athletics should contact the head coach of the sport or the Athletic Director. Also, each student must have parental permission and approval from a physician. Medical examinations are required. The proper forms may be obtained from any head coach or the Athletic Director.

The following rules are of interest to all students who plan to participate in the Northshore High School Athletic Program:

1. Any student who has reached the age of 19 before September 1 may not participate in athletics.
2. School must have on file a copy of the athlete's birth certificate.
3. No one may take part in any contest after the end of his or her 8th consecutive semester in high school, beginning with the ninth grade.

4. A student must pass six subjects and have a minimum 1.5 grade point average at the end of the first semester. At the end of the year, the athlete must have 6 units and a minimum 1.5 grade point average.
5. Amateur and Transfer Rule - please contact a coach.

NOTICE OF NONDISCRIMINATION

The St. Tammany Parish School Board does not discriminate on the basis of age, race, religion, national origin, disability, or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of disability by Section 504 (42 USC 794).



CAREER AND TECH ED ANNUAL PUBLIC NOTIFICATION

2019-2020

St. Tammany Parish Public High Schools have begun scheduling courses for the 2019-2020 school year. Career and Technical Education courses are available at all STPPS secondary sites and are open to all students. STPPS adheres to the equal opportunity provisions of federal and civil rights laws and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability. The Title IX and Title II Coordinator is Terry Meyer, 321 N Theard Street Covington, La. 70433; phone (985) 898-3236; email Terry.Meyer@stpsb.org. The 504 Coordinator is Cara Barry, 706 W 28th Avenue Covington, La. 70433; phone (985) 898-3309; email Cara.Barry@stpsb.org.

All students have the opportunity to participate in Career & Technical Programs of Study including, but not limited to, areas of Health Care, Construction Crafts & Trades, IT Computer Technology, Culinary Programs, and Agriculture. Admission requirements for each course can be found in the student course guide/schedule packet of the individual campus where the course is being offered. Please contact the guidance counselor at the specific school site for additional information, program requirements and/or any questions you may have.

Educación de carrera y tecnología Notificación Pública Anual 2019-2020

Las escuelas secundarias públicas de la parroquia de St. Tammany han comenzado a organizar cursos para el año escolar de 2019-2020. Cursos de carrera y educación técnica están disponibles en todos los sitios secundarios de STPPS y están abiertos a todos los estudiantes. STPPS se adhiere a las disposiciones de igualdad de oportunidades de las leyes federales y los derechos civiles y no discrimina por raza, color, origen nacional, religión, edad, sexo, orientación sexual, estado civil o discapacidad. La coordinadora del programa de Title IX and Title II es Terry Meyer 321 N Theard Street Covington, La. 70433; teléfono (985) 898-3236; correo electrónico Terry.Meyer@stpsb.org. La coordinadora de las services de 504 es Cara Barry, 706 W 28th Avenue Covington, La. 70433; teléfono (985) 898-3309; correo electrónico Cara.Barry@stpsb.org. Todos los estudiantes tienen la oportunidad de participar en los programas de carrera y de estudio técnico, incluyendo pero no limitado a, las áreas de salud, artes y oficios de construcción, IT Tecnología de computadoras, programas culinarios y la agricultura. Requisitos de admisión para cada curso pueden encontrarse en el paquete de guía/calendario del curso de la escuela donde se ofrece el curso. Póngase en contacto con el consejero de la escuela para obtener información adicional, los requisitos del programa o cualquier duda que tenga.

Giáo Dục Nghề Nghiệp và Kỹ Thuật

Thông Báo Hàng Năm
2019-2020

Trường Trung Học Công Lập St. Tammany Parish bắt đầu sắp xếp thời khoá biểu lớp học cho năm học 2019-2020. Các khoá học Giáo Dục Nghề Nghiệp và Kỹ Thuật diễn ra ở các địa điểm hai của STPPS và dành cho tất cả học sinh. STPPS tuân thủ theo các quy định về cơ hội bình đẳng của luật liên bang và quyền dân sự và không phân biệt đối xử trên cơ sở chủng tộc, màu da, nguồn gốc quốc gia, tôn giáo, tuổi tác, giới tính, khuynh hướng giới tính, tình trạng hôn nhân, hoặc khuyết tật. Điều phối viên Điều IX và Điều II là Terry Meyer, 321 N Theard Street Covington, La. 70433; điện thoại (985) 898-3236; email Terry.Meyer@stpsb.org. Điều phối viên 504 là Cara Barry, 706 W 28th Avenue Covington, La. 70433; điện thoại (985) 898-3309; email Cara.Barry@stpsb.org.

Tất cả học sinh có cơ hội tham gia Chương Trình Học Nghề Nghiệp và Kỹ Thuật bao gồm nhưng không giới hạn các lĩnh vực như Chăm Sóc Sức Khỏe, Xây Dựng & Ngoại Thương, IT Công nghệ máy tính, Chương Trình Âm Thực, và Nông nghiệp. Yêu cầu cho mỗi khoá học có thể tìm thấy ở hồ sơ hướng dẫn khoá học và thời khoá biểu cho học sinh tại các trường tổ chức lớp học. Vui lòng liên hệ nhân viên tư vấn hướng dẫn tại các địa điểm trường học cụ thể để biết thêm chi tiết, yêu cầu chương trình và/hoặc các thắc mắc của bạn.

MOST COMMON DISCIPLINARY ACTION LADDER

| Afternoon Detention | Friday Detention | Two Friday Detentions | All Day ISS | Suspension |
|--|---|---|---|---|
| Tardy to 2 nd – 7 th period (2 nd -3 rd offense) | Tardy to 2 nd – 7 th period (4 th offense) | Tardy to 2 nd – 7 th period (5 th offense) | Tardy to 2 nd - 7 th period (6 th offense) | Tardy to 2 nd – 7 th period (7 th offense or higher) |
| ID violation (1 st , 2 nd , 3 rd offense) | 4 th ID violation | 5 th ID violation | 6 th ID violation | 7 th or higher ID violation |
| 1 st & 2 nd dress code violation | 3 rd dress code violation | 4 th dress code violation | 5 th dress code violation | 6 th or higher dress code violation |
| 4 th & 5 th tardy to school (per semester) | 6 th & 7 th tardy to school (per semester) | 8 th tardy to school (per semester) and loss of driving privileges | 9 th tardy to school (per semester) and referral to Child Welfare and Attendance | 10 th or higher tardy to school (per semester) |
| Missed teacher detention | Failure to serve 1 st afternoon detention | Failure to serve 2 nd afternoon detention | Failure to serve 3 rd afternoon detention | Failure to serve 4 th or higher afternoon detention |
| | 1 st offense skipping school or class (remaining on campus) | 2 nd offense skipping school or class (remaining on campus) | 3 rd offense skipping school or class (remaining on campus) | 4 rd offense or higher skipping school or class (remaining on campus) |
| | 2 nd offense cheating, forgery, or lying to school personnel | | 3 rd offense cheating, forgery, or lying to school personnel | 4 th offense cheating, forgery, or lying to school personnel |
| | 1 st offense PDA | 2 nd offense PDA | 3 rd offense PDA | 4 th or higher offense PDA |
| | 1 st offense disrespect to authority | 2 nd offense disrespect to authority | 3 rd offense disrespect to authority | 4 th offense disrespect to authority |
| | 1 st offense use of profanity (depends on severity) | 2 nd offense use of profanity (depends on severity) | 3 rd offense use of profanity (depends on severity) | Profanity towards administrator or teacher or 4 th offense |
| | | 1 st offense traffic violation | 2 nd offense traffic violation | 3 rd or higher offense traffic violation |
| | | | | 1 st offense skipping (leaving campus) |
| | | | | Fighting |
| | | | No Friday detentions left | No ISS left |

Northshore High School

1st days of School Bell Schedule

| | | |
|---------------------|--|----------|
| 7:25 | School Opens | |
| 7:30 - 8:05 | APP Block | (35 min) |
| 8:09 - 8:58 | 1st Hour | (49 min) |
| 9:02 - 9:51 | 2nd Hour | (49 min) |
| 9:55 - 10:44 | 3rd Hour | (49 min) |
| <hr/> | | |
| 10:44-11:09 | Lunch A | (25 min) |
| | 100's, 200's, 300's, 400's, 500's | |
| 11:13-12:02 | 4th Hour | (49 min) |
| <hr/> | | |
| 10:48-11:37 | 4th Hour | (49 min) |
| 11:37-12:02 | Lunch B | (25 min) |
| | 600's, 700's, 800's, 900's, Agriculture, Gym, Field House, Band, Auditorium | |
| <hr/> | | |
| 12:06-12:55 | 5th Hour | (49 min) |
| 12:59-1:48 | 6th Hour | (49 Min) |
| 1:52-2:41 | 7th Hour | (49 min) |

Northshore High School

Activity Bell Schedule

| | | |
|--------------------|---|----------|
| 7:25 | School Opens | |
| 7:30 - 8:19 | 1st Hour | (49 min) |
| 8:23-9:12 | 2nd Hour | (49 min) |
| 9:16-10:05 | 3rd Hour | (49 min) |
| 10:09-10:58 | 4th Hour | (49 min) |
| <hr/> | | |
| 10:58-11:23 | Lunch A | (25 min) |
| | 100's, 200's, 300's, 400's, 500's | |
| 11:27-12:16 | 5th Hour | (49 min) |
| <hr/> | | |
| 11:02-11:51 | 5th Hour | (49 min) |
| 11:51-12:16 | Lunch B | (25 min) |
| | 600's, 700's, 800's, 900's, | |
| | Agriculture, Gym, Field House, Band, | |
| | Auditorium | |
| <hr/> | | |
| 12:20-1:09 | 6th Hour | (49 min) |
| 1:13-2:02 | 7th Hour | (49 Min) |
| 2:06-2:41 | APP/Activity | (35 min) |

Northshore High School

Regular Bell Schedule

| | | |
|--------------------|---|----------|
| 7:25 | School Opens | |
| 7:30 - 8:19 | 1st Hour | (49 min) |
| 8:23-9:12 | 2nd Hour | (49 min) |
| 9:16-10:05 | 3rd Hour | (49 min) |
| 10:09-10:58 | 4th Hour | (49 min) |
| <hr/> | | |
| 10:58-11:23 | Lunch A | (25 min) |
| | 100's, 200's, 300's, 400's, 500's | |
| 11:27-12:16 | 5th Hour | (49 min) |
| <hr/> | | |
| 11:02-11:51 | 5th Hour | (49 min) |
| 11:51-12:16 | Lunch B | (25 min) |
| | 600's, 700's, 800's, 900's, | |
| | Agriculture, Gym, Field House, Band, | |
| | Auditorium | |
| <hr/> | | |
| 12:20-12:55 | APP Block | (35 min) |
| 12:59-1:48 | 6th Hour | (49 Min) |
| 1:52-2:41 | 7th Hour | (49 min) |