

# **PEARL RIVER HIGH SCHOOL**



## **STUDENT HANDBOOK 2016 - 2017**

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Pearl River High School Website	<a href="http://pearlriverhigh.stpsb.org/">http://pearlriverhigh.stpsb.org/</a>	
(ctrl + click to follow link)		
<b><u>Class Sponsors:</u></b>		
Class of 2015	Seniors	Ms. Hearty
Class of 2016	Juniors	Ms. Brandt
Class of 2017	Sophomores	Ms. D'Antoni
Class of 2018	Freshman	

# **Pearl River High School Mission and Vision Statements**

**Mission Statement:** The Mission of the Pearl River High School is to provide a high-quality education for all students, resulting in life-long learners and graduates who are prepared to solve today's problems and meet tomorrow's challenges.

**Vision Statement:** Our vision is to provide an exemplary school, widely respected for high standards and first-rate performance and for outstanding student achievement. Pearl River High School values and supports a strong partnership between educators, students, families, and the community to help ensure that:

- Students have safe, caring environments for learning;
- Students are positively challenged, enriched, and inspired;
- Students learn to be self-motivated and life-long learners, prepared for life's pursuits; and
- Students learn to be responsible and contributing members of global society.

## **Policy Statement**

It is the policy of Pearl River High School not to discriminate in its educational programs or activities on basis of sex, race, color, religion, or national origin. It is most important for parents and students to realize that all courses and any school sponsored programs or activities offered at this school are open to both boys and girls, and no distinction based on gender is made in the placement of students in courses.

## **Parental Involvement Policy**

Pearl River High School welcomes all parents to get involved...

- Joining the Parent/Teacher/Student Association (PTSA) is a great way to stay in touch with the school and your child's activities.
- Become a Parent Volunteer at school. Just call 863-2591.
- Attend sporting events and extra-curricular activities in which your child participates.
- Check your child's AGENDA each day
- Check Moodle for student assignments on PRHS website @ [pearlriverhigh.stpsb.org](http://pearlriverhigh.stpsb.org)
- Request a conference with your student's teachers
- Contact school if you have any questions or concerns for your student.

## **Accidents**

Any accident that occurs during school hours must be reported to the school administration immediately, so that an incident report can be completed. PRHS has no financial responsibility for accidents that occur on the school campus.

## **Attendance**

All students are expected to attend school daily. Any student missing 6 or more days in a class per semester must attend the After School/Saturday Attendance Recovery Sessions to recover time missed or he/she will be denied credit in the corresponding course. A student's absence in a class may occur if a student misses the class due to checking in late to school, checking out early from school, or missing the entire day of school. A student is considered habitually absent upon his/her sixth (6<sup>th</sup>) unexcused absence from a class (regardless of checking in late, checking out early, or all day absence). Unexcused absences for students will include non-exempted excused-parent notes, unexcused absences, and suspensions. Students who are habitually absent in a course will be reported to the Child Welfare and Attendance Office and be enrolled in Attendance Recovery.

Students may **not miss more than five (5) days** per semester. There are four types of absences a student may obtain: exempted excused; non-exempted excused; unexcused absences; and suspensions. **Only exempted, excused absences will not be counted against students when determining whether a student meets attendance requirements.**

**Exempted Excused absences:** Doctor/dentist note, court order note, truancy hearing note, death of immediate family member note – these will not be counted in the 5 days - and extenuating circumstances in STPS discipline handbook. The documentation must be submitted within two (2) days for the absence to be considered excused for making up work.

**Non-exempted excused absences** are those incurred due to personal or serious illness in the family **documented by a parental note**. These absences allow the student to make up work missed, but are counted when determining attendance recovery sessions needed. A written note from a parent or guardian must be submitted within two (2) days for the absence to be considered excused for making up work.

**Non-exempted unexcused & non-exempted suspensions** are absences with no documentation and all suspensions.

**Truancy:** A notification letter will be sent to the parents/guardian after three (3) days of unexcused absences. A copy of **Act 745** form will be sent to the Supervisor of Child Welfare and Attendance when unexcused absences accumulate to five (5). For extenuating circumstances – see the STPSB Discipline Handbook. When absent, students are expected to keep up with their work by checking the teacher's web page for assignments, homework, test dates and deadlines. **Students must be present for at least half of the school day in order to participate in school-sponsored extracurricular activities on that day.** PRHS discourages student checkouts past 2:00 p.m.

**ACT 745** provides monetary fines, community service and imprisonment for parents and legal guardians whose children are habitually tardy and absent from school. These measures will be decided upon under the jurisdiction of the St. Tammany Parish School Board and enforced by the Offices of Child Welfare and Attendance.

**ACT 688** authorizes, subject to the adoption of school board policies, the denial or suspension of driving privileges to a minor who fails to meet compulsory school attendance requirements and has withdrawn from school or is habitually absent or truant.

Any student, above the compulsory attendance age (17), who has excessive absences that are unexcused, may be dropped from the rolls for the remainder of the school term.

## **Attendance - Seat time Sessions for Credit Recovery**

All students must make up **seat time** for all **Non-exempted absences** over the 5 day limit per semester. Students who exceed the attendance regulation at the end of the semester and fail to recover seat time through attendance recovery sessions **will be denied credit in the course.** Students in danger of being denied credit due to excessive absences may be allowed to make up missed time in sessions held outside of the regular class time. The **After School/Saturday makeup sessions** must be completed before the end of the current semester and all other policies must be met. Any student who does not complete his/her attendance recovery sessions will be denied credit.

Attendance Recovery Sessions for this school year: (schedule of dates will be posted in classrooms)  
**AFTER SCHOOL SESSIONS** – 2:45 to 3:30 in Room 103 (1 session) – every day – student must sign in and sign out OR in the library Monday – Thursday – 2:45 to 3:30 (1 session)  
**SATURDAY SESSIONS** – 8 a.m. to 12 noon – 5 sessions – student must sign in and sign out.

## **Attendance: Make-up Policy**

If a student is absent, he/she is responsible for all work missed. Upon returning to school or to the class, it is the responsibility of the student to bring a note within two (2) days of the day(s) missed to the Front office before school or during lunch. Excuses will be stamped with the date and time turned in. Excuses will not be accepted after two (2) days of the student's return to school. Work missed during an absence must be made up immediately upon returning. The make-up period is equal to the number of days missed – **UNLESS THE PARENT REQUEST MAKEUP WORK PRIOR TO THE STUDENT'S RETURN AND THEN THE WORK IS DUE ON THE DAY THE STUDENT RETURNS TO SCHOOL.** Responsibility for making up work lies entirely with the student. The student should make appointments with the teachers, ascertain what work has to be made up, and set up a schedule for its completion. **Long-term assignments are required to be turned in on the day due regardless of the reason for absence.** A long-term assignment is defined as an assignment given by a teacher at least two weeks prior to the due date.

## **Attendance: Exam Day/Testing Days**

Students are not allowed to checkout on nine weeks tests days, mid term exam days, final exam days, or state testing days. In the event that a student must check out, a parent or guardian must come to the school to have the student released. Seniors who are exempt are to arrive at school for the exam period and are not to roam or remain on campus when not taking an exam.

## **Attendance: "M" days/College days**

Students participating in school-approved activities ("M" days), which necessitate a student being away from school, shall be considered present and shall be given the opportunity for make-up work. The administration reserves the right to limit the number of "M" days assigned to a student. Make-up policy applies. Seniors will be given no more than two college days documented by an official letter from the school stating the student attended on a specific day.

## **Attendance: Incentive Celebration through PBIS**

Students - who have no required attendance recovery/seat time, no tardy detentions, AND no discipline referrals **for the entire year** - will be invited to attend the end of the year incentive program sponsored by the Positive Behavior Intervention Support program.

## **Athletics Eligibility**

A student must not be 19 years old before September 1, of the school year. Once the student enters the ninth grade, the student has eight consecutive semesters in which to play athletics. A student must provide legal proof of age with original or a certified copy of Birth Certificate. The student's Birth Certificate and a doctor's physical must be on file with the school's athletic director. A student must have passed six courses in the previous year and earn a 1.5 grade point average to be eligible to play in the fall. A student must have passed six classes in the fall to be eligible to play in the spring. If a student attends a school outside their "home attendance zone", they are automatically ineligible for one year unless they meet the provisions of the transfer rules.

## **Bookbags**

The school takes NO responsibility for bookbags or their contents. Bookbags should never be left unattended at any time. During P.E., it is the responsibility of the student to secure his/her book bag in an assigned locker.

## **Bullying (refer to p. 12 STPSB HANDBOOK)**

There is a Zero Tolerance policy at PRHS for bullying of any kind. Cyber bullying, bullying through the web or cell phones or other electronic devices will be dealt with as severely as verbal and physical bullying. Students who are being bullied are encouraged to seek out a counselor or administrator for assistance. All measures will be taken to protect the anonymity of the person(s) reporting the bullying. Allegations of bullying will be promptly investigated and St. Tammany Parish policies and procedures will be followed.

## **Buses**

The driver of the bus has complete responsibility for the bus and for the students. Students should be respectful at all times to the bus driver and adhere to his/her instructions. Any student who wants to transfer buses for one day must have their parent call the office or the student must bring a note to the Front Office before school to be verified during the day. Once verified, the principal/designee will sign the note and the student is to give it to his/her bus driver. Students will not be allowed to ride any bus other than his assigned one if parent permission is not verified.

## **Cafeteria (LOGIN [www.mypaymentsplus.com](http://www.mypaymentsplus.com) to pay for lunch and/or breakfast) – please go online to complete free/reduced lunch application – login to <https://cafefr.stpsb.org/> - online is the fastest way for approval.**

The Pearl River High cafeteria serves breakfast from 7:05 a.m.-7:25 a.m. each day.

Lunch is served starting at 10:54 a.m.

Meal prices:

Breakfast – Paid	.75 cents	Lunch – Paid	\$1.55
Breakfast – Reduced	.30 cents	Lunch – Reduced	.40 cents

## **Campus – Student Accessible Areas/Unauthorized Areas**

Students are to be in supervised areas during the entire school day

### **MORNING**

Students are allowed between buildings 1 and 2 and on the covered walkways connecting those two buildings, and in the foyer of building 2. They may eat breakfast and remain in the cafeteria. All other areas are considered off-limits. Students are not allowed to sit in cars or remain in the parking lot.

### **LUNCH**

During lunch, all students eating hot lunches must eat in the cafeteria. Students eating take out lunch may eat their lunch on the student patio located between building 1 and 2, or in the cafeteria.

### **Unauthorized Areas/Off limits**

Unauthorized areas in morning/lunch are the gym, field house, parking lots, Ag/shop area, and any other areas without a duty teacher present. Any student who is found in an unsupervised area will be susceptible to discipline action **CHANGES WILL OCCUR DURING CONSTRUCTION**

## **Caps, Hats and Bandannas** (per STPS Discipline Handbook pg.7)

All caps, hats, and bandannas are **banned from school campuses** during regular school hours.

## **Check-Out Procedures**

- 1. A student can only be checked out if the parent/guardian comes to the school to get his/her child. Phone calls will not be accepted. Parent/guardian must present a picture ID to checkout a student.**
2. Students on a work program or students who are on early release do not need to check out, but **need to sign out in the front office**. In all other cases, parents or guardians must check out students.
3. Students should only be checked out of school when absolutely necessary.
- 4. Students are not allowed to check out and leave for lunch.**
5. A student may be excused to check out for the following reasons: a. personal illness  
b. doctor's appointment and c. court/truancy appearance.
6. Students will be permitted to contact home only in case of emergency or illness. The front office secretary will call the parent or guardian for the student.
7. Students are not allowed to call home on any phones located in the classrooms.
8. Students who are ill will be allowed to check out. The teacher will call the front office and the secretary in charge of attendance will call home for parent to pick up the student. If the parent or an authorized person cannot be reached, the student will remain in school.
9. Students will not be allowed to go to the front office to check out between class periods. Students will be checked out only during the first five minutes or last 5 minutes of each class.
- 10. Student who leave school without properly checking out are considered as "skipping" and will be referred to the assistant principal for appropriate action. See discipline for skipping a class or leaving campus without permission.**
11. If a student returns to school the same day after checking out, he/she must go through the front office and check in. Teachers will check the time on the student check-in slip to make sure that no more than five minutes have elapsed. If more than five minutes have elapsed, the teacher must assign a tardy detention or the student should be referred to the assistant principal for misconduct/tardiness.
- 12. Notes from home to allow a student to check out will not be accepted.**
- 13. Anyone checking out a student must have a valid picture ID.**



## **Check-Out Procedures during Exam Week**

Students must be in the study period to take the exam during the regular exam time. Students are not allowed to check out on nine weeks test days, midterm exam days, final exam days, or state testing days. In the event that a student must check out, a parent or guardian must come to the school to have the student released. If the student misses an exam due to absence or check-out, the student must have a medical excuse in order to make the exam up on the makeup day. Only the principal can approve the scheduling of an exam at a time other than the regular exam time. Seniors who are exempt are to arrive at school for the exam period needed and are not to roam or remain on campus when not taking an exam.

## **Class General Policies**

Students will not be called from class to answer the phone. Messages will not be delivered to students unless it is any emergency. During exams and major testing periods, all students are to remain in the class the entire period until the bell rings. Students will not be allowed out of class for any reason. Hall pass is required for any student leaving a class. Students must follow all classroom rules determined by their teachers.

## **Closed Campus**

Pearl River High School operates as a closed campus. This means that you may not leave the campus once you have arrived. This includes students who ride the bus or drive to school. Leaving the campus without checking out through the office will result in disciplinary action. Students are not allowed to leave campus for lunch or to receive food (i.e. McDonald's, Sonic, Subway, etc.) from persons "visiting" the school campus or others. Students are to clear the campus immediately when the dismissal bell rings.

## **Clubs and Organizations Sponsored by PRHS**

Chorus/Band	Sponsor:	Mr. Abadie
Beta Club	Sponsor:	Mr. Jones
Cheerleaders	Sponsor:	Ms. Walls
Dance Team	Sponsor:	Ms. Walls
Facta Non Verba	Sponsor:	Ms. Simpher
First Priority	Sponsor:	Mr. Campo
Flag Team/Twirlers	Sponsor:	Mr. Abadie
Foreign Language Club	Sponsor:	Ms. Bravo
Future Farmers of America (FFA)	Sponsor:	Mr. Mayfield/Mr. Fischer
Future Homemakers of America	Sponsor:	Ms. Howard
Mu Alpha Theta	Sponsor:	Ms. Brandt
NJROTC	Sponsor:	Chief VanLeeuwen/Codr. Lane
National Honor Society	Sponsor:	Ms. Nave
Quiz Bowl	Sponsor:	
Social Studies Club	Sponsor:	
Students against Destructive Decisions (SADD)	Sponsor:	Mr. Roberts
Student Council	Sponsor:	Mr. Narcisse/Mr. Aime
Thespian Troup 719	Sponsor:	Ms. Koster
Writers' Club	Sponsor:	Ms. Maceira
Yearbook	Sponsor:	Mr. Jones

## **Dances/Lock-in**

**Attendance:** Students are required to arrive and remain at the dance for the duration of the lock-in. Students are not allowed to leave the dance until dismissed by an administrator. Students who leave a dance without permission during the course of the lock-in will be forbidden from attending the remaining dances for that school year and may result in discipline consequences.

**Behavior:** Students must present their PRHS ID to enter dances. Students are to adhere to school policy while at the dance. Public Display of Affection (PDA) and inappropriate dancing will not be tolerated.

**Attire:** Students are to be dressed appropriately for all school dances. Hats, caps and bandannas are not allowed at dances. The Homecoming Dance and Who's Who Dance are semi-formal dances and require boys to wear a tie and long dress pants. Girls are required to wear a dress or nice pants suit. Prom is a formal dance which requires girls to wear a dress and boys to wear a tuxedo. Inappropriate attire at a dance will require adhering to the directives of the staff or administrator in order to remain at the dance.

**Date Pass:** Students not attending Pearl River High School may attend PRHS dances by having their date fill out an Out-of-School Date form, which must be signed by the visitor's parent and principal. Students that are no longer in school must be approved by Pearl River High School's principal. Non PRHS dates must present a valid ID to enter. All date passes must be turned in and approved prior to the night of the dance.

**Not allowed at a Dance:** Any student with an outstanding financial obligation or has excessive absences or tardies for the marking period will not be allowed to attend the dance. Any student with an outstanding discipline obligation or on suspension will be refused admission to the dance

## **Disciplinary Actions (refer to pp. 8 – 14 STPS Discipline Handbook)**

Disciplinary consequences are arranged in a hierarchy. (See below) Classroom teachers will develop their classroom policies and may choose to allow input from students. Classroom teachers have a number of consequences at their disposal. Some teachers will issue **lunch detentions** for a variety of reasons. Lunch detentions are held with that teacher and, in that instance, a student must have a pass from the teacher to enter the classroom building during the lunch period. If a lunch detention is missed, the teacher will issue an after school detention. Teachers may also issue **after-school detentions** for a variety of reasons (class tardy; dress code; classroom behavior; missed lunch detention; etc.) Administrators uphold the issuance of detentions by teachers. Administrators will only remove an afterschool detention from a teacher's discretion in a rare circumstance and following an investigation.

## **POSITIVE BEHAVIOR SUPPORT HEIRARCHY OF INFRACTIONS AND CONSEQUENCES**

**Minor Infractions/Consequences** - These are behaviors that are managed by the classroom teacher/program monitor. This list addresses the most common infractions witnessed by classroom teachers on a daily basis. An after-school detention will be issued by the teacher/adult monitor for the following:

NO ID	ID not worn per policy/defaced ID
Dress code violation	Unauthorized Area violation
Class disruption/misbehavior (mild)	Tardy to class period
Disruption of learning process (mild)	PDA (mild)
Disrespect (mild) towards peer(s)	Technology violation (mild: web surfing, games, etc)
Eating/drinking in class	Not following classroom rules/Missed Lunch Detention

**Major Infractions/Consequences: Level I** - These are infractions that require the teacher to fill out the long state behavior form. The teacher is to call the front office to alert the administration that the student has been sent out of class and is to report to the discipline office. An administrator will process the referral, retain the student, assign the consequences, and return a copy of the processed form to the teacher.

**INFRACTIONS: Including but not limited to:**

- **Cell phone usage/or in sight (confiscate and turn in to Mrs. Polk) with long state behavior form.** Do not send the student to the discipline office. The student will be called by an administrator. St. Tammany School Board Policy prohibits the possession of cell phones on school grounds. The cell phone will be held until the student's parent or guardian can pick it up from a school administrator.
- **Refusal to give up cell phone:** If a student refuses to give a staff member their cell phone, write the long behavior form and **send** the student to the discipline office. **TWO DAY SUSPENSION FOR REFUSING TO TURN OVER CELL PHONE TO TEACHER/STAFF MEMBER OR ADMINISTRATOR.**
- **Skipping a class** – any student who is present on JPAMS and not in class. Write a long behavior form and send to discipline office immediately. Any student skipping two or more classes/or leaving campus will be Major – Level II.
- **Dishonesty/cheating** – give student a zero and must inform parent/**OR** write a long behavior form and send student to discipline office.
- **Technology violation** (forbidden site; taking another student's work; using someone else's password; etc.)
- **Failure to attend after-school detention**
- **Vandalism (minor: books, desks)**
- **PDA** (repetitive or extreme) – public display of affection in classroom, halls, or on school grounds.
- **Smoking/tobacco possession/"dipping"**
- **Disrespect towards peer(s) (severe)**
- **Disrespect towards teacher**
- **Disruption of instruction** - clearly state on form the interventions
- **Habitual violator** – clearly state on form the violations

**CONSEQUENCES: Including but not limited to:**

- Parent contact/conference - After-school detention
- Restitution for destroyed or defaced property
- **Saturday detention(s)**
- **In-School Suspension (ISS)**
- **Out of School Suspension** – every day counts as an unexcused absence. (See attendance)

**Major Infractions/Consequences: Level II** - These are infractions that require the teacher to fill out the long state behavior form. The teacher is to call the front office to alert the administration that the student has been sent out of class and is to report to the discipline office. Teacher may also be asked to meet with the Administrator to provide further information for investigation. The Administrator will process the referral, retain the student, assign the consequences, and return a copy of the processed form to the teacher.

**INFRACTIONS: Including but not limited to:**

- Fighting
- Theft
- Cheating (exam or major project/paper)
- Skipping class/Leaving campus
- Disrespect with profanity towards adult
- Alcohol possession/usage
- Drugs/controlled substance possession

- Harassment of an adult
- Vandalism to school property (major)
- Harassment of another student
- Bullying (verbal; physical; written; cyber)
- Possession of weapon(s)
- Technology violation (harassment; pornography; etc.)

**CONSEQUENCES: Including but not limited to:**

- Parent contact/conference
- Restitution for destruction of property
- **Saturday Detention**
- **Out of School Suspension**
- **Recommendation for Expulsion**

\*\*\*Any infraction not listed will be addressed by following the St. Tammany Parish Public School System District Hand book for Students and Parents.

➤ **AFTER SCHOOL DETENTION:**

**After school detention is held every school day - Monday through Friday in Room 103 from 2:45 p.m. – 3:30 p.m.**

- Early release seniors must see administrator to schedule the detention to follow the early release time or they will be considered as skipping the detention if they do not show for the afterschool detention.
- If a student is absent on the day of his/her scheduled detention, the student will serve detention on the first day back to school following the absence.
- **No-show for afterschool detention will result in a Saturday detention.**
- Students are required to bring academic work to detention. If no work is brought, an assignment will be given.
- Students are to keep track of their detentions and are to retain the pink signed copy as a reminder.
- Students are to report to detention on the assigned day.
- Students who **refuse to sign a detention form** will still be required to attend the detention.
- Students are responsible for arranging their own transportation when they have detention.
- Students are responsible for communicating with their parent/guardian with regards to detentions as parents are not called for minor infractions.

**Rescheduling an afterschool detention: Only a Parent may reschedule a detention. The Parent must call an administrator prior to 2:41 p.m. of the day of the detention.**

**Athletes are expected to serve detention on the date assigned. Notification to the coach with regards to practice is the responsibility of the athlete. If an athlete has an early dismissal for a game or athletic activity on the day of the assigned detention, it is the athlete's responsibility to make arrangements for rescheduling with the disciplinarian.**

## ➤ ISS – In School Suspension –in school intervention

Assignment to ISS will be done by an administrator. Students will report to the ISS room on the morning of the assignment. A letter will be given to the student and also will be mailed home. Students are responsible for communicating this information to their parent/guardian. Students will be given academic work while in ISS. The ISS supervisor will enforce the rules of behavior. If a student causes problems in ISS, the student will be suspended. Electronic devices are not allowed on campus and will be confiscated and turned over to an administrator. If a student is absent for an assigned In School Suspension, the student will serve on the first day back to school. If a student is asked to leave In School Suspension due to improper behavior, he/she will receive an out of school suspension.

### ● Saturday Detention

If a student misses Saturday detention, the student's parent or guardian must contact the school's administration on the first day back to school. The school administration will determine what action to take after communicating with the student's parent or guardian. If a student is asked to leave Saturday detention due to improper behavior, he/she will receive an out of school suspension.

- Saturday detentions are held from 8 a.m. – 12 noon and are assigned by an administrator.
- Students are required to bring academic work or a writing assignment will be given.
- Students are to dress according to the regulations adhered to on a regular school day.
- Students are to arrange for their own transportation to and from Saturday detention.
- A letter will be given to the student and sent home as a courtesy. Students are responsible for communicating with the parent/guardian regarding the detention.
- Parent call prior to detention is the only way to reschedule a Saturday detention.
- Students who miss a Saturday detention will be given a one day at-home suspension.  
**Excuses for missed Saturday detentions will not be accepted if arrangements were not made prior to the detention.**
- No electronic devices are allowed. In the event that the student has a cell phone, it must be turned over to the detention supervisor for the duration of the detention. Students who use electronic devices during detention will receive a suspension.

### ➤ Suspensions

At-home suspensions will result in an unexcused absence from school. Students should keep up with their school work while suspended. The student will be allowed to make-up work as per PRHS makeup policy but can only receive a maximum of 67% on any assignment.

### Dishonesty/Cheating

Cheating is defined as giving or receiving help in any phase of class assignment, tests, homework, reports, projects, exams, etc. A student caught cheating on any assignment or test (giving or receiving information), will receive a zero or disciplinary action.

## **Dress Code (refer to pgs. 7-8 – STPSS Discipline Handbook)**

The following dress code polices are in addition to the guidelines outlined in the parish handbook.

### **MALES:**

- **Hair is not to fall below the collar** of the shirt in the back and is not to be past the chin on the sides. **Hair is also not to fall below the eyes** in the front or obstruct the eyes in any way. . **Mohawks**, neither in style nor cut, **are not allowed.**
- **Students must be clean shaved.** Facial hair is restricted to sideburns that do not pass the earlobe and a moustache above the lip. **Beards, goatees, chin hair is not allowed.**
- Sleeveless shirts or cut off shirts are not allowed.
- Gym and running shorts are only to be worn for PE class.
- Board shorts and bathing suits are not allowed.
- **Pants must be worn at the waist.**
- Flip-flops, slippers or backless thong sandals are not permitted.

### **FEMALES:**

- Tank tops, strapless tops, spaghetti strap tops, racer back shirts or shirts with a strap less than 4 fingers wide **are not allowed.** Tops are also to be appropriate fit and coverage.
- Gym type sport and running shorts are NOT allowed. **(except for PE)**
- **Tights, leggings, jeggings, yoga pants, etc are NOT allowed - unless covered** with an appropriate outer garment (**skirt, shorts, dress**) OUTER GARMENT MUST BE **no more than 5 inches above the knee in the front and back** and of appropriate fit.
- Flip-flops, slippers, or backless thong sandals are not permitted.

### **GENERAL FOR BOTH MALES AND FEMALES:**

- Clothes are to be free of language and graphics referring to alcohol, drugs, sexual innuendo and inappropriate activity.
- Jeans, pants, and shorts **are not allowed to have holes** or shredding between the waist band and 5 inches above the knee all the way around. Wearing another layer of clothes under the holes is not acceptable for compliance.
- **Pajama pants are not allowed.**
- Writing across the backside of any type of pants or shorts is not allowed.
- **Hats, bandannas and caps are banned.** They will be confiscated and returned at the end of the school day. Refusal to turn over the item will result in discipline action. Repeat behavior will result in confiscated items not being returned until the end of the school year.
- **Piercings for both males and females are to be confined to the ears.** Students with piercings other than the ears will be required to remove the item and will receive an after-school detention. **Methods to hide the piercing will not be allowed and detentions will be issued.**

**Afterschool detentions will be given for dress code violations. The administration reserves the right to require a student to change their attire or to have attire brought to them at school until it is deemed appropriate. Student must call parent and while waiting report to the ISS room until they can change their attire. If these measures are not followed, the student will remain in ISS for the remainder of the school day.**

## **Drivers License Reporting Act 732**

Act 732 became effective on January 1, 2004. This act requires that principals notify the Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the age of fourteen and eighteen who has been expelled or suspended from school for ten or more consecutive school days or an assignment to an alternative educational setting for ten or more days for infractions involving the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff.

## **Electronic Devices (refer to p. 11 STPS Discipline Handbook)**

St. Tammany School Board Policy prohibits the possession of cell phones on school grounds. If a student is determined to have a cell phone it will be confiscated and held until the student's parent or guardian can pick it up from a school administrator. If a student refuses to give a staff member their cell phone they will be reported to the school administrator who will take the appropriate disciplinary action. When an electronic device is confiscated, it cannot be picked up by the parent or guardian until 2:45 p.m. on the first day of the confiscation. After the first day, it can be picked up anytime.

- **If a parent/guardian needs to communicate with a student, that person should call the school at (985) 863-2591 to leave a message for the student. Only emergency messages will be given to students between classes and during the lunch period.**

Consequences for possession/use of an electronic device follow:

**1<sup>st</sup> offense:** confiscate; parent picks up; After-school detention.

**2<sup>nd</sup> offense:** confiscate; parent picks up; Saturday detention.

**3<sup>rd</sup> offense and thereafter:** confiscate; parent picks up; at-home suspension.

- **Refusal to relinquish the device to the teacher/admin./staff will result in a discipline referral "as disrespect" and the student being SUSPENDED. Parent conference required before student can return to class.**

## **Emergency Closing of School**

The announcement for school closing will be made over local TV and/or radio stations. Parents are urged to disregard rumors on closing of school and wait on official word from the superintendent.

## **Fees- pay online at: [www.mypaymentsplus.com](http://www.mypaymentsplus.com)**

**Student Supply Fee:** \$10 each school year – payable to homeroom teacher

**Family & Consumer Science:** \$5.00 per course – payable to course instructor

**Art I & II** - \$3.00 per semester – payable to course instructor - **ENGLISH:** \$3.00 per course

**Mathematics:** \$5.00 per course AND **Science:** \$5.00 per course – payable to course instructor

## **Field Trips**

Field trips are a privilege and as such, students must be in good standing. The student must have the parent permission form signed and turned in prior to the trip. The student attendance, discipline and individual classroom teacher reports and grades are criteria that determine if a student is allowed to attend a field trip. Students going on field trips are excused from class and required to make-up all work missed within 2 days of the absence. Students are reminded that they are representatives of PRHS and should dress and conduct themselves as such. Students who are inappropriately dressed for the field trip will be given the option of changing their attire in order to participate or will remain on campus in the ISS room. Any student who causes discipline problems while on a field trip will not be allowed to participate in field trips for the remainder of the school year and may face discipline action.

## **Fire Drills, Lock Down Drills, and Tornado Drills**

Fire drills, lock down drills, and tornado drills will be held periodically. During these drills, students must remain calm and follow instructions carefully. The drill procedures are posted in every room.

## **Grading Scale/Policy -State Uniform Grading Policy**

A = 93-100

B = 85-92

C = 75-84

D = 67-74

F = 66 AND BELOW

## **Grading Practices**

There shall be a minimum of nine assessments for each student during a nine-week period excluding the nine week exam. A variety of assessments shall be included i.e., portfolios, journals, written tests, projects, checklists, writing samples, interviews, observations, and anecdotes. All assessments shall be fair and reasonable as determined by the principal or his designee. Test items shall reflect the instructional objectives in the teacher's lesson plans. The nine-week exam shall count (20%) 1/5 of the nine-week grade. Conduct shall be considered separately and graded "S" or "U". "S" denotes "Satisfactory" and "U" denotes "Unsatisfactory".

The course syllabus shall reflect the performance standards and homework requirements. The degree to which homework will play a part in the overall grade shall be communicated verbally, in writing, or on the teacher's web site, to the student and parent. Each assessment shall count for no more than 1/9th of the total nine-week grade.

## **Guidance**

Guidance services are available for every student at Pearl River High School. Your counselor will assist you in personal, career, and academic matters.

## **Hall Passes (each hall has a colored hall pass)**

1. Each classroom teacher will implement a bathroom policy
2. Every student out of a classroom must have a colored hall pass in his/her possession.
3. Student may **not** be issued a pass by one teacher to miss another teacher's class.
4. Students out of class without a hall pass will be referred to the administration for the appropriate action.
5. Teachers are to refrain from allowing students to go to the bathroom within 15 minutes prior to the end of a class, before the lunch period, before the end of the school day, or during the class period immediately after lunch.
6. Students with specific bathroom needs are to bring a note from the doctor to the main office. Teachers will be notified and the note will be kept on file.

**No one other than a counselor, administrator or a member of the office staff is allowed to ask for a student to leave class.**



## **Health Records**

Immunization records must be updated. If a student fails to provide this information, he/she may not attend school until the records are updated and made available.

## **ID'S (per STPSS discipline handbook)**

Students in grades 9-12 are **required to wear student school ID's visible above the waist** during regular school hours. The student Identification card is made for each student at the beginning of the school year. The ID is not to be defaced or cut in any way (no stickers, pins, photos, markings). Writing and embellishments are not allowed on the front or back of the ID and the front of the ID is to be showing at all times. The tag is to be on the outermost garment of clothing and is to be worn in the front and above the waist. After-school detentions will be given for violations of the policy or for wearing another student's ID. Defaced and cut IDs will be taken away when the detention is given. **Replacement IDs may be purchased through the front office at a cost of \$3. Temporary IDs are issued for a period of one day – the cost is \$1.00. The front office or administrators are the only persons who can issue a temporary ID or replacement ID.**

**\*\*\*\*\*A detention will be issued to any student who is without an ID during the day. This includes the lunch period and passing between classes. No advance warnings will be given.\*\*\*\*\***

## **Interim Reports**

Interim reports indicating student progress are issued in the fifth week of each nine-week grading period. These reports are used to communicate with students and parents on how the student is doing on his/her grades. Report cards are issued at the end of each nine-week session.

## **Library Policies**

1. The library opens every day at 7:10 a.m. and closes at 2:45 p.m.
2. Students may use the library before school.
3. Students must check out library materials to be used outside the library. Books may be borrowed for two weeks then renewed if necessary.
4. Students should return the books on the due date or before, if possible. A fine of ten cents per school day will be charged on overdue books.
5. Books lost or damaged must be paid for by the borrower.
6. If a student has an overdue book, he/she may not check out additional books from the library until the fine is paid and the book is returned. Library checkout privileges will be restored when students have paid the fines, returned lost books or negotiated with the librarian and/or principal as to reasons why the fine cannot be paid. The librarian will notify the parent or student in writing regarding overdue or lost books. Written notification must be given at least once each nine weeks when report cards are sent home.

## **Lockers**

Students may have a locker assigned to them at the beginning of the year by their homeroom teacher. Students should keep personal belongings and books in their own lockers. If the student's locker does not have a lock, the student may purchase a lock and give their combination to the office, or ask for a locker with a lock on it. All lockers should be kept locked **at all times**. Books and book bags should be kept in locked lockers during lunch and should not be placed in the cafeteria or hallways. School lockers are the property of St. Tammany Public Schools. At no time does the School System relinquish its exclusive control of lockers provided for the convenience of students. Periodic inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

## **Lunch Check-out/Check-in**

Students are to remain on campus during the lunch period. Due to the possibility of missing valuable class time, students are discouraged from checking out at lunch. If a student must check out during the lunch period in order to attend a doctor, dental or scheduled appointment, that student is to return to school with documentation of the appointment when checking back in to school. **Phone checkouts are not permitted.** Students who must be checkout will be called at the end of lunch. Excessive lunch checkout/checkins will be addressed by the administration.

## **Medication Policy**

As a general guideline, medications are not to be given at school. There are circumstances that require students to take medication at school. When this is necessary, proper documentation is necessary and St. Tammany Parish School Board Medical Policy is adhered to. This policy is in the St. Tammany Parish Students Disciplinary Handbook given to each student at the beginning of the school year.

## **Messages and Deliveries to Students**

Messages will not be given to students during the school day unless there is an emergency. All deliveries (flowers, Balloons, etc.) are kept in the front office until dismissal time. Students will not be allowed out of class for deliveries, and will not be allowed to carry flowers, balloons, etc. with them during the school day.

## **Outside Food and Drink/Deliveries of Food**

Students are allowed to bring their lunch to school. **No food or drink from restaurants or fast food establishments is to be brought on campus or delivered to students during school hours.** Students are not allowed to bring food or drink into the classrooms, gym or library. Students who attempt to receive delivered food from a visitor, or are in an unsupervised area, will face discipline consequences.

## **Student Parking Rules, Regulations and Areas:**

- ALL OBLIGATIONS MUST BE CLEARED BEFORE A PARKING STICKER WILL BE ISSUED.
- *To purchase a parking sticker, a student must have a valid driver's license, registration papers for the vehicle and proof of insurance. – SENIORS AND JUNIORS ONLY.*
- **On the 7<sup>th</sup> tardy in any 9 weeks, the student will receive a Saturday detention and lose their parking privileges. 8<sup>th</sup> and thereon - administration discipline/loss of parking.**
- Students who drive to school and park on campus are required to register their car with the administration and MUST have a parking sticker to park on campus.
- Parking sticker will cost \$25.00 per year and must be purchased from an administrator.
- Parking sticker must be secured on the passenger's side windshield so it is clearly visibly from the exterior of the vehicle and not hidden by anything.
- Students are to park in the assigned student parking areas and are not to park in reserved spaces belonging to faculty & staff or visitors.
- Parking permits will only be sold for the number of student parking spots available.
- **Sophomores and freshmen will not be allowed to purchase a parking sticker this year.**
- Any student parking on campus **without** a current parking sticker will receive a parking ticket - \$10 first offense, \$20 second offense, \$30 third offense, etc; and discipline action.
- Students will not be allowed to go to their cars during the school day unless they are escorted by the school resource officer or has permission from a school administrator.
- Students are not to loiter in the parking lots or remain in their cars.
- Loud music is not to be played on car stereos while entering, exiting or parking on campus.
- Parking in an unauthorized area will result in a ticket or discipline consequences.
- Violations of parking regulations may lead to suspension of parking privileges and/or disciplinary action.
- **STUDENTS MUST ABIDE BY ALL OF THE ABOVE AND BY THE RULES, REGULATIONS, AND RESPONSIBILITIES LISTED ON THE PARKING REGULATIONS FORM.**

## **Pay online:**

Pay online for a variety of school related fees including LUNCH, school fees, club dues, yearbook, and other expenses. Click here for online site: [www.mypaymentsplus.com](http://www.mypaymentsplus.com)

## **Piercing**

Students are **not allowed to have any body piercing other than ear lobes.** See STPSB Discipline Handbook. Students may not use Band-Aids or other means to cover up the piercing.

## **Posters**

Any notices, posters or stickers that a student or club wishes to display on the school campus must have the approval of the school administration. Failure to obtain approval will result in removal of the displayed article and possible disciplinary action. The clubs are responsible to immediately removed and clean up displays following the event advertised.

## **Public Display of Affection (PDA)**

Students are to refrain from physical contact of any kind. The only physical contact that is allowed between couples is hand-holding. Any further contact on school grounds will result in a hierarchy of consequences, including an initial warning, after-school detention, parent phone calls and conferences, ISS, suspensions.

## **Radios, ipods, ipads, ear buds, personal laptops, cell phone, cameras, CD and tape players**

Personal entertainment devices listed above are not allowed on the school campus. If these items are brought to school they will be confiscated by an administrator. Confiscated items will only be returned to a parent/guardian. Refusal to relinquish the device will result in discipline action.

## **Schedule Changes and/or Drops**

After students have selected their courses for the school year, only a school administrator can make the determination if the student can change their schedule.

## **Skipping Class/Leaving Class Or Campus**

- Students who are not in class and are not reported absent will be considered as skipping.
- **Students who leave campus without permission will receive administrative discipline.**
- Students must go through the required office checkout procedures in order to leave campus.
- Students are **not allowed to skip a class to go to the gym, library, or another class.**

**\*\*\*Students who skip class and or in an unauthorized area will be subject to discipline action.**

## **Student Accessible Areas**

### **MORNING**

Students are allowed between buildings 1 and 2 and on the covered walkways connecting those two buildings, and if permitted in the foyer of building 2. They may eat breakfast and remain in the cafeteria. Students are only allowed in areas where there is a duty teacher. All other areas are considered off-limits. Students are not allowed to sit in cars or remain in the parking lot or front of the school.

### **LUNCH**

During lunch, all students eating hot lunches must eat in the cafeteria. Students eating take out lunch may eat their lunch on the student patio located between building 1 and 2, or in the cafeteria.

### **After School**

All students are to leave immediately on a bus, in their car, walk home, OR report to a supervised area on campus.

### **Unauthorized Areas/Off limits**

Students are to be in supervised areas during the entire school day. Any student who is found in an unsupervised area will receive discipline consequences. Unauthorized areas in morning/lunch are the gym, field house, parking lots, Ag/shop area, and **any other areas without a duty teacher.**

## **STUDENT PROGRESS CENTER – CHECKING STUDENT GRADES/ATTENDANCE**

Parents can check their own student's grades and attendance using the JPAM Home program. **Log-on at:** <https://jpams.stpsb.org/jpweb/> -- Use Student Number and PIN Number to access student information – this was mailed to you.

## **Student Insurance**

The school does not carry accidental insurance on each student. Student insurance is available at a nominal cost and is optional.

## **Tardy Policy: Late Arrival to School/Tardy to Class**

All students are expected to arrive to school in a timely manner. When a student arrives late to school, he/she must report to the front office and check-in. The secretary in charge of attendance (Ms. Noggerath) will issue a tardy slip to the student and record check-in time in STI.

### **TARDINESS TO SCHOOL (refer to p. 7)**

TARDINESS TO SCHOOL will be dealt with in the following manner:

1. Students will receive a maximum of three **free** tardies to school each quarter regardless of the reason. Excused or not excused will not be determined and no consequence will be administered, but the tardy will be documented.
2. On tardiness 4, 5, and 6: students will receive an after-school detention. A student shall be considered **habitually tardy to school after the fifth occurrence within a semester**. The administration will report any student considered habitually tardy to the supervisor of Child Welfare and Attendance as required by state law.
3. **On the 7<sup>th</sup> tardy in any 9 weeks, the student will receive a Saturday detention and lose their parking privileges for the remainder of the semester.**
4. **On the 8<sup>th</sup> tardy and thereafter in any 9 weeks, the student will receive administrative discipline.**
5. The free tardies do not accumulate and starts over each quarter.
6. Tardies to school are excused only if the student checks-in with a doctor/dental note, a mandatory court appearance note, or a truancy hearing note. **For the tardy to be excused, documentation must be provided upon arrival to school. NO EXCEPTIONS.**
7. TARDY TO ANY CLASS IS AN IMMEDIATE AFTER-SCHOOL DETENTION.

## **Teacher Bill of Rights**

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction, and proper administration of schools. To maintain and protect that authority, teachers have the following rights under state law.

1. A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to certain immunity and to a legal defense.
2. A teacher has the right to appropriately discipline students.
3. A teacher has the right to remove any persistently disruptive student from the classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in custody of the principal or his designee.
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any discipline action taken by the teacher.
5. A teacher has the right to teach in a safe, secure and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely causing serious injury.
6. A teacher has the right to be treated with civility and respect.
7. A teacher has the right to communicate with and to respect the participation of parents in appropriate student disciplinary decisions.
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support, including the assignment of a qualified experienced mentor who commits to helping him/her become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

## Telephones

The office phones are for school business purposes only. No messages will be given to students, except in an extreme emergency. St. Tammany School Board Policy prohibits the possession of cell phones by students on school grounds

## Textbooks

All textbooks issued to students are the property of the St. Tammany Parish School System. Students are expected to take good care of their books. If a book is not returned by a student when the session ends or when he/she withdraws from PRHS, or when a book is lost or damaged beyond use, **the student/parent must pay the replacement cost of the book.**

## Tutoring

Tutoring is available Monday-Thursday in the Library from 2:45 to 3:30 p.m. and by individual teachers. See schedule posted on PRHS Web site.

## Unsupervised Areas

Students are to be in supervised areas during the entire school day. Any student who is found in an unsupervised area will receive discipline consequences.

## Visitors to Campus

PRHS is a closed campus. **All visitors to campus must check in with driver's license** and receive a visitor's pass at the front office. Only visitors on official business, who have registered in the office and **have been approved by an administrator**, are allowed on campus.

## Withdrawal

The procedure for withdrawal is as follows:

1. Secure authorization in writing from parents.
2. Obtain a withdrawal form from the office.
3. Have the form filled out by teachers, librarian, counselor, and bookkeeper, making sure all books, and uniforms are returned and all fines/fees paid.
4. Return completed form to the office.

**\*\*\*\*\*It is virtually impossible to anticipate every situation that may arise in the course of the school day. The administration reserves the right to adjust school policy and discipline procedures when deemed necessary\*\*\*\*\***

Positive Behavior expectations:

- Be There
- Choose your Attitude
- Make Their Day
- Have Fun