

Lakeview High School
7305 HWY 9
Campti, LA 71411
Main Office: 318-476-3360
Fax: 318-476-2851

Student Handbook
2026-2027

Principal: Chase Stepp

This agenda belongs to: _____

Address: _____

City:_____**Zip:** _____

Telephone: _____

LAKEVIEW JUNIOR/SENIOR HIGH SCHOOL ACADEMIC PHILOSOPHY

The faculty of Lakeview Junior/Senior High School believes that each student is an individual of great worth who is entitled to develop his/her fullest potential. We believe that education should encourage an enthusiasm for life, a love of learning, and a respect for self, for others and for the values of our democratic way of life. We provide for the intellectual, physical, moral, social, and emotional growth and development. We recognize the need for continuous professional growth and revision of commitments and methods and the understanding of teacher responsibility in preparing students to meet the challenges of life in a rapidly changing society.

OBJECTIVES OF LAKEVIEW JUNIOR SENIOR HIGH SCHOOL

1. To prepare each student for college and career readiness.
2. To implement a rigorous curriculum that provides academic balance for each student.
3. To create opportunities conducive to the development of a positive self-concept.
4. To diversify the curriculum through special services to meet the individual needs of exceptional students.
5. To provide meaningful positive student campus life experiences which help them transcend into young adult life.

ATTENDANCE REQUIREMENTS

Students from the seventh to eighteenth birthday shall attend public or private day school or participate in an approved home study program.

1. Schools shall administer attendance regulations in accordance with state and locally adopted policies.
2. \Students shall be expected to be in attendance every student activity day scheduled by the local school board.
3. In order to be eligible to receive grades, high school students shall be in attendance a minimum of 80 days per semester or 160 days per school year for schools not operating on a semester basis. Elementary students shall be in attendance a minimum of 160 days a school year.
4. The only exception to the attendance regulation shall be the delineated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance. These extenuating circumstances are as follows:

A. Extended personal, physical or emotional illness which has been verified by a physician.
B. Extended hospital stays as verified by a physician.
C. Extended recuperation from an accident as verified by a physician.
D. Extended contagious disease within a family as verified by a physician.
E. Travel for education which has prior-approval by the school system.
F. Death in the family (not to exceed one week).
G. Natural catastrophe and/or disaster.
H. For any other extenuating circumstances, parents must make a formal appeal in accordance with the due process procedures established by the local school board.

5. Students who are verified as meeting extenuating circumstances and therefore eligible to receive grades shall not receive those grades if they are unable to complete make-up work or to pass the course.
6. 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 make-up work.
7. The days absent for elementary and secondary school students shall include temporarily excused absences, unexcused absences, and suspensions.

8. Students shall be temporarily excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith and shall be given the opportunity for make-up work. An absence, either excused or unexcused, shall be counted as an absence.
9. Students shall not be excused from any absence other than those listed and shall be given failing grades in those subjects for those days missed with no make-up work allowed.
10. 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 own parents or guardians.
11. Students missing school as a result of a suspension shall be counted as absent and shall be given failing grades for those days suspended with no make-up work allowed.
12. A student enrolled in regular education who, as a result of physical illness, accident, or treatment thereof, is temporarily unable to attend school shall be provided instructional services in the home or hospital environment through special education when appropriate. (Procedures outlined in Act 754 and Bulletin 1508, *Pupil Appraisal Handbook)*
13. School systems shall provide education and related services to exceptional students in accordance with an Individualized Education Plan (IEP) for no less than the normal 180-day school cycle.
14. All students upon entering Louisiana schools for the first time shall present an official birth certificate and a record of immunization. (All students entering any school for the first time shall present satisfactory evidence of having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis, measles, and other communicable diseases according to a schedule approved by the State Department of Health and Human Resources, or shall present evidence of an immunization program in progress. In addition, each child shall have a test for meniscocytosis, commonly known as Asickle-cell anemia. (The test is mandatory unless parent's object.)

PROCEDURES TO FOLLOW WHEN ABSENT

When returning from an absence, a student must have an admit to return to class. Medical excuses and other extenuating excuses must be given to the attendance clerk between 7:15 A.M. and 7:45 A.M. The student will receive an admit at that time.

Notes from parents or guardians stating the reason for the absence, the date of the absences, and the signature of the parent or guardian must be given to the attendance clerk. If the student does not bring a note from a parent/guardian or a doctor (within 48 hours upon return to school), an unexcused admit will be written by the attendance clerk until a note from a parent/guardian or doctor is received. A note must be received for the absence to be excused. Notes from a parent/guardian will allow students to make up missed work, but such notes will not excuse the absence. In other words, the absence will count toward failure. It is the responsibility of the student to find out what he/she missed and to make that work up within the given period of time.

ADMIT SLIPS

Students who have been absent get admit slips in the manner described above. It is the responsibility of the student to give the admit slip indicating an excused or unexcused absence to his/her teacher for each period, so that the teacher may initial the admit slip and make the proper adjustment to the teacher's attendance roll book.

CHECKING INTO SCHOOL LATE

Students coming to school after the tardy bell for first period must go to the attendance clerk to get an admit slip. If this tardy is unexcused, the student will be subject to disciplinary action. If possible, parents should escort their tardy children to the office and explain the reason for the tardiness.

LEAVING SCHOOL EARLY

Students who leave school early must have written permission from a parent or guardian. These notes must be signed by the principal or his designee. If the student does not have a note, a parent or guardian must be contacted and must arrive at school and check the child out . Only the parent/guardian or those listed in the computer may sign a student out. Once permission is obtained the student must sign out in the office. A student who leaves campus without the permission of the Principal or his designee is subject to be suspended for three (3) days. Excuses for the periods missed are handled through the attendance clerk the same way as an absence is handled.

MOVING TO ANOTHER SCHOOL

If a student is leaving Lakeview Junior/Senior High School to go to another school or another situation such as home schooling or work, the following procedure must be followed. If the student is seventeen or younger, parental permission must be obtained. A check-out sheet must be obtained from the counselor. The student will take the check-out sheet to each teacher so that the teacher can enter the grade and any debts owed (such as books) and then sign the sheet. The student must also go to the school secretary, librarian, lunch room manager and principal for their signatures. Once all the signatures are obtained, the student returns the check-out sheet to the counselor. The counselor will give the student a copy of the sheet. Failure to return the check-out sheet or to pay any outstanding debts listed will result in student records not being sent to any requesting school.

DISCIPLINE

One of the most important lessons that can be learned in school is that of discipline. Rules and regulations will always exist. Those who master the art of following the rules and respecting the rights of others will have a head start on success. While the primary job of Lakeview Junior/Senior High School is to educate, this cannot be done without order. To ensure order, the following disciplinary code has been developed.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT

Good behavior and discipline of students are essential prerequisites to academic learning, the development of student character, and the general, as well as educational socialization of children and youth. All schools in Natchitoches Parish have participated in training for Positive Behavior Interventions and Support in compliance with the Juvenile Justice Reform Act (R.S. 17:252) and the BESE Model Master Plan for discipline.

As a result, our school has developed a Positive Behavior Interventions and Support Team who meets regularly to monitor, evaluate, and modify their Model Master Plan for Discipline. It is important for parents to work closely with their school as we implement these positive behavior interventions to support and improve the school climate.

Lakeview Junior Senior High School PBIS SWAMP Expectations

SWAMP Behavior Expectations

Behavior expectations for all students, faculty, and staff are expressed in the acronym SWAMP. SWAMP stands for **S**trive for excellence, **W**ork Cooperatively, **A**ct Responsible, **M**aintain Respect, **P**roblem Solvers.

SWAMP Rules: Rules define what the SWAMP expectations mean.

SCHOOLWIDE PBIS EXPECTATIONS

Student SWAMP Rules by Setting

Bus Area:

Expectation 1: Strive for excellence
- Maintain proper dress code.

Example: Keep correct uniform: correct shirt, tucked in, pants at the proper level.

Expectation 2: Work Cooperatively
- Be courteous to bus drivers, teachers, and students.

Example: Be polite to all.

Expectation 3: Act Responsible
- Report to and load bus promptly.

Example: Go directly to designated area.

Expectation 4: Maintain Respect
- Keep your hands and feet to yourself.

Example: Respect other people's space and belongings.

Expectation 5: Problem Solvers
- Dispose of litter properly.

Example: Put all trash in proper receptacles.

Common Areas:

Expectation 1: Strive for excellence
- Maintain proper dress code.

Example: Wear uniform appropriately; correct shirt, tucked in, pants at the proper level.

Expectation 2: Work Cooperatively
- Mediate peer disturbance and report when necessary.

Example: Diffuse arguments and report incidences before they get out of hand.

Expectation 3: Act Responsible
- Stay in and move to designated areas in an appropriate manner.

Example: Move to and stay in designated areas quickly.

Expectation 4: Maintain Respect
- Be courteous to others.

Example: Be polite to all and respect other's space.
Non-Example: Being rude to or bumping into others.

Expectation 5: Problem Solvers
- Clean up after yourself.

Example: Dispose of your trash in the correct container.

Hallway:

Expectation 1: Strive for excellence
- Keep voices at a conversational level.

Example: Talk in a conversational level while in the hall.

Expectation 2: Work Cooperatively
- Walk to the right side of the hallway.

Example: Keep to the right side of the hallway.
- Respect other people's space
- Example: Walking around or stopping for people

Expectation 3: Act Responsible
- Move quickly form one location to the next.

Example: Moving quickly from class to class.

Expectation 4: Maintain Respect
- Keep hands, feet, and objects to yourself.

Example: Keep hands, feet, and objects to yourself.

Expectation 5: Problem Solvers
- Have a planner in possession at all times.

Example: Always have your planner with you.

Bathroom:

Expectation 1: Strive for excellence
- Use Facilities in a timely manner

Example: Exit the restroom immediately after using the facilities.

Expectation 2: Work Cooperatively
- Report any problems

Example: Report maintenance problems to teachers or janitorial staff.

Expectation 3: Act Responsible
- Remain substance and tobacco free

Example: Use facilitates as intended.

Expectation 4: Maintain Respect
- Respect other people's privacy

Example: Wait your turn in line

Expectation 5: Problem Solvers
- Clean up after yourself.

Example: Flush commodes and put all trash in proper receptacles.

Cafeteria:

Expectation 1: Strive for excellence
- Keep Voices at a conversational Level

Example: Keep your voices at a low level

Expectation 2: Work Cooperatively
- Respect others place in line

Example: Wait quietly for your turn.

Expectation 3: Act Responsible
- Remain seated while eating.

Example: Sit and eat your meal.

Expectation 4: Maintain Respect
- Keep your food and hands to yourself

Example: Respect other people's food and space.

Expectation 5: Problem Solvers
- Keep cafeteria clean.

Example: Dispose of trash in the proper receptacle.

Strive for Excellence	Work Cooperatively	Act Responsible	Maintain Respect	Problem Solvers
● Be On Time and Prepared ● Be On Task ● Complete Assignments and Homework	● Be Courteous with Peers and Teachers ● Respect the rights and opinions of others ● Maintain academic integrity	● Attend all classes ● Move Quickly and Orderly to Destination ● Be in Assigned Area at All Times ● Be physically appropriate with peers	● Use Appropriate Language and Tone of Voice ● Respect others property and space ● Keep your hands to yourself	● Think Before You Speak or Act ● Follow Directions and rules the First Time ● Be Substance Free

Teacher SWAMP Rules by Setting

Location	Strive for Excellence	Work Cooperatively	Act Responsibly	Maintain Respect	Problem Solvers
Cafeteria	Reinforce students proper volume level	Report for duty on time	Be attentive to students and surroundings	Model appropriate and courteous behavior	Diffuse possible problem situations
Hallway	Monitor during transition period	Report for duty on time	Encourage students to report promptly to assigned area	Model appropriate and courteous behavior	Diffuse possible problem situations
Common Areas	Effectively monitor all students	Report for duty on time	Reinforce positive behavior on school grounds	Model appropriate and courteous behavior	Diffuse possible problem situations
Restroom	Conduct random walk-throughs throughout the day	Insure that students are departing the facilities in a timely manner	Insure that students are maintaining expectations of the restroom	Model appropriate and courteous behavior	Diffuse possible problem situations
Bus Area	Maintain proper dress code	Report for duty on time	Release students on time	Model appropriate and courteous behavior	Diffuse possible problem situations

The following benefits will be enjoyed by those students who live up to SWAMP Expectations and obey SWAMP Rules.

Long Term Benefits

1. Swamp Jam – A monthly party for all students who have zero behavior infractions and no more than five tardies for the month.
2. Gator Chow Down – is an event for all students who have zero behavior infractions and no more than five tardies for the (9) weeks grading period.
3. Gator Theatre – This is a movie event in the Multi-purpose room for all students who have zero behavior infractions and no more than five tardies per month for the entire semester. Students are treated to a movie, popcorn, snacks, and drink
4. Gator Run - This is an annual field trip for all students who have zero behavior infractions and no more than five tardies per month for the year.

Short Term Benefits

Gator Bucks (Live School Points)- are short term rewards to keep the students motivated to do well. Teachers will reward students with these bucks for positive behavior. Students can redeem various rewards posted on classroom Gator Buck posters.

EXPECTATIONS/OTHER INFRACTIONS THAT WILL ALSO RESULT IN DISCIPLINARY ACTIONS

1. Discipline and school rules apply from the time a student boards the bus until that student gets off of the bus in the afternoon and at all extracurricular activities whether on/off campus.
2. Students are not to be on campus prior to 7:15 A. M.
3. Valuables or large amounts of money should not be brought to school.The school cannot guarantee its return if it is lost or stolen.
4. Headphones, Personal Ipads, apple watches and/or other electronic equipment are not to be brought to school. Such material will be confiscated and held in the principal's office. The school is not responsible if such material is stolen or lost.
5. Phone use is not allowed on students during school hours (lockers are provided for safe storage).

Parish and school board policy will be followed.

6. Students who are suspended or expelled may not attend extracurricular activities, such as football or basketball games as well as events while they are under suspension or expulsion.
7. Students who are suspended must have a parent or guardian with them when they return.
8. Students may not bring visitors to school. Parents, however, are welcomed and encouraged to visit. Parents should make an appointment to visit.
9. Students are not to sit in or on cars in the parking lot before school or during lunch.
10. Students are not to leave campus for any reason, without the permission of the principal or his designee. Once permission is granted, the student must sign out in the office.
11. The teacher is in charge of his/her classroom; the rules of the classroom are to be obeyed.
12. Respect all faculty and staff members as well as all other students.
13. Students should help to keep the classrooms, school building and grounds neat and clean.
14. Signs, posters or banners are not to be placed in the building without the permission of the principal.
15. A faculty sponsor must be present for all student meetings held at school.
16. No initiation activity is permitted in the name of the school without the consent of the principal.
17. Public displays of affection will not be tolerated at Lakeview High School. Kissing, hugging, unauthorized touching, and conduct unbecoming to young ladies and men will be forbidden on this campus.
18. Students are not to chew gum in the classroom or on the school campus.
19. Students are not to be in unsupervised areas.
20. Disruption of class will not be tolerated. Misbehavior will have consequences.
21. Students are not to return to their automobiles during the school day without permission.

Student Discipline

1) **Dress Code**:
    a) No items out of dress code will be allowed in students' possession. At check in, those items will be collected in a tote and held in a secure area until the end of the day. This includes improper shoes/slippers, jackets that are not green, hoodies that are not from the school store or assigned by a sport, or any hats.
    b) Students MUST wear a pre approved daily spirit shirt, a green polo, a plain green crew neck sweater, a uniform hoodie from the school store, or a spirit crew neck sweater to be in dress code. Any student that comes to school out of dress code will report straight to the office to call home for proper clothes. If they do not have the proper attire, they must spend the day in ISS until they can get into dress code. If a student must borrow a loaner shirt from the school, that loan will be recorded and the student will be charged the price of a new shirt if they do not turn in the loaner.
    c) No sagging or oversized clothing. Belts are a part of the parish dress code. If a student does not have a belt, the office will have loaners or other systems in place. If the student refuses to wear the loaner belt or comply with the dress code, he/she will be in ISS until they comply.
    d) ACCESSORIES
        - Only prescription glasses may be worn inside buildings.
        - Jewelry is permissible for both sexes as long as other mandates of this policy are not violated. No vulgar,suggestive, obscene, or gang related tattoos or other items that are visible are allowed (i.e. hair accessories.)
        - No animal related accessories (i.e. dog collars, chains, or animal tails) are allowed to be worn at any time.

- Facial piercings are allowed in the nostrils ONLY and only stud earrings allowed; no bars or hoops of any size are allowed.
- Accessories or other items worn or brought into school that display satanic/occult symbols or practices are prohibited.
- The principal has the discretion to prohibit articles of clothing not specifically discussed in this policy that create or could potentially create campus conflicts.
- Accessories or items worn may not advertise alcoholic beverages, drugs, or use of tobacco products or establishments generally associated with serving alcoholic beverages.
- Students in Grades 9-12, and students at NJH, will visibly wear the Identification card on the shirt or jacket between the belt and shoulders while on campus during the school day except during PE activity classes.
- Each individual school may establish more specific dress code policies as long as they do not contradict the above. In such cases, students will be informed of these policies through printed handouts after having been approved by the Board.
- Book bags must be made of a clear or mesh material.
- Purses cannot be larger than a 12" by 8". (i.e.: sheet of paper) No backpack purses are allowed.

e) HAIR GUIDELINES AND HEADWEAR

- Hair will be clean, combed, and uncovered.
- Facial hair will be clean, groomed and not distracting.
- Pullovers/sock/knit/watch caps are allowed in the outdoor setting only. No logos allowed.
- No other headgear is allowed unless for religious, medical or safety purposes.
- Hairstyles may be further restricted when it pertains to the health and/or safety of students in specific subject areas or extracurricular activities.
- No gang affiliation allowed in hair design or headwear.
- Feathers are not allowed to be worn in hair.

f) ***Any student that cannot come into compliance with the dress code will spend the day in ISS until a parent can bring appropriate items to get them into dress code.***

2) Electronics

a) Phones, headphones, smart watches, laptops, and personal tablets are not allowed to be in a student's possession. They must be left in the student's vehicle (if applicable) or in the student's locker. It will no longer be acceptable to have phones in backpacks. ***If a student is found in possession of any of these items, the Natchitoches Parish Cell Phone/Electronics policy will be followed.***

b) Headphones are not allowed to be worn or used on campus, and school headphones are only allowed in the classroom if they are assigned by the teacher, and are required to complete class work. ***Violation of this rule will result in the headphones being confiscated as per the Natchitoches Parish Electronics Policy.***

3) Tardiness/Skipping

a) If a student is tardy (unexcused) for a class, he or she must get a tardy slip from the office. If a student does not have a slip from the office, nurse, or teacher stating where

they were and when they should have reported to class, then that is automatically considered an unexcused tardy. Students will not be allowed to enter class late without a tardy slip or admit.

b) If a student is more than 5 minutes late to a class, and is unaccounted for, that student will be considered skipping and will be assigned ISS for the first offense. Students must check in with their teacher BEFORE they are tardy if there is an emergency that will cause them to be tardy.
c) Unexcused tardies will result in Lunch Detention, with a **LIMIT** of ***THREE*** Lunch Detentions **FOR THE ENTIRE SCHOOL YEAR**. After the third lunch detention, students will begin receiving more severe consequences.
d) If a student leaves campus without being checked out by a parent or guardian, and is unaccounted for, that student will receive no less than 3 days of ISS for the first offense. ***STUDENTS MAY NOT BE CHECKED OUT OVER THE PHONE***. If a student that drives assists a student in leaving campus without being properly checked out, that student may have driving privileges temporarily suspended for the first offense.

4) Driving/Parking on Campus

a) If a student is driving him/her self to school, they must register and pay the parking fee with the office to get a parking tag. The fee is $15 and the student must provide a valid driver's license, up to date registration, and proof of up to date/valid driver's insurance.
b) Any students parking/driving on campus without registering will be assigned ISS for all illegal parking incidents.
c) Student parking is located on the far back row of the High School side parking lot, closest to the grass. Students must park in a single parking space (no double parking). The vehicle should be parked within the lines of the single parking space. No part of the vehicle shall be parked in the grass. These violations will be considered as illegal parking.
d) Students must follow all local and state traffic laws on campus. Speeding and reckless driving will not be tolerated. If this occurs, students may receive disciplinary action, be ticketed by police, and lose driving privileges.
e) If a student's driving/parking pass is revoked for not following school guidelines, that student ***WILL NOT BE REFUNDED*** for their parking fees.

REPEATED VIOLATIONS OF RULES:

The school discipline plan addresses repeat of major offenses. Each major offense follows a ladder of consequences for that particular offense. Consequences are determined by severity of the offense. 1st, 2nd, and 3rd offense consequences are addressed specifically in the discipline plan. This continuance of consequence is strictly followed.

Any violations not listed are left to the discretion of the administrator. The administration has the right to alter or change any action taken on any infraction based on circumstances and severity. Punishment for any offense beyond the number listed is left to the discretion of the administrator. **Please be advised that the state requires that any student who receives a fourth suspension be recommended for expulsion. Also, the parent has the right to appeal any suspension. This must be done in five days and must be submitted to the Superintendent in writing.**

Vaping Policy:

a) The Natchitoches Parish School System will develop a plan to educate students and parents on the negative effects of vaping. (*Grades 8-12 mandatory curriculum focused on the dangers of vaping.)

b) There will be more frequent policy-approved random searches (pg. 26), including drug dog visits and random metal detector searches.
c) If THC is detected in a vape, the following will apply:
    1. Students in grades 6th through 12th shall be assigned for a minimum of four semesters at the Alternative Center. (Act 337 of Louisiana Legislature 2024 Regular Session)
    2. Students are not allowed to participate in any extracurricular activities, end of the year activities, ceremonies or graduation.
d) Schools will implement increased monitoring of restrooms, as recommended by the school's MTSS Team.
e) Students involved in extracurricular activities or who have parking permits will be subject to increased random drug tests (current policy - pg. being added).
f) Consequences for Vaping/Use of Any Tobacco Product:
    - First Offense: 1) 3 days of In-School Suspension; (gr. 6-12);
      2) Mandatory online course.
      3) Suggested outside counseling.

    - Second Offense: 1) 5 days of Out-of-School Suspension; (gr. 6-12);
      2) In-school counseling.

        - Third Offense: 1) 45 school days automatic expulsion recommendation to the Alternative Center;

In all instances where a student is found to be in possession of a vape/vaping products, the vape and all associated
products WILL BE CONFISCATED and DISCARDED of appropriately by school personnel.

<u>Fight Policy:</u>

NPSB FIGHT POLICY
NPSB is committed to ensuring and providing the safest environment possible for all students and staff. We do not
tolerate violence of any kind. The policies and administrative procedures concerning the fight policy apply to actions of
students on school property, school buses, and any other school related event occurring off of school property.
A FIGHT is defined as a hostile confrontation with physical contact involving two or more individuals. Students found to
participate in a fight as defined will be recommended for a Disciplinary Hearing on any fight violation depending on the
seriousness of the offense.
<u>No recording, videoing, or taking/sending of pictures/videos is allowed on personal or school-issued electronic devices at
any time. If found in violation, the discipline policy will be enforced.</u>

Middle and High School (Grades 6-12) Consequences
• First Fight – 80 school days expulsion recommendation to the Alternative Center with the possibility of a re-entry review held at 40 days or at the end of semester whichever comes first
• Second Fight - 80 school days expulsion recommendation to the Alternative Center with the no possibility of a re-entry review.

• Third Fight - 90 day expulsion recommendation to the Alternative Center

Middle and High School Consequences:

• Recording and/or Posting a Fight - 10 school days automatic long-term suspension to the Alternative Center

• A major campus disruption may result in a semester-long automatic recommendation to the Alternative Center.

EXPULSION

Upon the recommendation for the expulsion of a student, a hearing will be scheduled by the superintendent or her designee to determine whether or not the student will be expelled from the school system or if other corrective actions should be taken. Until the hearing takes place, the student is to be suspended from school. Parents may have special representation at the hearing. If the superintendent or her designee upholds the expulsion, the parent may appeal to the school board. This must be done, in writing, within five days of the decision.

CAFETERIA RULES AND INFORMATION

Students are expected to obey all school rules during breakfast and lunch. The following information and procedures concerning the cafeteria are to be followed: At the beginning of school or enrollment at Lakeview Junior/Senior High School, students will be given an application for free lunch. This is to be completed and returned, even if the student does not qualify for or want free lunches. This information is of benefit to the school; student compliance is appreciated.

1. All school rules and regulations apply in the cafeteria.
2. Lunchroom workers and custodians are school employees and are to be treated and respected as such.
3. Students are to enter the cafeteria through the door nearest the junior high office. They are to leave through the door nearest the junior high parking lot.
4. Students may not take food or drinks out of the cafeteria (except bottled water).
5. Students may bring their lunches if they wish; they may not, however, call out for lunch or have lunch delivered.
6. Students may not leave campus for or during lunch.

HALL PASSES

Students are not to be in the halls during regular class time without a hall pass. Hall passes are to be issued by teachers for class business only. No hall passes are to be issued for the restroom (except in dire emergencies), to see other students or to use the phone. If they do not have permission to be out of class, they will be treated as if they are cutting class. If the student has permission to be out of class without the hall pass, the student will remain in the class with the teacher, the teacher will be reminded of school policy, and the teacher will be subject to losing hall pass privileges.

OFFICE PHONE

The telephone is for school use only. Students will be given messages in case of emergencies; they will not be called from class. In the case of an extreme emergency, a student may request that a school employee call their parents. Students will not be allowed to use the phone; they are requested to advise their friends and family of this regulation.

VISITORS

Students are not allowed to bring visitors to school. Parents are always welcome, but must follow the Natchitoches Parish School Boards policy on classroom visitation. A parent should always make an appointment with the teacher or principal before a conference or classroom visit.

DRIVING PRIVILEGES

Driving to school and the use of the school's parking lot is a privilege. The following regulations apply:

1. Parking permits will be sold until October 1st for $15.00 After October 1st the permits will cost $25.00
2. To obtain a parking permit, a student must provide a valid driver's license, car registration and proof of insurance.
3. If the driving privilege is abused, a parent will be called and parking privileges will be lost for a period of time. If the driving privilege is abused a second time, parking privileges will be lost for one year.
4. The following actions may result in the loss of parking privileges:

A. Leaving campus without permission
B. Loitering in parking lot
C. Reckless or fast driving
D. Skipping school
E. Loud and/or vulgar music.
F. Visiting vehicle during school hours

STUDENT SEARCHES

School officials have the authority to search students and/or their lockers if just cause exists. The suspicion of the possession of drugs or drug-related material, tobacco or tobacco-related material, alcohol, weapons or stolen material would constitute just cause.

The following laws apply to drugs and weapons at school:

1. Louisiana law requires that any student sixteen years or older found in possession of any illegal narcotic, drug or controlled substance on school property, on a school bus or at a school event be expelled from school for a minimum of 24 calendar months. A minimum expulsion of 12 calendar months is required for students younger than 16.
2. Louisiana law requires that any student found in possession of firearm, knife (the blade of which exceeds two inches in length) or any other instrument of danger be expelled from school for a minimum of 12 calendar months.

SCHOOL RESOURCE OFFICER

The school resource officer is a deputy of the Natchitoches Parish Sheriff's Office. The purpose of our school resource officer is to provide increased safety for our school children, faculty/staff and campus. The resource officer has the authority to arrest and in the case of drugs, weapons and fights may be asked to do so.

DAMAGE TO SCHOOL IPADS AND/OR INSTRUCTIONAL MATERIAL

The school board may require parents or guardians to compensate the school district for lost, destroyed or unnecessarily damaged books and materials and for any books which are not returned to the proper school at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the school board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the board, be adjusted according to the physical condition of the lost or destroyed textbook. A school system may waive or reduce the payment required if the student is from a family of low income or may provide for a method of payment other than a lump-sum payment.

In lieu monetary payments, both the school system and the parent/guardian may elect to have students perform school/community service activities. In this case, it will be arranged not to conflict with school

instructional time, student is properly supervised by school staff, and are suitable to the age of the child.

School systems may withhold the grades of a student if a parent or guardian fails to adequately compensate the school for the lost, destroyed or damaged books (through monetary fees or community/school service activities). However, under no circumstances may a school or school district refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child, nor may the school or school district refuse to transfer promptly the records of any child withdrawing or transferring from the school, per requirements of the Federal Family Educational Rights and Privacy Act. Transfer of records shall not exceed 45 days from the date of request.

Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks. Students shall not be denied the continual enrollment each grading period nor re-entry in succeeding school years because of lost or damaged books. However, a graduating senior who owes fines or textbook dues will ***NOT*** be allowed to walk at the graduation ceremony.

STUDENT IDENTIFICATION

Students must have their ID cards properly displayed at all times. ID clips must be clipped on shirt collar. IDs /Temporary IDs/Clips/Lanyard will only be sold before school in the office. If a student does not have an ID, he/she must purchase a new ID or temporary ID before school in the office. If the student does not purchase an ID or temporary ID, he/she will receive a disciplinary action.

ASSESSMENTS AND ACADEMIC RESOURCES

ACT- the ACT consists of four multiple-choice tests: English, Mathematics, Reading, and Science. The ACT Plus Writing includes the four multiple choice test and a writing test. The Louisiana State Department of Education requires that each student take ACT test before exiting high school.

Test			Content
English	75 questions	45 minutes	Measures standard written English and rhetorical skills.
Mathematics	60 questions	60 minutes	Measures mathematical skills students have typically acquired in courses taken up to the beginning of grade 12.
Reading	40 questions	35 minutes	Measures reading comprehension.
Science	40 questions	35 minutes	Measures the interpretation, analysis, evaluation, reasoning, and problem-solving skills required in the natural sciences.

LEAP 2025/ EOC - All students will be required to pass a LEAP 2025 or End of Course Examination as a part of graduation requirements in core subjects prescribed by the Louisiana State Department of Education.

WorkKeys - ACT **WorkKeys** is a job skills assessment system that helps employers develop a high-performance workforce and job seekers promote career success.

Successful completion of three WorkKeys assessments—Applied Math, Graphic Literacy, and Workplace Documents—can help an individual earn the National Career Readiness Certificate™ (NCRC®), a portable credential that documents essential work skills. More than 3 million NCRCs have been issued across the United States.

While the ACT NCRC is awarded at four levels, the Louisiana Department of Education recognizes the "silver" level or higher for accountability purposes. To obtain "silver", a student must have scores of Level 4 or higher in each of the three core areas. At the "silver" level, students have the necessary foundational skills for 67 percent of the jobs in the WorkKeys database.

Supported by data from more than 20,000 job skills profiles and rooted in decades of workplace research, WorkKeys assessments are based on situations in the everyday working world. The assessments measure "hard" and "soft" skills, helping:

- **Individuals**—from career seekers to longtime employees—measure their skills and advance their career goals
- **Educators** from high school through college ensure their students are ready for career success
- **Employers** find, hire, and develop quality talent
- **Workforce and economic developer**s prepare their workforce to attract and maintain business and industry
- **Industry associations and advocacy organizations** develop valuable skills credentialing systems for a more productive, reliable and profitable workforce

JUMP START - is Louisiana's innovative career and technical education (CTE) **program**. **Jump Start** prepares students to lead productive adult lives, capable of continuing their education after high school while earning certifications in high-wage career sectors

VIOLENCE AND PREVENTION POLICY

The Natchitoches Parish School Board believes that the opportunities for learning are enhanced in safe and orderly surroundings that cultivate academic excellence and the positive educational, social and emotional growth of all participants in the educational process. Therefore, in order to provide the safety of all students and to take a proactive approach to decrease the rise in aggressive and violent behavior in our schools, the Natchitoches Parish School Board mandates the following:

1. A comprehensive approach to violence prevention that recognizes the complexity of violence.
2. A K-12 culturally sensitive and developmentally appropriate violence prevention program for students to include conflict mediation teams and violence prevention strategies.
3. Clear, consistent discipline policies and procedures at school.
4. Full implementation and monitoring of all policies and procedures related to school safety by all school administrators.
5. Parent notification and public awareness of policies relating to violence prevention.
6. A system-wide, comprehensive, updated Crisis Operations Manual which includes, but is not limited to, procedures for responding to bomb threats, weather emergencies, death of a student, hostage situations, violent behavior and general school security.
7. Effective, accountable, and trained School Building Level Committee (SBLC) that reviews reports of possible violent behaviors, to provide early intervention services including counseling for students reported and to ensure the involvement of school administrators.
8. A parish Violence Prevention Review Board comprised of, but not limited to, Supervisor of School Safety, Supervisor of Child Welfare and Attendance, Safe and Drug-Free Schools Coordinator, school administrator, SBLC members, law enforcement, mental health professionals, social service agency representatives, and medical personnel to develop policies and procedures and to recommend and provide for the training of all Natchitoches Parish Personnel.
9. A school crisis response team comprised of, but not limited to, school administrators, SBLC members, other staff members, counselors/social workers, and School Resource Officers.

SCHOOL BUILDING LEVEL COMMITTEE (SBLC)

It is the policy of the Natchitoches Parish School Board System to provide a free and appropriate public education to all students within its jurisdiction; regardless of the nature or severity of the disability (This also includes at-risk behavior). It is the intent of the Natchitoches Parish School System to ensure that

students who are at-risk or disabled are identified, evaluated and provided with appropriate educational services. Students may be identified under Section 504 or disabled under the Individuals Disabilities Education Act (IDEA). The Natchitoches Parish School Board will utilize the School Building Level Committee (SBLC) to conduct the referral and assessment activities for all students and to determine eligibility for Section 504, IDEA and other at-risk behaviors.

The School Building Level Committee (SBLC) is a day-to-day, problem-solving group of teachers within a particular school. The function of the committee is to help teachers cope with children who are having learning and/or behavioral problems. The goal of the SBLC is to obtain more efficient and effective delivery of special accommodations to children. The concept of the SBLC rests on three assumptions. First, in many situations a regular classroom teacher can help a child with learning and/or behavior problems. Second, there is a considerable amount of knowledge among school staffs. Third, teachers and staffs can resolve many more problems by working together than by working alone. The major purposes of (SBLC) are as follows:

1. To facilitate communication among school staff concerning students having difficulties.
2. To provide support to teachers who are trying to individualize instruction.
3. To design educational interventions for students who are experiencing various kinds of difficulties in school.
4. To serve as a point of entry for determination of Section 504 handicaps and determination of program eligibility according to Bulletin 1903, the Louisiana Dyslexia Law.
5. To act as a screening vehicle for referrals for Pupil Appraisal Services.

All (SBLC) members will use the parish SBLC Procedures Manual for identifying, evaluating and providing an appropriate education for all students. Due Process rights of handicapped students and disabled students and their parents under Section 504 and IDEA will be enforced.

WHEN SHOULD A STUDENT BE CONSIDERED BY SBLC?

1. When discipline is a problem, no later than the second suspension.
2. When retention is being considered for any student.
3. When a student shows a pattern of not benefiting from the instruction that is being provided.
4. When a student has been evaluated by special education, but has been found not to qualify for special education under IDEA.
5. When a student returns to school after a serious injury or illness.
6. When a student exhibits a chronic health condition.
7. When a student is identified at-risk or exhibits the potential for dropping out of school.
8. When substance abuse is an issue.
9. When a handicap of any kind is suspected.
10. When a new building or remodeling is being considered.

DANCE POLICY

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

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

Dance Dress Policy (except for Homecoming and Prom)

1. Skirts and dresses may not be shorter than four (4) inches above the middle of the knee.
2. Shorts must be no more than four (4) inches above the knee and no longer than the middle of the knee. Baggy (oversized) shorts and biking shorts are not permissible. Shirt tails must be tucked in if shorts are worn.
3. Straps on sleeveless tops or dresses must be at least two inches wide. Shirts, blouses, and dresses with low necklines are not permissible.
4. Clothing that is vulgar or sexually suggestive by cut or fit or that is excessively short or tight is not permissible.
5. Short shorts, undershirts, bare midriffs, crop tops, sheer or transparent clothing, backless garments, mesh shirts, muscle shirts, tank tops, torn clothing, sagging pants, and varsity athletic apparel is not permissible.
6. Students must wear shoes with soles for reasons of safety. Shoes and sandals that do not attach to the heels of the foot are discouraged. This type of shoe increases the possibility of accidents.
7. Clothing, accessories, or items worn or brought may not advertise alcoholic beverages, drugs, or use of tobacco products, or establishments generally associated with serving alcoholic beverages.
8. Clothing, accessories, or items worn or brought symbolizing gang affiliation are prohibited. Tattoos associated with gang affiliation may not be revealed on school property.
9. Suspenders, belts, or any other articles associated with securing clothing must be fastened.
10. The principal has the discretion of prohibiting articles of clothing not specifically discussed in this policy that create or could potentially create conflicts.

Homecoming Dance Dress Policy

Students are asked to dress up for the homecoming dance.
Young Men: Slacks (no blue jeans) with dress shirt and tie, or slacks (no blue jeans) with dress shirt and sweater, or slacks (no blue jeans) with dress shirt, coat and tie. No tennis shoes.
Young Ladies: "Sunday-type" dress or skirt and blouse or coordinated "business-style" pantsuit. Skirts/dresses must not be more than 4" above the mid-knee. No backless dresses or dresses with cutouts. No strapless dresses. No bare midriffs or revealing, low-cut dresses or blouses. No slippers.

Prom Dress Policy

Prom is a formal occasion. Modest, appropriate prom wear should be worn. Students are asked to dress in formal attire for the Junior-Senior Prom.
Gentlemen: Must dress in tuxedos with ties or bow ties (no regular suits, no blue jeans, and no athletic shoes).
Young Ladies: Modest formal wear; no plunging backs, revealing or low-cut necklines; transparent or bare midriffs. Strapless dresses are acceptable. Slits or hems should be no higher than 3 inches above the knee.

HIGH SCHOOL GRADUATION REQUIREMENTS

BESE has adopted the LA Core 4 Curriculum which addresses the goal of producing students that are both career and college ready. Beginning with the freshman class of the 2008-09 school year, 9th grade students will be enrolled in the LA Core 4 Curriculum. This curriculum is a more rigorous set of course requirements, and only after their 2nd year in high school will students be given the option to opt out of the LA Core 4 Curriculum with parental permission. Students who opt out will be able to receive a regular high school diploma.

Basic Core Curriculum

English - 4 Units
- English I, II, III, IV or Senior Applications in English

Math - 4 Units
- Algebra I (1 unit), Applied Algebra I (1 unit) or Algebra I-Pt. 1 and Algebra I-Pt. 2 (2 units)
- Geometry or Applied Geometry
- Remaining unit(s) from the following: Algebra II, Financial Mathematics, Math Essentials, Advanced Math—Pre-Calculus, Advanced Math—Functions and Statistics, Pre-Calculus, Calculus, Probability and Statistics, Discrete Mathematics, or a local math elective approved by BESE

Science - 3 Units
- Biology
- 1 unit from the following Physical Science cluster: Physical Science, Integrated Science, Chemistry I, Physics I, Physics of Technology I
- 1 unit from the following: Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience II, Anatomy and Physiology, an additional course from the physical science cluster, or a local science elective approved by BESE
    - Students may not take both Integrated Science and Physical Science
    - Agriscience I is a prerequisite for Agriscience II and is an elective course

Social Studies - 3 Units
- Civics (1 unit) or 1/2 unit of Civics and 1/2 unit of Free Enterprise. Note: Students entering the ninth grade in 2011-2012 and beyond must have one unit of Civics
- U.S. History
- One of the following: World History, World Geography, Western Civilization, or AP European History

Health - 1/2 Unit
- JROTC I and II may be used to meet the Health Education requirement provided the requirements in Section 2347 of Bulletin 741 are met.

Physical Education - 1 1/2 Units
- Physical Education I and Physical Education II, or Adapted Physical Education for eligible special education students. A maximum of 4 units of Physical Education may be used toward graduation
- NOTE: The substitution of JROTC is permissible

Education for Careers or Journey to Careers* - 1 Unit

Electives - 7 Units

Shall include the minimum courses required to complete a Career Area of Concentration, * including Education for Careers or Journey to Careers

---

Total - 24 Units

*Takes effect for incoming freshmen in 2010-2011 and beyond

LA Core 4 Curriculum

English - 4 Units
- English I, II, III, IV

Math - 4 Units

- Algebra I, Applied Algebra I, or Algebra I-Pt. 2
- Geometry or Applied Geometry
- Algebra II
- Remaining unit from the following: Financial Math, Math Essentials, Advanced Math/Precalculus, Advanced Math-Functions and Statistics, Pre-Calculus, Calculus, Probability and Statistics, Discrete Math, or a local math elective approved by BESE

Science - 4 Units

- Biology
- Chemistry
- 2 units of the following: Physical Science, Integrated Science, Physics I, Physics of Technology I, Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience II, Anatomy and Physiology, or a local science elective approved by BESE*
    - Students may not take both Integrated Science and Physical Science
    - Agriscience I is a prerequisite for Agriscience II

Social Studies - 4 Units

- Civics (1 unit) or 1/2 unit of Civics and 1/2 unit of Free Enterprise. Note: Students entering the ninth grade in 2011-2012 and beyond must have one unit of Civics
- U.S. History
- 1 unit from the following: World History, World Geography, Western Civilization, or AP European History
- 1 unit from the following: World History, World Geography, Western Civilization, AP European History, Civics (second semester - 1/2 credit), Law Studies, Psychology, Sociology, or African-American Studies*
- NOTE: Students may take 2 half credit courses for the fourth social studies unit.

Health - 1/2 Unit

- JROTC I and II may be used to meet the Health Education requirement provided the requirements in Section 2347 of Bulletin 741 are met.

Physical Education - 1 1/2 Units

- Physical Education I and Physical Education II, or Adapted Physical Education for eligible special education students. A maximum of 4 units of Physical Education may be used toward graduation
- NOTE: The substitution of JROTC is permissible

Foreign Language - 2 Units

- 2 units from the same foreign language or 2 units of speech

Arts - 1 Unit

- 1 unit of Arts (§2333), Dance (§2337), Media (§2354), Music (§2355), Theatre Arts (§2369) or Fine Arts Survey. *

Electives - 3 Units

Total - 24 Units

*Approved IBC-related course may be substituted for the 4th science or social studies or for the art course if the course is in the student's career area of concentration. (for Core 4 students only)

AP: Advanced Placement
BESE: Board of Elementary and Secondary Education
ELA: English Language Arts
GPA: Grade Point Average

IBC: Industry-Based Certification
LEA: Local Education Agency
PE: Physical Education
TOPS: Louisiana Taylor Opportunity Program for Students

TOPS

What is TOPS?

TOPS is the Taylor Opportunity Program for Students that provides Louisiana high school graduates meeting specific eligibility requirements with a scholarship if they choose to attend a Louisiana public college or university.

Who is eligible for TOPS?

Each year, the Louisiana Office of Student Financial Assistance (LOSFA) evaluates the records of all Louisiana high school graduates to determine who is eligible for the program. LOSFA notifies high school graduates of their eligibility during the summer following their high school graduation.

How much does TOPS pay? (Subject to Louisiana State Department of Education amount revision) - 2017

TOPS pay an amount equal to the tuition and some required student fees. The student fees covered by the TOPS program are those in effect on January 1, 1998, plus any additional fees after that date authorized by the Legislature to be paid by TOPS. The TOPS award has three levels: Honors Award, Performance Award, and Opportunity Award. Students are notified of their TOPS level in their initial eligibility letter. (example) For the LSU 2010-2011 academic year, TOPS paid at the following amounts:

Honors Award	$2676 per semester
Performance Award	$2476 per semester
Opportunity Award	$2276 per semester

How is TOPS administered?

LOSFA notifies the University of each student's TOPS eligibility. The University uses this notification to place an anticipated TOPS credit on eligible students' fee bills. LSU is responsible for notifying LOSFA whether or not a student remained enrolled full-time through the 14th class day each fall and spring semester. Once the enrollment is verified on the 15th class day, the university will bill LOSFA for the funding to cover the anticipated credits. Students, who do not enroll, resign from the University or drop below full-time status may jeopardize their TOPS award. Please check with the Office of Undergraduate Admissions and Student Aid before choosing not to enroll, resigning from the University, dropping below full-time, retroactively resigning or retroactively dropping below full-time.

Where can I find more details on the TOPS award?

Additional details on the TOPS award including the specific retention requirements of each award level can be found at www.osfa.la.gov or by contacting LOSFA, TOPS department at 1-800-259-5626, ext. 1012.

Important Facts about TOPS:

- Students must be enrolled for full-time hours on the 15th day of class to receive payment for TOPS for that semester!
- Students must earn 24 credit hours each year (Fall/Winter Session/Spring/Spring Intersession/Summer) and maintain the required GPA for their TOPS Award
- GPA Requirement:
  - 2.0 cumulative GPA at the end of each fall, intersession or summer semesters
  - The following GPA's will be checked at the end of each Spring semester:
    - Below 48 hours earned – 2.3 GPA
    - 48 or above hours earned – 2.5 GPA
    - Performance or Honors Recipient – 3.0 GPA

Freshmen entering high school in the 2010-11 school year and thereafter must pass three LEAP 2025 tests in the following categories: English I or English II, Algebra I or Geometry, and Biology or American History. Thus, the LEAP 2025 tests will replace the GEE for graduation purposes. Students entering High School before the 2010 school year are required to pass GEE requirements for graduation. This requirement is in addition to the required number of Carnegie Units. Students have numerous opportunities to retake any exit test not passed. Remediation is available to students who do not pass LEAP 2025 Exams in accordance with the Natchitoches Parish Pupil Progression Plan.

INDIVIDUAL GRADUATION PLAN (IGP)

The Career Options Law – Individual Graduation Plan According to ACT 1124 (1997) Beginning in the 1998-99 school year, each student shall develop an Individual Graduation Plan (IGP), with the input of his/her family, starting in the 8th grade and ending in the 12th grade. Such a plan shall include a sequence of courses, which is consistent with the student's stated goals for one year after graduation. Each student's IGP shall be reviewed annually thereafter by the student, parents, and school advisor.

GRADING SCALE

Number	Symbol	Interpretation	Quality Points
100-93	A	Superior	4
92-85	B	Above Average	3
84-75	C	Average	2
74-67	D	Below Average	1
66-0	F	Failing	0

CALCULATION OF FINAL GRADES (HIGH SCHOOL)

Non-LEAP 2025 Classes	Final
Q. 1 MidTerm Sem Grade Q2 Final Final Grade 90% + 10% = Sem Grade 90% + 10% = Final Grade	Average of Semester Grade and Final Grade (Whole Credit course)

LEAP 2025 Classes	Final
Q. 1 MidTerm Sem Grade Q2 Final Final Grade 70% + 30% = Sem Grade 85% + 15% = Final Grade	Average of Semester Grade and Final Grade (Whole Credit course)

GUIDANCE COUNSELOR

Guidance services are available to every student in the school. These services include assistance with educational and career planning. The counselor is also there to assist with such matters as test interpretation and TOPS. The counselor is also trained to help with academic, home, school or social problems.

SCHEDULING OF CLASSES RULES AND REGULATIONS

1. All undergraduates will take four classes a semester.
2. Seniors may leave early provided the following conditions are met:

A. They must take one credit more than they need to graduate.

B. They must have permission from their parents stating that the student has a job or is needed at home.

2. Students who qualify for TOPS will be given TOPS classes unless the school is instructed otherwise in writing by a parent.

3. The scheduling of high school electives will be done on a senior's first, junior's second, etc. basis. Eighth graders will receive first consideration in the scheduling of junior high school electives.

4. Students may not pick class periods or teachers.

5. **Schedule changes will not be made 10 days from the start of the semester.**

6. Schedule changes made during the first 10 days of the semester must meet the following conditions:

A. Students must complete a change of schedule request form.
B. This form must be signed by a student and a parent
C. This form must state a legitimate reason for the change. (Teachers and class periods are not legitimate reasons.)
D. This form must be turned in before the announced deadline.

School Sponsored Events

School trips will be made throughout the year for various activities in which the students of Lakeview Junior/Senior High School participate. The following regulations govern these trips:

1. Each trip must be approved by the principal.
2. Students are to use transportation sponsored by the school.
3. Students are to return on transportation sponsored by the school.
4. Students missing school while on a school-sponsored trip are not counted absent, but they are required to make up the work within a specific period of time as designated by the teachers.
5. Students are to obey all safety rules while riding on school transportation.
6. Students are to obey all school rules while on a school-sponsored trip.
7. The roster of the trip is to be given to all teachers a week prior to the trip to give the teachers notice of the students' absences.
8. The sponsor of the trip is to give the principal the roster of students and phone numbers where the students or sponsor can be reached in case of an emergency.
9. Each student must turn in a signed permission slip with the phone number of the parent where the parent can be reached in case of an emergency.
10. No parental permission will be accepted over the phone.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held at irregular intervals throughout the school year. Remember these basic rules:

- Check the instructions in each classroom. They are posted indicating what to do in case of a fire or tornado.
- In case of a fire or tornado, WALK quietly and quickly to the designated are outside the building for a fire or inside the building for a tornado. Teachers will accompany their classes during these drills and will be responsible for the behavior of the students. Students are to leave and re-enter as class groups.

ANNOUNCEMENTS

A daily bulletin will be provided by the school office. Announcements will also be made over the public address system at the beginning of each day along with the dress code check. The public address system will be used for urgent messages that cannot be handled in any other way. Classes will be interrupted for these announcements only when necessary.

CLASS OFFICERS

In order to hold a class office, a student must have an overall grade point average of 2.0 in all courses

pursued during the current school year (or previous year if the election is held at the beginning of the school year). A candidate for class office must also not have been suspended during the current school year (or during the previous school year if the election is held at the beginning of the school year). The candidate for office must never have been expelled.

ELECTION OF HOMECOMING COURT

Each year, two or three weeks before homecoming week, the court and crown bearers are chosen. The queen and sweetheart are chosen the week of homecoming. Members of the homecoming court must not have been suspended from school through the previous school year and must never have been expelled.

Court:	The ninth, tenth and eleventh graders choose two girls from their class with a 2.0 GPA. Only members of the individual class choose these maids. Twelfth graders choose six girls from their class who meet the 2.0 GPA requirements.
Sweetheart:	The sweetheart is chosen by the football team from the senior maid list.
Queen:	The homecoming queen is chosen by the entire student body from the senior maid list. All ballots are locked in the school vault. If the same girl is chosen for queen and sweetheart, the sweetheart crown will go to the girl that has the second largest number of votes from the football team.

CLASS FAVORITES

Class favorites will be nominated and elected by individual classes under the direction of the homeroom sponsors. The overall election will be coordinated by the yearbook sponsor. A student may be elected to only one favorite position.

The student of the year will be a senior. This student will be selected by the entire faculty and will represent Lakeview in the Natchitoches Parish Student of the Year competition.

JUNIOR-SENIOR PROM

A prom committee will be selected from the Junior class. This committee will plan and set guidelines for the prom under the direction of the Junior class sponsors.

CLASS DUES

Class dues will be ten dollars a year for the ninth through the twelfth grades. These dues will be used to pay for the prom and for graduation. Students who have not paid or are who behind in the payment of these dues will not be allowed to attend the prom and/or will have their diplomas withheld.

LAKEVIEW JUNIOR/SENIOR HIGH SCHOOL
SCHOOL BASED HEALTH CENTER

The Lakeview School based Health Center was established in 2001. It is one of 14 school based health centers in Central Louisiana. It is funded through a joint partnership with the Office of Public Health, Christus St. Francis Cabrini Hospital and Natchitoches Parish Hospital. The purpose of the SBHC is that good physical and mental health is fundamental to a child's education and growth. The goal is to bring quality medical service to the school campus. To be eligible for health services, a student must have a consent form signed by a parent or guardian. Registration provides important information to be used in case of an emergency and is required for medication, treatment and most laboratory tests. Our services include:

- Treatment of minor illnesses and injuries.
- Athletic and routine physical examinations.
- Immunization.
- Treatment of skin problems.

- Hearing, vision and scoliosis screening.
- KIDMED services.
- Dental hygiene education.
- Health education for individuals and groups.
- Referral for diagnostic lab testing.
- Referrals to alcohol and drug abuse prevention programs.
- Education and referral for treatment of venereal diseases.
- Mental health services, including but not limited to crisis counseling, individual family and/or group therapy.
- Referral to other agencies for services not provided by the center.
- Participation in health risk surveys and questionnaires.

Our mission is to promote the health and wellness of children at Lakeview Junior/Senior High School through prevention programs, education, and needed health services. We are a unique blend of health and education services. Children need to be healthy in order to learn. The center is staffed by a physician, a nurse practitioner, a registered nurse, a social worker and a secretary. We try to promote good health, learning and educational achievement by bringing health services to Lakeview students.

The SBHC is not a substitute for your family physician. The center promotes continuity of care with the child's primary care physician. SBHC hours are 7:00am-3:30pm, Monday-Friday. The doctor and nurse practitioner are there two days per week. A registered nurse and social worker are on staff Monday-Friday. The phone number is: 476-2205.

MEDICATION IN SCHOOL

BEFORE ANY MEDICATION (INCLUDING OVER THE COUNTER) IS BROUGHT ON CAMPUS THE PROPER FORMS MUST BE COMPLETED BY A PHYSICIAN AND PARENT. The forms may be obtained from the school office or the Health Center. The forms must be accompanied with the medication and brought to school by a parent. No student is allowed to bring any form of medication on campus. Doing so may result in serious disciplinary consequences. Medication is administered by the Health Center. If Health Center personnel are not available, trained school personnel will administer the medicine.

Media Release Form
For publication of student pictures

Name of Student: _____

Name of Parent: _____

School Name: _____

Your child's teacher or another staff member may consider publishing your child's photo on the school home page, in a newsletter, or in the local newspaper. We are requesting your permission to display the photo. If you have any questions, please contact Adrienne Theus, Parish Technology Facilitator, at 352-2358.

Parental Permission
I understand my child's photo will be published in accordance with the Natchitoches Parish Acceptable User Policy.

_____ Yes, you may publish my child's photo.
_____ No, you may not publish my child's photo.

Student's Name: _____

Parent's Signature: _____ Date: _____

By not returning, you acknowledge that we may use your child's photo on the school home page, in newsletters, or submissions to the local newspaper.

****

SCHOOL ATTENDANCE

"Regular attendance and punctuality shall be required of every student. Students have the responsibility to take advantage of their educational opportunity by attending all classes daily and on time unless circumstances prevent them from doing so."

Attendance Policy

The Natchitoches Parish School Board and faculty and staff at Lakeview High School believe regular attendance in school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day.

High School students on a 4 x 4 Block schedules must be in attendances 83.5 days for full credit classes and 41.75 days for ½ credit classes. Personal illness must be verified by a physician's statement and other extenuating circumstances will be investigated by the Supervisor of Child Welfare and Attendance in consultation with the school Principal.

_____ _____
Student's Signature Date

_____ _____
Parent's Signature Date

Please sign and return to school. Thank You!

Lakeview High School: A Compact for Student Success

Lakeview High School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A, of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the school staff, and students will share the responsibility for improved student academic achievement. Also, the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

This school-parent compact is in effect during school year 2023-2024.
LJSHS is a PBIS school. Our four school-wide expectations are "**S**trive for Excellence, **W**ork Cooperatively, **A**ct Responsibility, **M**aintain Respect, and **P**roblem Solvers."

School: We commit to do the following:

- Provide high quality curricula and instruction aligned with Louisiana Content Standards.
- Provide an opportunity for parent/teacher conference as requested.
- Report on an ongoing basis about child's progress (interim reports, report cards, etc.)

- Provide opportunities for family involvement (volunteer, participation, etc.) and assistance to families to help child at home.
- Provide a safe, orderly environment in which children can learn.
- Provide tutoring in core areas and access to computer laboratory

Teachers: We commit to do the following:

- Provide rigorous activities and lessons aligned with Louisiana Content standards.
- Provide high expectations for all students in an encouraging and supportive manner.
- Provide a well-disciplined and managed classroom to all students have the opportunity to learn.
- Provide open line of communication with family members.
- Differentiate instruction/provide different avenues for input, output, content, and tie learning to real world, so that all students will have access to an education.

Student: I commit to do the following:

- Attend school regularly.
- Report to class on time.
- Complete all school and homework assignments in a timely manner.
- Stay attentive and actively participate in classroom activities.
- Follow school and classroom rules, expectations, and procedures.
- Respect classmates, you, teachers, administrators, school, staff, and property.
- Maintain a positive learning environment.
- Review my school's student handbook and follow the procedures.
- DO MY BEST!
- Ask for help if I need it!

Family: We commit to do the following:

- Provide 10 hours of volunteer service per year.
- Monitor attendance
- Ensure that my child completes all required homework and studies for courses.
- Monitor the amount of television my child watches.
- Volunteer in my child's classroom
- Participate in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Encourage my child to do his/her best.
- Ensure that my child reviews the student handbook.
- Ensure that I know when grades are issued and I will go over grades with their child.
- Serving to the extent possible, on policy advisory groups (Title 1, SIP team, PTSO, Family Involvement Committee

I have read the above and agree to do all to assure success for our students.

_____	_____	_____
Principal's Signature	Student's Signature	Parent/Guardian's Signature

Please sign and return to school. Thank You!

Lakeview Junior/Senior High School
Student Honor Code

At Lakeview Junior/Senior High School, we take GREAT PRIDE in our school, students, faculty and staff! As a school it is our responsibility to provide the best education possible for our students and as a student it is your right and responsibility to provide the best education possible for our students and as a student it is your right and responsibility to receive a free, appropriate public education (FAPE). In order to achieve these goals, honor for one's education is a top priority at LJSHS.

As a student at Lakeview Junior/Senior High School, I _____, understand that I am responsible for my own work. Any assignment given to me will be completed to the best of my ability. I will not help others with their course work unless my teacher has specifically given permission, nor will I accept unauthorized aid.

This includes but is not limited to:

1. Copying another's work
2. Allowing my work to be copied
3. Plagiarism (includes copying someone's work or using someone's ideas)
4. Giving answers to others in any form
5. Having another person do my work
6. Doing another's work
7. Using cheat sheets of other cheating techniques
8. Failure to follow behavioral directions given before a test or assignment

Actions taken by teacher for each occurrence of cheating are as follows:

1. Student will receive a zero if he/she cheats on any assignment. This includes tests, assignments, class work, homework, and all other course work involved.
2. A student aiding another student in any manner in cheating will receive a zero on tests, assignments, class work, homework and all other course work involved.
3. Teacher will contact parent/guardian as soon as possible following the cheating incident.
4. No alternate assignment will be given to replace the zero.
5. Teacher will inform the office as soon as possible following the cheating incident.

Actions taken by administration for each occurrence of cheating are as follows:

1st Offense – conference with student, complete a Break of Oath assignment, and the student attends an ethics clinic. If the student does not do one or the other, then he/she will receive a Friday Clinic.

2nd Offense—conference with student, complete a Break of Oath assignment, an essay about cheating, and student/parent will attend a conference with an administrator. If the student does not complete the oath assignment, the essay and attend the conference with parent and administrator, he/she will receive a short-term suspension.

3rd Offense and every offense thereafter is a suspension.

_____ _____

Student's Signature Parent/Guardian's Signature

Please sign and return to school. Thank You!

Review of Handbook

Dear Parent/Guardian:

Please review the **Student Handbook** with your child. Please complete the information below after completing your review.

My child, _____and I have reviewed and understand the Lakeview Junior/Senior High School Student Handbook for the 2022-2023 school year.

_____ _____

Student's Signature Date

_____ _____

Parent's Signature Date

****

Additional Information Needed

Dear Parent/ Guardian:

Please write the names and grade levels of all students (Lakeview, Fairview Alpha, and Goldonna students) living in your house in the space below. We would like to cut down on the expense of sending newsletters or announcements from the school or district by sending one newsletter or announcement per household. Thank you.

_____

_____

_____

Sincerely,
Chase Stepp

Principal
Lakeview Junior/Senior High School

Please sign and return to school. Thank You!