Natchitoches Central High School

6513 Highway 1 Bypass
Natchitoches, LA 71457

Main Office	(318) 352-2211
Attendance Office	(318) 352-2530
Guidance Office	(318) 352-4315
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STUDENT HANDBOOK 2026 - 2027

THIS AGENDA BELONGS TO:

Name _____

Address _____

City _____ Zip Code _____

Phone _____

Student ID # _____

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Mission Statement

Our mission is to grow EVERY Chief to their maximum potential through challenging curriculums, student-centered academic and social experiences, and by emphasizing Respect, Honor, and Tradition in all facets of student-life.

Belief Statement

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

Accreditation

Natchitoches Central High School is accredited by Advanced ED.

Principal's Message

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

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

Objectives of Natchitoches Central High School

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

History of NCHS

The development of Natchitoches Central High School, like so many schools in the 1960's and early 1970's, began with Federal Court orders to desegregate the two major existing high schools in the city of Natchitoches. To insure smooth transition, the faculties of both schools attended a workshop a Northwestern State University to develop curricula, attitudes, and the necessary internal organizations to promote the total school.

The Natchitoches Parish School System was placed under another court order in 1981 to further desegregate its schools. This led to massive consolidation and assigned students from Natchitoches, Allen, Provencal, Marthaville, and Robeline into the new Natchitoches Central High School facility. Again, cooperative planning with reorganization of scheduling and curriculum was necessary to insure a smooth transition of faculties, students, and communities into the new educational endeavor. In 1989, Cloutierville High School was closed and those students were assigned to Natchitoches Central High School.

A bond issue was passed to update Natchitoches Parish Schools and Natchitoches Central High School was enlarged to accommodate students in grades 9 through 12. In the fall of 2000, Natchitoches Ninth Grade Center and Natchitoches Central High School were combined.

The communities, school board, faculty, students, and parents working together have established an outstanding school. In November 1992, Natchitoches Central High School was one of five Louisiana public high schools nominated for the Blue Ribbon Schools Excellence in Education Award in a national program sponsored by the United States Department of Education.

The *CHIEF* is the school mascot, and school colors are maroon, gold, and white. School publication is the yearbook, the *CHINQUAPIN.*

Administration and Staff

Principal ..... Mr. Micah Coleman
Assistant Principal .....Mr. Davin White
Assistant Principal.....Dr. Crystal Mallett.
Assistant Principal.....Mr. Kerry Braden
Athletic Director……Coach Dean Johnson

Guidance Counselors ..... ….....Mrs. Twana Harris
Mrs. Denise Martin
Mrs. Charidy Melder

Bookkeeper……..…….…….....Mrs. Janetta Hubbard
Main Office Secretary.....Mrs. Brenda Coker
Guidance Office Secretary ..... Mrs. Erica Marcotte
Attendance Office Secretary.....Mrs. Eliza Behrendsen
School Nurse…….……Mrs. Ashley Sesvold

Building Hours

This school is officially open in the morning at 7:10 a.m. and closes at 3:15 p.m. ***Students are NOT allowed to be dropped off or be on campus prior to 7:10 am***. Please avoid entering the building through the administrative offices. If you are here before or after the official hours of operation, please make sure that you are in the company of the faculty member who has asked you to be present. Please don't assume that maintenance and custodial personnel will assume the responsibility of students.

Block Schedule Terms to Know

NCHS operates on a full-year block system with A, B, and C days in which students are scheduled to earn up to 9 credits. On A days students attend the four (4) odd hour classes (1st, 3rd, 5th, and 7th) in 90-minute blocks, along with a 45-minute WIN block. Similarly, B days include the four (4) even hour classes (2nd, 4th, 6th, and 8th) with WIN. On C days

students attend all eight (8) classes. Students will complete one (1) Carnegie unit credit for each of the eight (8) scheduled classes that they attend across both semesters, as well as the WIN class. Classes like Health, Food & Nutrition, and others that are set up as half credit (1/2) courses will be completed in a single semester and paired with an appropriate semester-long course for another half (1/2) credit. Report cards will be issued every nine (9) weeks.

1 Semester = 18 weeks = 1/2 credit
1 School Year = 36 weeks = 1 credit

Credit is awarded at the end of the semester with a grade of 60 or better if the course is designated as a 1/2 credit course. Credit will be awarded at the end of the school year with a grade of 60 or better if the course is designated as a 1 credit course.

Enrollment Policy

All students enrolled at Natchitoches Central High School shall pursue eight (8) credits each school year with the following exceptions:

1. A student may enroll in four (4) classes at NCHS and a four-hour class at Bossier Parish Community College (BPCC).
2. A senior may enroll in fewer than eight (8) classes per year if he/she will complete all state requirements to receive a high school diploma. Seniors are encouraged, however, to take additional classes at NCHS or through a dual enrollment opportunity to further enhance their educational experiences and to be on campus in order to receive graduation information and scholarship opportunities. IF YOU RIDE A BUS HOME OR RIDE HOME WITH A FRIEND WHO IS ENROLLED IN CLASSES, YOU MUST TAKE CLASSES FOR EVERY PERIOD YOU ARE ON CAMPUS.

NCHS School Calendar 2026/2027 **Represents Tentative Dates**

August 3-5 ..... District Level Professional Development
August 6-7 ..... School Level Professional Development
August 6 ..... Open House / Parent Orientation 5:00-6:30 pm
August 6 .....Registration Assistance 1:00-5:00 pm
August 10 ..... First Full Day of School – Freshmen Only
August 11 .....All Students Grades 9-12 Attend School
August 14 ..... Club Rush (Lunch Shifts)
September 7 ....Labor Day Holiday
September 10 ..... ASVAB Testing
September 14 ..... SPC Progress Report Check in Homeroom
September 14 ..... College Fair
September 22 ..... Senior Panoramic Pictures / Senior Meeting
October 1.....Orchestra Concert at 7:30 at Magale Recital Hall
October 1 .....Homecoming Pep Rally
October 2 ..... Homecoming Game

October 3 .....Homecoming Dance
October 12-16 .....Fall Break
October 23 ..... PSAT
October 27 .....Seniors ACT Testing Day
November 3.....Election Day
November 9.....SPC Progress Report Check in Homeroom
November 11 ..... Veterans Day Program
December 1-19.....LEAP 2025 testing
December 4.....Christmas Festival Holiday
December 10.....Orchestra Concert at 7:30 at Magale Recital Hall
December 11.....Midterms 2nd/4th Blocks (B-Day)
December 14 ..... Midterms 1st/3rd Blocks (A-Day)
December 15 .....Midterms 6th/8th Blocks (B-Day)
December 16 ..... Midterms 5th/7th Blocks (A-Day)
December 17..... End of Semester 1 – Grades Due @8am
December 17 ..... Christmas Program & Winter Games
December 17 ..... Parent Teacher Conference/SPC Grade Check 3:30-6:30
December 18 ..... Parent Teacher Conference/SPC Grade Check 8am-12pm – Students Virtual
December 21 – January 1 ..... Christmas Holidays
January 4 .....Professional Development – Students Virtual
January 5 ..... Students Return
January 18 ..... Martin Luther King Holiday
February 1 .....SPC Progress Report Check in Homeroom
February 12 ..... Black History Program
March 11..... Parent/Teacher Conference / SPC Report Cards (3:30 – 6:30)
March 12 ..... Parent/Teacher Conference / SPC Report Cards (8:00 – 12:00)
March 13 ..... Literary Rally
March 16 ..... ACT Testing
March 26 – April 2 ..... Spring Break / Easter Break
April 10 ..... State Literary Rally
April 12 ..... SPC Progress Report Check in Homeroom
April 24 .... Junior / Senior Prom
April 1 ---May 15 ..... Leap 2025 Testing
May 3 -- 6 ..... Senior Final Exams
May 6..... Senior Awards
May 7 ..... Senior Grades due by 8:00 am
May 7..... Senior Breakfast / Field Day
May 11 ..... Jr. Ring Ceremony 6:00 pm
May 13..... Senior Caps and Gown Distribution (9:30 am)
May 14 ..... Graduation Practice (9:00 am)
May 14 ..... Graduation (7:00 pm)
May 12 ..... Final Exams 5th/7th Blocks (A-Day)
May 13..... Final Exams 6th/8th Blocks (B-Day)
May 17 ..... Final Exams 1st/3rd Blocks (A-Day)
May 18..... Final Exams 2nd/4th Blocks (B-Day)
May 20 ..... Last Day of School for Students
May 20 ..... End of Semester 4 (and Term 2)
May 20..... Grades due by 3:00 pm
May 21..... .....Report Cards/Teacher Work Day

Bell Schedule for 2026 – 2027 @ Natchitoches Central
Monday (C-Day)

1st:	7:44 – 8:29 am
2nd:	8:33 – 9:18 am
WIN	9:22 – 9:47 am
3rd:	9:51 – 10:36 am
4th:	10:40 – 11:25 am
5th:	11:29 – 12:35 pm
Lunches	1st: -- 11:32 – 11:50 am
	2nd: -- 11:54 am – 12:12 pm
	3rd – 12:16 pm – 12:35 pm
6th:	12:39 pm – 1:24 pm
7th:	1:28 pm – 2:14 pm
8th:	2:18 – 3:00 pm

Bell Schedule for 2026 – 2027 @ Natchitoches Central
Tu/Th & W/F (A-Day)

1st/2nd:	7:44 – 9:12
WIN:	9:16 – 10:01
3rd/4th:	10:05 – 11:33
5th/6th:	11:37 – 1:28
Lunch:	1ST – 11:40 – 12:00
	2nd – 12:05 – 12:25
	3rd – 12:40 – 1:00
	4th – 1:05 – 1:28
7th/8th:	1:32 – 3:00

Bell Schedule for 2026 – 2027 @ Natchitoches Central
Tu/Th & W/F (A-Day)

1st/2nd:	7:44 – 9:12
WIN:	9:16 – 10:01
3rd/4th:	10:05 – 11:33
5th/6th:	11:37 – 1:28

Lunch: 1ST – 11:40 – 12:00
2nd – 12:05 – 12:25
3rd – 12:40 – 1:00
4th – 1:05 – 1:28

7th/8th: 1:32 – 3:00

Attendance Procedures

State law requires that students with excessive absences in a class should not receive credit for the class. Under the 4x4 block schedule that number of absences is more than ***5*** for whole unit classes and more than 3 for half-unit classes. That means that students must attend 85 of 90 days for a term or 42 out of 45 days for half-unit classes.

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

Extenuating Circumstances

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

Procedure to follow when Student Has Been Absent

Medical excuses and other extenuating excuses must be brought to the Attendance Office between 7:30 a.m. and 7:44 a.m., and the student will receive a medical slip at that time.

Medical excuses

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

Check-in

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

Check-out – Leaving School During the Day

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

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

Absence for School Activity Events

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

Make-Up Work and Attendance Recovery

A student shall make up all school work and tests missed due to an absence. It is the student's responsibility to get assignments and arrange for make-up tests when absent. The teacher may elect to have student make up test during after school tutoring. All work missed will receive one day of make-up time for each day absent—to begin the day after the student returns to school. Students who miss school because of suspension are allowed to make up work missed. This includes Final Exams.

Grades and assignments that have been missed for any reason including absences or suspension must be made up/recovered in the time allotted above. The teacher is not required to take work/assignments late (outside of the number of days allotted for the student absence). No grades for assignments, test, etc. will be allowed to be made up further back than the previous grading period. (i.e. grades missing from the 1st quarter grading period will not be entered into JCampus after the 2nd quarter grading period.)

Tardiness

Four minutes are allowed between class periods. A student not in his/her seat after the bell is tardy. Ten or more minutes tardy is considered "Skipping" and will be handled as a disciplinary matter in and of itself.

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

Skip Day(s)

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

Strive for Perfect Attendance!!

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

A student who is absent from school may be able to get missed notes, complete missed worksheets, and receive help after school. However, other important aspects of the lessons are lost. Absent students miss discussions, questions raised, explanations, and much more. Students fall behind and sometimes never are able to recover.

Information missed in a class period may be needed as a foundation for what is learned in the next session. If possible, please try to schedule dentist and doctor appointments after school hours.

Pupil Progression

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

Grade Entering	Number of Credits Earned Previously
9	0
10	6
11	13
12	19

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

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

Grading

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

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

Scholastic Rules for Student Athletes

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

GRADUATION REQUIREMENTS

**In order to participate in graduation ceremonies all students must complete the following requirements: LEAP 2025 exams, ACT exam, Workkeys testing, FAFSA, IBC, along with all coursework required for graduation pathway.*
***A $20.00 graduation fee will be required of each participating graduating senior to cover graduation ceremony costs.*

I. Standardized Testing Requirements.

To earn a high school diploma, students must earn a passing score on three LEAP/2025 tests, including one in each category—Algebra I or Geometry, English I, English II (English III for 2019-20 Seniors) and Biology I, Civics, or U.S. History.

Students can earn the following scores on LEAP 2025 End-of-Course tests (in Algebra I/Biology I/English I/English II/Geometry/U.S. History/Civics):

- ADVANCED: A student demonstrates superior performance on the course content.
- MASTERY: A student demonstrates mastery of course content and is well prepared for the next level of coursework in the subject.
- BASIC: A student demonstrates the fundamental knowledge and skills needed for the next level of coursework in the subject.
- APPROACHING BASIC: A student demonstrates some fundamental knowledge and skills needed for the next level of coursework in the subject.
- UNSATISFACTORY: A student does not demonstrate the fundamental knowledge or skills needed for the next level of coursework in the subject. Students who earn a score of UNSATISFACTORY are eligible to retake the test at the next administration.

LEAP 2025 tests comprise 15% of the student's final grade in the subject. Students who fail LEAP 202 Special circumstances apply to students with disabilities. Refer to Natchitoches Parish Exceptional Students for details regarding specific circumstances.

II. Course Requirements.

Course requirements for graduation are varied according to the pathway the student and his/her parent select. Upon completion of a student's second year of high school, the student and his/her parent or guardian may request that the student be exempt from completing the default curriculum. The student, parent/guardian, and high school counselor MUST meet to discuss the student's progress and determine what is in the student's best interest regarding the continuation of his/her educational plan. The parent/guardian and student shall sign and file with the school a written statement asserting consent to the student's curriculum change and acknowledging that one consequence of the change is ineligibility to enroll directly in a Louisiana four-year, public college/university. The student is then enrolled in Jump Start curriculum and must select a Career Pathway which becomes an integral part of his/her graduation requirements. A student may return to the original curriculum at any time that change becomes desired and feasible by reconvening the meeting among student, parent/guardian, and school counselor. One of the following sets of requirements will be applicable to each student seeking a high school diploma:

Louisiana University Diploma Graduation Requirements (default)

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

Total 24 units

TOPS University Course Requirements

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

Health/PE (2 Units)	☐ Health Education
	☐ JROTC I
	☐ JROTC II
	☐
Electives (3 Units)	☐
	☐
	☐
☐	

B. Louisiana Jump Start Requirements

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

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

Total: 23 Units

* * * * * * * * * * * * * * *

Career Pathway* at Natchitoches Central

(for use by students on the Jump Start pathway ONLY)

○ Agriculture Tech (Regional/State)

○ Business Management (Regional) ○ Certified Nursing Assistant (Statewide) ○ Public Service (Regional)

○ Welder (Statewide) ○ Workplace Safety (Regional)

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

III. Credit Recovery/Edgenuity

Software Use

Edgenuity software may be utilized during the school year at the discretion of school counselors to aid graduating seniors who need select courses and who are in dire circumstances which jeopardize on-time graduation. English IV, Advanced Math, and numerous other University Diploma courses are NOT available on Edgenuity software. Seniors are limited to two (2) A+ credits per school year. This policy is not applicable to summer school credits.

IV. ACT/Workkeys

Each student must have attempted the ACT exam and a Workkeys test to be eligible for graduation. ACT/Workkeys exams will be available at NCHS throughout the course of each student's four years at NCHS.

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

Act 837 of the 2014 Regular Session of the Louisiana Legislature requires the governing authority of each school to provide a form to the parent or legal guardian of each student enrolled in grades eight through twelve which explains that the parent has the

right to determine whether their child's Personally Identifiable Information (PII) can be released to LOSFA and to the postsecondary education institution(s) to which their child applies.
PII includes the student's full name, social security number, and transcript data. This information will be used by LOSFA to provide a TOPS Tracker to allow students and parents to track a student's progress toward TOPS eligibility and to determine a student's eligibility for a TOPS Award and other student financial aid. This information will also be used by postsecondary institutions to determine whether a student is eligible for admission.

VI. FAFSA Completion.

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

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

VII. Communication.

Parents are encouraged to utilize Natchitoches Parish School Board's Student Progress Center (SPC) to access students' grades, attendance, discipline, standardized test scores, and more. ***Students are <u>expected</u> to monitor their SPC account as a matter of personal responsibility.***
The SPC regularly communicates with parents regarding absences, grades, assignments, and discipline via automated telephone calling. It is the responsibility of parents to keep their address and telephone numbers updated with school staff.

Student Parking and Transportation

Student Parking

Student parking will be assigned on the basis of priority by class (12, 11, & 10) and by special needs until all marked student parking spaces are issued. All fees and obligations owed to the school must be paid in full prior to the purchase of a parking permit. All vehicles must have a parking sticker which may be purchased from the main office for **<u>$ 20.00</u>** and is not refundable. The parking sticker must be hung from the inside rear-view mirror attached to the front windshield. Failure to obtain a parking permit will result in disciplinary action. **Cars with no tags may be subject to towing.**

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

Wreckless operation of a vehicle on school grounds will result in suspension of privileges on campus
Transportation

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

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

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

Cafeteria Rules and Procedures

Cafeteria Rules

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

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

Breakfast and Lunch Procedure

Both breakfast and lunch are served at school. Breakfast is served from 7:10 a.m. to 7:35 a.m. each morning.
-During breakfast all food items and trays will remain in the cafeteria. No one may exit the cafeteria with food items.
-During lunch, students will eat lunch in the atrium. All trays and food items should be thrown away before leaving the table where the student eats.

Lunch is served in four (4) shifts beginning at 11:40. Each class is assigned a lunch shift.

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

No one is allowed to leave the school campus for lunch. The second floor is closed during lunch periods. *No outside food deliveries for students at any time. (e.g. Sonic, McDonalds, etc. are prohibited in those packages.) No outside drink containers, with the exception of clear water bottles, are allowed.

School Activity Information

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

African-American History Club	Band (Pride of the Tribe)
JROTC Orienteering Team	
Beta Club	Maroon Line (dance line)
Chiefettes (Pep Squad)	Cheerleaders
National Honor Society	LEO Club
Student Government Organization (SGO)	Flag Line
Chief Council	4-H
Future Business Leaders of America (FBLA)	Students Against Destructive Decisions
Future Farmers America (FFA)	JROTC Drill Team
Fellowship of Christian Athletes (FCA)	JROTC Rifle Team

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

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

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

Open House

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

Junior Ring Ceremony

Juniors will receive their senior rings at the official ring ceremony and officially become seniors. Class dues must be paid to participate in the ring ceremony. The receiving of the senior class ring is the induction into the senior class. Because this is a ring receiving ceremony, only those students who have not received or worn their ring before the ceremony will be eligible to participate.

Students must dress appropriately for the Junior Ring Ceremony.

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

School-Sponsored Trips

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

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

Dance Policy

1. All students of NCHS are invited to attend NCHS dances unless **out of school suspended or expelled.**
2. Students of NCHS may be accompanied by a date from another high school. Guest must be registered prior to the dance. Couples from other high schools **will not** be permitted to attend.
3. **No alcohol permitted.** Parents will be contacted. School disciplinary action will be taken, and the student may be prohibited from attending school dances the remainder of the school year.
4. No one may **re-enter** a dance once they have left the building.
5. Dances are restricted to designated areas. Students **will not** be allowed upstairs or in hallways.
6. Students may be accompanied by a date who has already graduated from high school if the date is under the age of **20.** Guest must be registered prior to the dance.
7. Students from other schools will only be permitted to attend as dates of our students.
8. NCHS students are required to produce school I.D.'s upon entering the dance.
9. Inappropriate dancing **will not** be tolerated.

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

Dance Dress Policy (except for Homecoming and Prom)

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

Homecoming Dance Dress Policy

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

Junior-Senior Prom Dress Policy

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

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

National Honor Society

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

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

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

The following infractions that could be immediate cause for dismissal or non-admission include, but are not limited to, offenses such as: assaulting faculty, assaulting student, changing grade on report card, cheating, cutting class, cutting class/leaving campus, defacing or destroying school property, fighting, disrespect for authority, forging signature or notes, gambling, major hall disruption, incipient unrest, on school grounds under the influence of alcohol, possession of alcohol, possession of drugs, profane/obscene language, threatening faculty/staff, threatening students, unauthorized use of internet, willful disobedience, and repeated violation of school rules.

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

Young Men: same as homecoming minus the coat.

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

Chronic and Communicable Diseases

The Board has established guidelines and procedures to facilitate the supervision of students as well as employees of the Board who may have been diagnosed as having a communicable disease or infection. It is the intent of the Board that these guidelines protect the rights of the infected person(s), but at the same time provide for precautionary measures to ensure the health and safety of all personnel and students. It is also the intent of the Board to work in close cooperation with the Louisiana Department of Health and Human Resources in the prevention, control, and containment of disease in the schools of Natchitoches Parish. **The complete Natchitoches Parish School Board Policy may be reviewed at the school board office.**

Discipline Policies

(See pages 25-28 for Infractions & Actions)

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

Definitions:

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

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

General Student Regulations

1. Help keep the building and school grounds attractive.
2. Respect constituted authority and your fellow classmates at school and at school-sponsored activities.
3. Electronic telecommunication devices are not allowed at school to be used during school hours. This includes all Bluetooth devices.
4. Playing cards or dice are not to be brought to school unless approved by the teacher for a specific math activity.
5. No food will be allowed in the instructional areas.

6. Use or possession of alcohol, drugs, tobacco or smoking devices during school or any school-sponsored activity is prohibited.
7. Weapons (such as firearms, knives, razors, metal objects, sharp instruments, clubs, and chains) are prohibited at school and in cars/ vehicles in the school parking lot. **Plastic guns or anything that resembles a weapon of any kind are prohibited from being brought to school.**
8. Students are expected to conduct themselves at all times as young ladies and gentlemen. Public displays of affection are prohibited.

9. Before school and during lunch breaks:
    a. Students are to remain in the atrium area during lunch.
    b. Do not go upstairs or into the instructional areas before first bell or during your lunch shift.
    c. Do not go down the hall near JROTC hall and music rooms during your lunch shift.
    d. Do not go outside the building before first bell or during your lunch shift.
10. From the standpoint of safety:
    a. Students are prohibited from sitting or leaning over the ledge surrounding the atrium (up or downstairs). b. Students are not to loiter or sit on the stairwells.
    c. ALL students MUST enter the building through a metal detector/scanner.
11. The administrative area is not an entrance to the school. Students are not to loiter in the administrative area.
12. The area outside the administrative area is off-limits during lunch.
13. Students who are out of school suspended or expelled from school may not attend extracurricular activities while they are under suspension or expulsion.
14. Signs or posters, other than normal school-sponsored activities, are not to be placed in the building without permission from the Principal.
15. No initiation activity is permitted in the name of the school or any of its organizations without the consent of the Principal.
16. A faculty sponsor must be present for all student meetings held at school.
17. Students returning from the Technical College campus are prohibited from returning through the administrative area.
18. Visitation during school hours is not allowed.
19. **Students who are failing a class are required to remain in full attendance and take all exams.**
20. Students are to remain in one-unit courses for the entire term. Students taking ½ unit courses change at the end of nine weeks.
21. The following behavior will not be tolerated:
    a. Fighting or disruptive arguing
    b. Disrespect and disobedience of school personnel
    c. Dishonesty and stealing
    d. Extreme dress or appearance which is disruptive in class
    e. Cutting class
    f. Skipping school
    g. Disturbing class
    h. Sitting in cars
    i. Destroying or defacing school property
    j. Rowdy behavior, loud yelling, or running in the building
    k. Profanity and verbal harassment

Violence Policy

Natchitoches Central High School is committed to ensuring and providing the safest environment possible. We value the safety of our fellow Chiefs over everything else and we do not tolerate violence of any kind at school. We are committed to teaching our Chiefs a productive way to handle conflict without ever resorting to fighting or violence.

Students found to instigate or participate in a fight:
-**<u>may</u>** be recommended for expulsion on first violation.
-will receive a minimum of 3 days OSS with a possibility of 5 days of OSS (administrative discretion).

Factors to be considered by administration:
-was it a group fight?

-was it planned or preventable?
-was there evidence of premeditation of violence?
-were there injuries to individuals due to the fight?
-did the students respond immediately to a teacher's or administrator's commands to stop? -were any weapons or objects used in the altercation?
-has this student been involved with incidents (instigating or participating in) prior to this one?

Administration will use discretion when determining the severity of consequences but reserves the right to alter or change any listed in the flow chart.

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

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

Lunch Detention Program

Lunch detention has been established to provide an alternative to suspension for minor and certain major infractions. Lunch detention begins and ends during students' lunch shift. Students assigned detention must report to the cafeteria 2 minutes prior to their lunch shift. It is the student's responsibility to inform their teacher they have lunch detention. Failure to report to lunch detention will result in being placed in ISS.

Courtesy in the Halls

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

Off Limit Areas

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

1. Areas that are under construction.
2. The second floor during lunch shifts.
3. The front of the administration office except during class change.
4. The JROTC hall and music hall are closed in the morning before school and during both lunch periods (Band students may take instruments to the Band Room.)
5. The area behind the school, agriculture buildings, and field house.
6. The outside entrances to the gym in the front and side of the school.
7. Both inside hallways to the gym.
8. Louisiana Technical College – Natchitoches Campus (except when taking a class)
9. THE PARKING LOT IS OFF LIMITS DURING THE SCHOOL DAY UNLESS YOU HAVE ADMINISTRATIVE PERMISSION TO GO TO YOUR VEHICLE. NO TEACHER MAY GIVE PERMISSION FOR A STUDENT TO BE IN THE PARKING LOT.
10. The Teachers' Lounge and Faculty restrooms.
11. Instructional areas on lunch shifts.

Drug Searches/K-9 units

The use of search dogs provided by NPSO/Multi-jurisdictional Task Force will occur randomly as directed/coordinated by NCHS and NPSB administration in an effort to discourage the use or possession of illicit drugs on campus at NCHS. NCHS is a drug-free zone and all efforts will be made to protect our campus from illegal contraband.

Metal Detector Searches

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

Policy Prohibiting Sexual Harassment

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

Student ID Card

I.D. Card Requirements

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

Daily Monitoring Procedures

1. If a student arrives at school without their I.D. card, he/she is to report to the Chief Booth immediately and prior to 7:35 am to secure a temporary I.D. To secure a temporary card the student will either pay $1.00, after 7:45 students will pay $2.00, or pay $5.00 for a new I.D. card.
2. Repeated failure to have the I.D. will result in assignment to lunch detention, Saturday detention, and/or suspension. Failure to pay for a temporary I.D. will result in the student being assigned to lunch detention and/or ISS and also having to pay the money owed.
3. Administrators and teachers will monitor students during the day for compliance. Failure to have the I.D. on and visible will result in lunch detention or Saturday detention.
4. Failure to comply with an administrator's or teacher's request to see a student's I.D. will result in suspension from school for disrespect for authority.
5. Students may not charge more than once for temporary ID's.

Miscellaneous Information

Accidents

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

Textbooks

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

IPads

iPads are the property of Natchitoches Parish School Board or Natchitoches Central High School. Each student will be issued an iPad once the proper paperwork that includes a signature from a parent/guardian is returned to the school. All responsibilities listed on this paperwork will be strictly followed when dealing with lost or damaged iPads. The iPads will be returned to the school at the end of each school year. Students will be assigned the same iPad each year.

Visitors

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

School Property

It is the responsibility of our faculty and student body to keep our equipment and furniture attractive and the building clean. All students are urged to cooperate with the administration to keep all furniture free of marks and cuts, to keep paper off the floor and grounds, and to refrain from marking or writing on the walls. We recognize that glass will accidentally get broken. The broken glass will be replaced and the student(s) responsible for the breakage will pay the actual cost of replacing it. Please remember that littering takes away the cleanliness and attractiveness of our facility.

Use of School Telephone

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

Hall Passes

Teachers will use the EHall Pass system on student Ipads. Students without an EHall Pass do not have permission to be out of class for any reason and should return until securing the EHall Pass from their teacher. Each teacher has been given a gold hall pass in case the EHall Pass system is nonfunctional. Each teacher has established a procedure for the students' uses of the hall passes. Students will be asked to follow the guidelines of hall passes provided in teachers' syllabi. No one will be issued a bathroom pass during the lunch shifts.

PTSO

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

Power Outage

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

Library

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

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

Study Skills

A student who studies well:

1. Brings notebook, paper, pen or pencil, and other materials necessary to class.
2. Is an active participant in the classroom – listens well and takes part in the discussion.
3. Asks questions if he/she doesn't understand the discussion or if he/she has a problem.
4. Uses what he/she learns--sees how each subject applies to others.
5. Strives to do his/her best.

Fight Song

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

School Crest

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

NCHS Alma Mater

To Thee we sing of happy hours and pleasant days gone by
Of friendships fond and lasting ties at Natchitoches Central High. Though we journey far and near, here our thoughts will ever stay.
So warm each heart when we depart with memories ever dear.

School-level Family and Community Involvement (2026 - 2027)
Natchitoches Central High School

Mission Statement

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

Belief Statements

We believe …

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

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

Introduction

THE PURPOSE OF ANY HIGH-ACHIEVING SCHOOL IS TO PROVIDE STUDENTS WITH THE BEST OPPORTUNITIES FOR LEARNING AS IS POSSIBLE. AN INTEGRAL PART OF MAKING THOSE OPPORTUNITIES KNOWN TO ALL IS GOOD COMMUNICATION BETWEEN THE SCHOOL AND PARENTS/MEMBERS OF THE COMMUNITY. FOR, BY MAINTAINING OPEN COMMUNICATION, EVERYONE BENEFITS, PROBLEMS ARE LESSENED OR ELIMINATED, AND POTENTIALS FLOURISH. THE STAFF, PARENTS, AND COMMUNITY MEMBERS INVOLVED IN THE DEVELOPMENT /REVIEW OF THIS PLAN HOPE THAT OUR WORK DOES EXACTLY THAT USING THE VEHICLE OF THE ACTIVITIES OUTLINED HERE.

1. Hold annual meetings for the purpose of keeping family members informed and involved in school planning as well as their child's education process

    A. FRESHMAN KICK-OFF/ORIENTATION (first day of staggered start): August 6, 2026
    B. SCHOOL-WIDE VIRTUAL OPEN HOUSE: TBA
    C. PARENT-TEACHER-STUDENT ORGANIZATION MEETINGS: Scheduled meetings will begin in September and continue throughout the school year.
    D. ANNUAL DEVELOPMENT OF IEP AND 504 PLANS: On Individual Basis

2. Involve parents in an organized, ongoing way in the planning, review and improvement of Title I programs, if applicable.

3. Offer meetings and trainings to help family members work with their children to improve their children's school achievement.

    A. PTSO MEETINGS—scheduled monthly throughout the school year.

4. Provide family members with their child's required school performance profiles and assessment results including interpretation of the results.

    A. FOLLOW-UP MEETING between students and NPSB staff - TBA.
    B. SCHOOL REPORT CARD—TBA

5. Provide family members with a description of the curriculum in use and the forms of assessment used to measure student progress.

    A. SCHOOL-WIDE OPEN HOUSE (Virtual)
    B. PARENT-TEACHER INFORMATIONAL CONFERENCES:
    December 17th & 18th , 2026 and March 11th & 12th, 2027

6. Develop with family member a home-school compact that would involve the student, teacher, and parent. A plan to evaluate and revise must be included.

    A. DEVELOPMENT OF 5-YEAR PLANS with students who did not develop plans in the eighth grade—annually.
    B. UPDATE OF PREVIOUSLY DEVELOPED 5-YEAR PLANS with freshmen, sophomores, juniors, and seniors—annually.

7. Hold family conferences regularly. NCLB mandates this in the elementary grades.

    A. PARENT-TEACHER CONFERENCES:
    December 17, 2026 and March 11, 2027
    B. INFORMAL CONFERENCES—as requested by parent or teacher.

8. Provide assistance to family members in interpreting and understanding the new GLEs, State Content Standards and benchmarks, the Louisiana Accountability System, and State and local assessments.

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

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

WRITTEN COMMUNICATION:

1. Parents will be encouraged through social media and school notes to check Student Progress Center for updates.
2. A final report card will be printed to be picked up at the end of the school year. (per request) Sent out electronically.

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

    A. PTSO ACTIVITIES
        1. School Improvement Planning
        2. Fundraising Efforts 3. Others, as needed.
    B. TESTING MONITORING
    C. ATHLETIC EVENT ASSISTANCE

11. Develop appropriate roles for community-based organizations.
    A. FACILITATION—Kiwanis Liaison, Key Club, LEO Club, YACA Art Guild
    B. INFORMAL LUNCH VISITS—Community Youth Ministries

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

    A. SCREENING/PROOFREADING—prior to printing any school document.
    B. AUTHORIZATION REQUIRED—Principal approval required on any correspondence sent/transmitted.

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

    A. REPORT CARDS—sent home (electronically) on regular report card dates
    B. NEWSPAPER/MEDIA—Outcomes of scheduled meetings published in a timely manner in local media.
    C. HOMEBOUND SERVICES—Provide educators to serve as liaisons between school and students requiring home services.

NCHS 2026 – 2027 DISCIPLINE POLICY

OFFENSE	FIRST	SECOND	THIRD
1. Alcohol (possession)	Five Days Suspension (not to return without a parent	Expulsion Hearing	
2. Cyber-Bullying District Policy	Suspension pending investigation	Five Days OSS	Recommended Expulsion
3. Assaulting Faculty	Charges filed – expulsion		
4. Careless/Reckless Driving (Parents Contacted)	Vehicle Restricted 30 days	Vehicle restricted for rest of school year	
5. Cell Phone/SMART Watch/Blue tooth devices	Verbal Warning. Device seized & returned end of day. Device must be retrieved by parent. **3 days ISS if refuse to surrender device**	Device seized & held for 5 days. Device must be retrieved by parent. **1 day SUS, 3 days OSS if refuse to surrender device**	Device seized & held for 5 days. Device must be retrieved by parent. **3 day SUS, 5 days if refuse to surrender device** Parent Notified of expulsion for a 4th violation.
6. Cheating on Test (Parent Contacted by teacher)	Zero on work no make-up Major Referral	Zero on work no make-up Major Referral	Zero on work and One Day Suspension
7. Classroom Disruption (Major)	One to Three Days ISS	1 – 3 Day Suspension	Suspension Pending Expulsion Hearing
8. Cutting Class	One to Three Days ISS	1 – 3 days OSS	5 Days OSS or Suspension Pending Expulsion Hearing
9. Defacing or Destroying School Property	One to Three Days ISS and Restitution/Repair	Three Days Suspension and Restitution/Repair	Suspension Pending Expulsion Hearing

10. Disrespect to Authority Willful Disobedience	One Day ISS	Three Days ISS	1 – 3 days OSS
11. Disruption during a Fire Drill	One to Three Days ISS or Three Days Suspension	Three Days ISS or Five Days Suspension	Suspension Pending Expulsion Hearing
12. Disruption during Assembly (student removed from assembly)	One to Three Days ISS	One to Three Days OSS	Three Day Suspension
13. Drugs (possession or Knowledge)	Under 16 years old: Expulsion for 12 months - 16 Years or Older: Expulsion for 24 months.		
14. Eating/Drinking in Computer labs, the library or in class at the teacher's discretion.	Disciplinarian Conference/discretion	One Day ISS or One to Three Days Suspension	Three - Five Days OSS
15.Uniform/Dress Code Violations	Contact parent & allow the opportunity to dress appropriately and return to class	1 – 3 day ISS	3 days ISS. Parent conference. On 4th violation student will receive 1 - 3 days OSS
16. Fighting: Instigating a Fight (student subject to arrest and prosecution)	Five to Nine Days Suspension. Student may be recommended for Expulsion.	Suspension Pending Expulsion Hearing	
17. Forging signature or notes	One to Three Days ISS	Three Days ISS	Three Days Suspension
18. Gambling	1 - 3 Days ISS	3 - 5 days ISS	Three Days Suspension
19. Habitual Violation of Rules	One to Three Days ISS	Three to Five Days OSS	Suspension Pending Expulsion Hearing
20. Hall Disruption (major)	Three to Five Days OSS	Five to Nine Days Suspension	Suspension Pending Expulsion Hearing
21. Hall Disruption	One Day Lunch Detention	1 - 3 Days ISS	1 - 3 Days OSS
22 ID Violation	Disciplinarian Conference	One Day ISS	1 - 3 Days OSS
23. In Off Limits Area	Two Days ISS	Three Days ISS	Three Days Suspension
24. Incipient Unrest	Suspension Pending Expulsion Hearing		
25. Leaving Class Without Permission	1 – 3 day ISS	2 – 5 Days ISS	1 – 3 day OSS
26. No Visible Hall Pass	One Day ISS	Two Days ISS	Three Days ISS or One Day Suspension
27. No Touch Rule (PDA)	Two Days ISS or One Day Suspension	Three Days ISS or Two Days Suspension	Three Days Suspension
28. Profane/Obscene Language (verbal or written)	Lunch Detention or 1 day ISS	1 – 2 days ISS (disciplinarian discretion)	One Day Suspension
29. School Bus Disruption	One Week Off the Bus	Two Weeks Off the Bus	30 Days Off the Bus

30. Stealing	Three Suspension Charges may be filed	Five Days Suspension Charges may be filed	Seven Days Suspension or Suspension Pending Expulsion Hearing Charges may be filed	

OFFENSE	FIRST	SECOND	THIRD
32. Tampering with Office or Teachers Computer	Three Days Suspension Charges may be filed	Five Days Suspension Charges may be filed	Seven Days Suspension Charges may be filed
33. Tampering with Fire Alarm covers (false alarm) **False alarm is a violation of state and federal law	Three Days Suspension Charges may be filed	Five Days Suspension Charges may be filed	Suspension Pending Expulsion Hearing
34. Threatening Students	A student may be suspended from school or recommended for expulsion at the discretion of the principal if the threat disrupts class work, creates substantial disorder, or creates a hostile educational environment. Charges may be filed		
35. Threatening Faculty/Staff	Suspension Pending Expulsion Hearing - Charges may be filed		
36. Tobacco, Cigarettes, Lighter, Matches, any smoking device to include Vaping Devices and E Cigarettes (Item Confiscated) (Possession or use)	One Day Suspension	Three Days Suspension	Five Days Suspension
37. Unauthorized use of the Internet	Two Days ISS	Two Days ISS	Three Days OSS
38. Cell Phone/SMART watch/Blue tooth device	Minor Infraction— document in JCAMPUS Parent contacted Parent must retrieve device after 3 school days. Parent must sign cell phone policy agreement	1 day of ISS Device held for 5 school days. Parent must retrieve the device.	Device will be seized and held for 7 school days. Alternate Site Placement for three to five days. **FOURTH OFFENSE** Student recommended for expulsion to an alternative site.

*CELL PHONE POLICY – 1st Offense a parent/guardian of the student must meet with the principal in charge of discipline for that grade. Cell Phone is held by administration for 3 school days. 2nd Offense Student will receive 1 days of ISS. Cell phone is held by admin for 5 school days. **Third Offense** a parent/guardian of the student must meet with the principal in charge of discipline for that grade, the device is held for a 5 school days period, and the student is placed at alternate site for 3 days. The student shall not be allowed to bring a cell phone back to the school building. **FOURTH OFFENSE** the device shall be seized and the student shall be recommended for expulsion to an alternate site. After the expulsion hearing has been conducted the device shall be returned to the student.

*Cell phones/Apple Watches/AirPods/any Blue tooth devices are not to be visible nor in use during school hours. **Such devices are to be powered OFF, zipped up in a bag, and not visible at any point during the school day. Cell phones should never be carried in a student's pockets.**

*Students may use their phone if they are outside the building ***after*** final dismissal.

*At no point is a student allowed to video or record ANY activity with a phone or Ipad while at school.

OFFENSE	FIRST	SECOND	THIRD	FOURTH	FIFTH
Dress Code Violation (Out of class time will count as an unexcused absence	Disciplinarian conference. Parent Called. Students will return to class only after corrections to violations have been made.	One Days ISS	Three Days Alternate Site Placement	One Day Suspension	Student will stay in ISS that day plus Suspension Pending Expulsion Hearing
Tardies (Per 9 weeks-2 grading periods)	Teacher deals with Tardy	Referred to disciplinarian. Parent contacted. Lunch detention assigned	2 lunch detentions or One Day ISS	Two Days ISS	Alternate site placement

* If a student is assigned a Saturday Detention and does not show up: He/She will be assigned Two (2) days of ISS.
**Assignment to In-School Suspension (ISS). Recommendation for expulsion may occur on the 4th Suspension.

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

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

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

Natchitoches Central High School Positive

Behavioral Interventions and Supports

PBIS is:

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

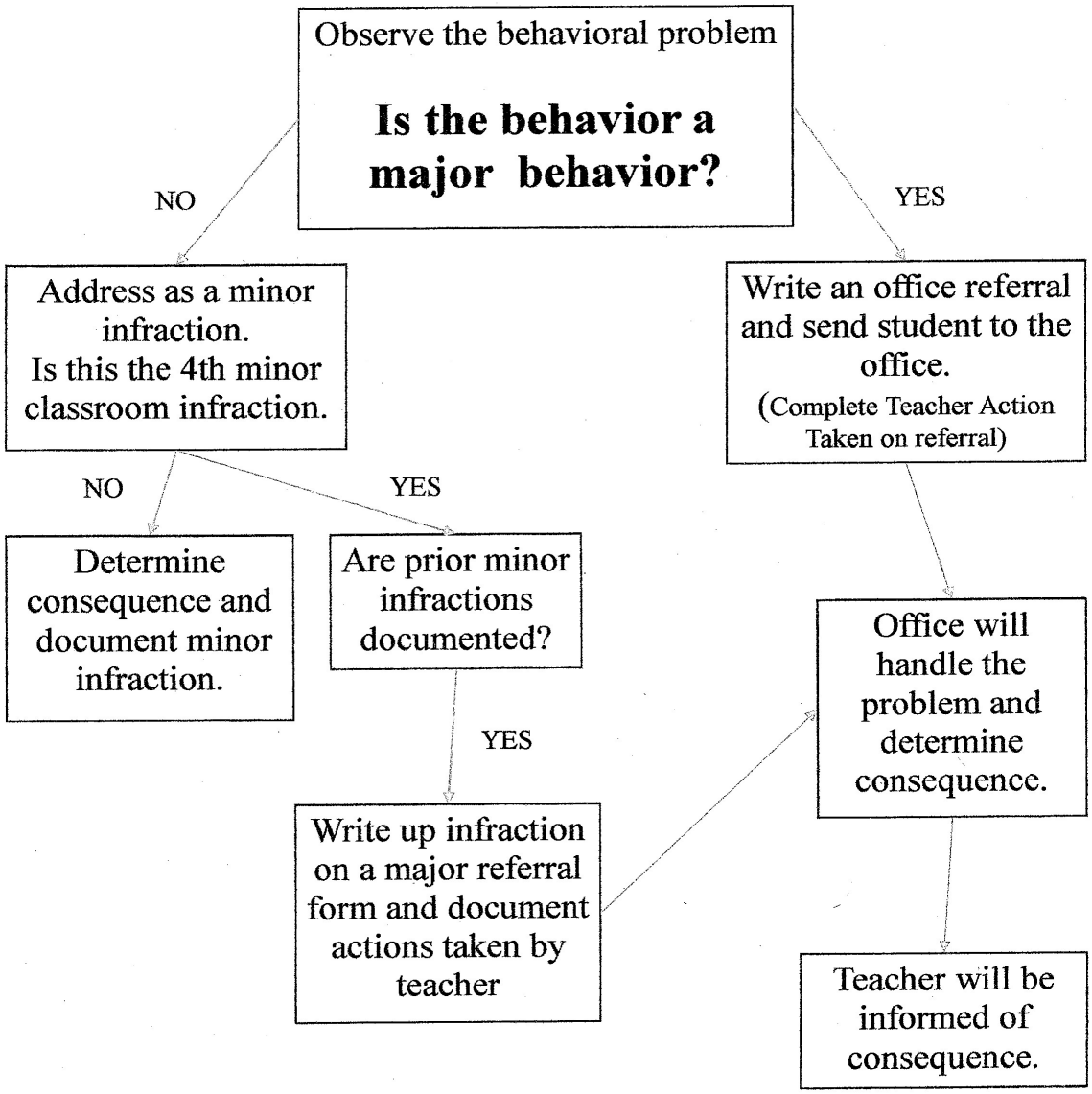
What does PBIS do for you?

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

How Does PBIS Work?

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

Discipline Plan Flow Chart



Freshmen Orientation:

Helping Your Rising 9th Grader Prepare for High School

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

Although your freshman daughter or son might be intimidated by sheer size of our building, there are ways you can help ease his/her transition. With new schedules, seemingly endless course options, and extracurricular choices, upcoming freshman need tremendous parental support as they struggle to make major decisions on a new campus. Since our freshman will be on campus by themselves the first day of school, the transition may be less intimidating.

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

Friends of NCHS

Mission: The overall purpose of this organization is to make NCHS's potential a reality by engaging and empowering families and communities to advocate for all students and teachers. Provide a POSITIVE way for parents to get involved with the school and make a difference for their students.
Activities:

- News Letter – Quarterly newsletters to better communicate with parents.
- Social media including Facebook, Instagram, as well as other media outlets—Announcements and Affirmations communicated to parents and community members through social media.
- Fundraising – Sell affordable jackets, sweatshirts and spirit shirts for all students that are school approved.
- Christmas – Parents donated snacks for faculty and staff to show appreciation at the end of the first semester.
- Prom – Parents donated refreshments
- Teacher appreciation week – Positive reinforcements to show appreciation for all that they do.

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

Parent-Student-School Compact

NATCHITOCHES CENTRAL HIGH SCHOOL, AND THE PARENTS OF THE STUDENTS PARTICIPATING IN ACTIVITIES, SERVICES, AND PROGRAMS FUNDED BY TITLE I, PART A, OF THE ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) (PARTICIPATING CHILDREN), AGREE THAT THIS COMPACT OUTLINES HOW THE PARENTS, THE SCHOOL STAFF, AND STUDENTS WILL SHARE THE RESPONSIBILITY FOR IMPROVED STUDENT ACADEMIC ACHIEVEMENT. **THIS PARENT-SCHOOL COMPACT IS IN EFFECT DURING SCHOOL YEAR 2023 - 2024.**

Parent/Guardian Responsibilities

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

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

I will share the responsibility for this student's achievement of high standards and work toward developing a homeschool partnership.

_____ _____

Parent's Signature Date

Student Responsibilities

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

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

_____ _____

Student's Signature Date

School Responsibilities

Natchitoches Central High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet academic achievement standards.
2. Hold parent-teacher conferences. Conferences will be held at flexible times during the day to accommodate the needs of the parents.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide Progress Reports (two weeks into each quarter) and Report Cards (each quarter) according to the calendar listed in this handbook.
4. Provide parents reasonable access to staff.

_____ _____
Teacher's Signature Date

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

Dear Parent/Guardian:

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

My child, _____ and I reviewed and understand the 2023-2024 Student Handbook.

_____ _____
Student Signature Date Parent Signature Date

Documents

Our district is mandated by the Every Student Succeeds Act (ESSA) OF 2015 to distribute the documents listed below to each parent. These documents are included within this handbook and the NPSB district handbook. *Please read each of the documents listed below, sign and return the form below to indicate that you received these documents.

District Parental Involvement Policy

School Parental Involvement Policy

Parents' Right to Know

Parent-School Compact

I have received and read the documents listed above.

_____ _____
Parent's Name Printed Parent's Signature

_____ _____
Student's Name Printed Date

_____ Homeroom
Teacher's Name/Grade Level