

# PRHS HANDBOOK ADDITIONS

## 2009 – 2010

### 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.

### ATTENDANCE (refer to p. 6 of Parish Handbook)

Students are allowed no more than 10 days of absence in a semester. This includes excused and unexcused absences. Excused absences include personal illness, serious illness of an immediate family member, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith. **Students must bring a note from home to have the absence for one of the listed reasons excused. Notes will only be accepted within 2 school days following the absence.** Letters will be sent to the Office of Child Welfare and Attendance when absences accumulate to 5 or 10 or more. **Absences due to suspension are unexcused and it is up to the teacher's discretion to allow makeup work.** 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 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.

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

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

Students will be given three free tardies to school each quarter.

On tardies 4, 5, 6, and 7: students will receive an after-school detention.

On tardies 8, 9, 10: students will spend one day in ISS.

On tardies 11 and thereafter: students will receive one day of at-home suspension and makeup work is not allowed.

The free tardies do not accumulate and it starts over each quarter.

Tardies to school are excused only if the student has come from a doctor/dental appointment or a mandatory court appearance. For the tardy to be excused, documentation must be provided upon arrival to school.

TARDY TO ANY CLASS IS AN IMMEDIATE AFTER-SCHOOL DETENTION.

### **ATTENDANCE INCENTIVES**

Students who receive no excused/unexcused absences, no excused/unexcused to school tardies, or who do not check out or check in from school and are here for the entire school day will be invited to receive rewards through the Positive Behavior Support program. Rebel Recognition (treats) will be held each quarter; Rebel Roni (pizza party) will be held each semester; and, Rebel Respite (field trip) will be held at the end of the year.

### **DRESS CODE**

The following clarifications 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. Males cannot use any means to confine hair to meet the guidelines. Mohawks, neither in style nor cut, are not allowed.

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, slides or backless sandals are not allowed.

#### **FEMALES:**

Strapless tops, spaghetti strap tops or shirts with a strap less than 4 fingers wide are not allowed. Tops are also to be appropriate fit and coverage.

Gym and running shorts are only to be worn for PE class.

Tights and leggings are allowed but the outer garments (skirts, shorts, dresses) must be **no more than 5 inches above the knee in the front and back** and of appropriate fit. Flip-flops, slippers, mules, slides or backless sandals are not allowed.

**GENERAL FOR BOTH MALES AND FEMALES:**

Shirts 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.

\*\*\*Sweatpants are not allowed. \*\*\*The only time sweatpants and wind pants are allowed are as a complete warm-up suit or complete wind-suit. At no time are the legs of sweatpants to be rolled or pushed up above the ankles.

If a student is called to the office or a classroom building when already dressed in PE clothes, the student must change to appropriate clothing before reporting to the area.

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 an immediate Saturday detention for willful disobedience. Repeat behavior will result in confiscated items not being returned until the end of the school year.

**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. If these measures are not followed, the student will remain in ISS for the remainder of the school day.**

**PIERCINGS:**

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 automatic after-school detention. Methods to hide the piercing will not be allowed and detentions will be issued.

**ID TAGS:**

**In order to ensure the safety and security of our students, it is mandatory that IDS be worn.** ID tags are to be worn from the minute the student enters campus until the minute the student is off the campus. Students must wear their own ID. The tag is not to be defaced or cut in any way. 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 can 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 and students will not be allowed to purchase a temporary or replacement ID past 7:30 a.m.

**The front office and the disciplinarian or another administrator 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.\*\*\*\***

## **DISCIPLINARY ACTIONS (refer to pp. 8 – 14)**

Disciplinary consequences are arranged in a hierarchy. 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.

## **AFTER SCHOOL DETENTION**

Held Monday through Friday in Room 103 from 2:45 p.m. – 3:30 p.m.

Early release seniors and Option III students must see Ms. Bonnaffons 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.

A skipped afterschool detention will result in a Saturday detention. This will be scheduled with Ms. Bonnaffons and papers will be given to the student and sent home.

**Students who checkout past 2:00 p.m. on the day they are assigned a detention must bring a doctor's note or a written excuse to Ms. Bonnaffons by 7:30 a.m. the next day, or it will be considered a skipped detention and a Saturday detention will be assigned.**

Students are required to bring academic work to detention. If no work is brought, a writing assignment will be given.

Students are to keep track of their detentions and are to retain the pink signed copy as a reminder.

On most days, detention names will be called after school. If names are not called, or if a student does not hear his/her name, this does not absolve the detention. Students are to follow the date on the pink slip given by the teacher.

Students who refuse to sign a detention form will be given a Saturday detention by the disciplinarian.

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.

Excuses for afterschool detentions will not be accepted past 2:30 p.m. on 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 meet on the day of the assigned detention, it is the athlete's responsibility to make arrangements for rescheduling with the disciplinarian.

## **SATURDAY DETENTION**

These detentions are held from 8 a.m. – 12 noon.

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.

Students will be assigned to Saturday detention by an administrator. 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.

Requests to reschedule a Saturday detention will only be granted until 3 p.m. on the Friday before the 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.

## **ISS**

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.

\*\*\*\*Cell phones are to be turned over to the ISS supervisor while in ISS.

Electronic devices will be confiscated. Parents will be called and the student will be suspended.

## **SUSPENSIONS**

At-home suspensions will result in an unexcused absence from school. Students should keep up with their school work while suspended. The decision to allow makeup work to a suspended student is up to the individual teacher.

## **ELECTRONIC DEVICES (refer to p. 11)**

All electronic devices will be turned in to the office when confiscated. No teacher is to hold on to an electronic device and return it to the student at the end of the class period or the school day. 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 (986) 863-2591 to leave a message for the student. 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; Saturday 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.

A student's refusal to relinquish the device to the teacher results in immediate referral to disciplinarian; immediate additional Saturday detention; and, rapid advancement through severity of consequences.

**BULLYING (refer to p. 12)**

There is a Zero Tolerance policy at PRHS for bullying of any kind. Cyberbullying, 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.

**PUBLIC DISPLAYS 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.

**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 class or campus without permission will be suspended.

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 or library.**

Each classroom teacher will implement a bathroom policy. Students are encouraged to take care of personal needs between classes and during the lunch period. 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. 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.

Students are **not** to ask a teacher to leave a class in order to go to another teacher's class or another location.

**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 for the following:

- |                                     |   |
|-------------------------------------|---|
| Dress code violation                | Parking violation                                   |
| Class disruption/misbehavior (mild) | Tardy to class period                               |
| Disruption of learning process      | PDA (mild)  |
| Disrespect (mild) towards peer(s)   | Technology violation (mild:web surfing;games; etc.) |
| Eating/drinking in class            |   |

**Major Infractions/Consequences: Level I**

These are infractions that require the teacher to fill out the long behavior form. The teacher is to call the front office to alert the Disciplinarian that the student has been sent out of class and is to report to the discipline office. The Disciplinarian 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)

(\*no referral form necessary unless student refuses to relinquish phone to teacher)

Skipping class (level one)

Cheating (quiz or test or minor assignment)

Technology violation (forbidden site; taking another student's work; using someone else's password; etc.)

Failure to attend after-school detention

Possession of weapon(s)

Vandalism (minor: books, desks)

PDA (repetitive or extreme)

Smoking/tobacco possession/"dipping"

Habitual violator

Disrespect towards peer(s) (severe)

Disrespect towards teacher

CONSEQUENCES: Including but not limited to:

Parent contact/conference

Restitution for destroyed or defaced property

Saturday detention(s)

In-School Suspension (ISS)

Out of School Suspension

**Major Infractions/Consequences: Level II**

These are infractions that require the teacher to fill out the long behavior form. The teacher is to call the front office to alert the Disciplinarian 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 Disciplinarian or Administrator to provide further information for investigation. The Disciplinarian 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)          |                               |
| Technology violation (harassment; pornography; etc.) |                               |

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

Parent contact/conference  
Restitution for destruction of property  
Out of School Suspension  
Recommendation for Expulsion

**\*\*\*Any infraction not listed will be addressed by following the St. Tammany Parish Public School System District Handbook for Students and Parents as well as the Pearl River High School Handbook Addendum.**

#### **VISITORS TO CAMPUS**

All visitors to campus must check in and receive a visitor's pass at the front office. Visitors are discouraged from being on campus during the lunch period. Visitors are not allowed to roam the halls in the classroom buildings or to ask to see students and teachers while classes are in session or while a teacher is conducting class.

#### **OUTSIDE FOOD AND DRINK/DELIVERIES OF FOOD**

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

#### **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 for 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.

#### **BEING IN 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.

### **PARKING LOTS/PARKING SPACES**

Students who plan to drive to school and park on campus are required to register their car with the ROTC faculty members.

Students are not to loiter in the parking lots or in their cars.

Loud music is not to be played on car stereos while entering, exiting or parking on campus.

Students are to park in their assigned space and are not to park in reserved spaces belonging to other students.

Vandalism to decorated spots will result in discipline consequences.

### **SCHOOL DANCE BEHAVIOR AND ATTIRE**

Students are to be dressed appropriately for all school dances. Hats, caps and bandannas are not allowed at dances.

Students are required to arrive and remain at the dance for the duration of the lock-in.

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.

Inappropriate attire at a dance will require adhering to the directives of the staff or administrator in order to remain at the dance.

Students are to adhere to daily school policy while at the dance.

PDA and inappropriate dancing will not be tolerated.

### **EXAM DAY/TESTING DAYS ATTENDANCE**

Students are not allowed to check out 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.

### **FIELD TRIP INFORMATION**

Field trips are a privilege and as such, students must be in good standing with regards to attendance and academic performance in order to participate in a field trip. 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.

**\*\*\*\*\*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.\*\*\*\*\***