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**HAUGHTON HIGH SCHOOL**

**Student Handbook**

*Haughton High School...A Great Place to Learn!*

**2023-2024**

## **Haughton High School**

**210 E. McKinley Drive**

**Haughton, LA 71037**

**318-549-5450**

**<http://haughtonh.bossierschools.org>**

**Principal: David Haynie**

**Assistant Principals: Melissa Hall**

**Aaron Megee**

**Counselors: Carey Waldron (12th grade TOPS University)**

**Kelli King (11th - 12th grade Jumpstart Pathway)**

**Sarah Thrash (10th grade (last name begins M-Z),  
11thTOPS University)**

**Kristen Brandon (9th grade, 10th grade (last name  
begins with A-L))**

**Instructional Coach: JJ Stallcup**

**Secretaries: Terri Finklea**

**Renee Flannery**

**Mandy Scally**

**Lynette Bailey**

**SROs: John Brunson**

**Joe West**

**Mascot: Buccaneer**

**Colors: Red and White**

### **HAUGHTON HIGH SCHOOL ALMA MATER**

Haughton High, you'll ever be

Cherished in our memory.

We will sing our praise to thee

And forever loyal be.

Hail to thee, old Haughton High.

May your spirit never die.

Sons and daughters ever true

Alma Mater, WE LOVE YOU!!!

### **HAUGHTON HIGH SCHOOL FIGHT SONG**

Cheer, cheer for old Haughton High.

We've got the spirit—we've got the drive.

Though the odds be great or small,

We know the Bucs will win overall.

Onward to victory—we're number 1.

"Big Red and White" is second to none.

All you Bucs from H.H.S.

March on to VICTORY!!!

## **VISION STATEMENT: Buccaneers Win Every Day, Every Student Every Way**

### **MISSION STATEMENT: We EMPOWER All Through Engagement, Motivation, Purpose, Opportunities, Welcoming, Excellence, and Relationships**

We welcome you as a student to HHS. As a student here, you are expected to meet the high standards that have been set for you and your fellow students by your administrators.

These standards include both academic and behavior expectations. The rules, regulations, procedures and articles in this handbook have been devised so that you and your fellow students will have the best possible atmosphere in which to pursue your education.

Haughton High is highly ranked in academics, athletics, and extracurricular activities. Anytime you participate, or attend an activity, you are representing your school. The information contained in this handbook will help you become involved in school activities and, most importantly, help you take full advantage of your education in order to secure a positive future.

### **HAUGHTON HIGH SCHOOL BELIEVES**

- ❖ Students learn best in a safe, comfortable environment where individual, physical, social, emotional and intellectual needs are met.
- ❖ Learning should not stop at knowledge but should extend to application, especially problem solving.
- ❖ A student's self-esteem is enhanced by a positive relationship with fellow students, teachers, and administrators.
- ❖ Our school is the heart of our community and has an obligation to provide every student with the best possible opportunities available.

To facilitate these beliefs, HHS involves parents in a variety of ways, including issuing **Reports of Progress** every 4 ½ weeks. These reports provide a grade in percentage format for each class in which a student is enrolled. In addition, we offer many upper-level classes in all disciplines (see the HHS course description handbook). These courses are designed to prepare students for state and national testing, higher education, and the opportunity to earn college credit as a high school student. Basic graduation requirements can be found in the Bossier Parish Handbook.

**ACCREDITATION:** In addition to Bossier Parish's credentials through the AdvancED, HHS is accredited by the Louisiana State Board of Education, holds membership in the Louisiana High School Athletic Association and several curriculum-related associations.

**ASSURANCE STATEMENT** The Bossier Parish School System shall not discriminate in the rendering of service to, and/or employment of, individuals because of race, color, sex, religion, age, national origin, handicap, disability, veteran status, or any other non-merit factor.

### **AN EQUAL OPPORTUNITY EDUCATIONAL AGENCY**

**HAUGHTON HIGH APP:** Haughton High has an app that students and parents are highly encouraged to download to their mobile electronic devices. This app will provide many useful resources, such as: HHS news and events, bell schedules, teacher directory, link to the school website, and other useful links. This is a free app and can be downloaded from the Google Play Store and Apple App Store. It is compatible with most mobile electronic devices.

Additionally, students and/or their families can pay the majority of HHS related fees online. Fee payment can be accessed from the HHS website at <https://haughtonh.bossierschools.org/>

**STUDENT PROGRESS/REPORT CARDS/OnCourse:** High School Reports of Progress are issued at the end of each 4½ weeks for grades 9-12. One copy is issued to each student. Percentage grades (representing total points earned out of total points possible) are given to indicate student progress. Total points accumulate throughout a course. The report issued at the end of the course reflects a percentage grade and a letter grade. This grade represents cumulative total points earned out of total points possible.

**OnCourse** is a web-based communication system that provides access to information specifically relating to your classes at **Haughton High School**. To access OnCourse, go to [www.bossierschools.org](http://www.bossierschools.org) and click on OnCourse.

**TESTING FOR COLLEGE ENTRANCE/ SCHOLARSHIPS:** Students will need to take the ACT and/or SAT standardized test for college entrance as well as scholarship opportunities. Both ACT and SAT offer several national testing dates each year. For exact testing dates and to register for a national test, visit [www.act.org](http://www.act.org) or [www.collegeboard.org](http://www.collegeboard.org). While the ACT and SAT may be taken at any time, the 11th grade year is the appropriate time to take the exams. Preparation for the ACT and SAT tests should include core courses: English I, II, and III; Algebra I, II, and Geometry; Physical/Environmental Science, Biology, and Chemistry; World Geography, Civics, and US History. The SAT exam includes reading, math, and writing sections.

The national ACT test is given on the Haughton High School campus during the months of September, October, December, and April. In addition, all 11th grade students will take a free ACT in March as part of the state testing program. ACT fee waivers are available for the national test dates to 11th and 12th grade students that meet the economic need eligibility requirement. ACT Fee Waivers can be obtained in the instructional coach's office (Mrs. Stallcup--room H1B). Eligible students may receive a maximum of four waivers. The PSAT exam may be taken in the 10th grade for practice and then in the 11th grade for scholarship purposes and to determine National Merit Scholars. Additional scholarship sources are available to students in the guidance office and on the school website.

**GRADUATION REQUIREMENTS:** See the Bossier Parish School System Student Handbook.

**GRADUATION EXERCISES:** The Bossier Parish School Board shall not allow any student to participate in commencement exercises until he/she has successfully completed all graduation requirements as prescribed by the Louisiana Board of Elementary and Secondary Education (BESE) and passed all required components of the state *End-of-Course tests*. Special Education students must meet all program requirements to receive a certificate of completion and participate in commencement exercises.

Students who complete their work at mid-term may graduate at that time and choose to participate in the mid-term graduation ceremony. Students who graduate at mid-term end their careers at the local high school and are not entitled to participate in prom, senior awards program, or the May graduation ceremony.

Any senior student who is found guilty of any act which constitutes grounds for suspension or expulsion after having met the academic requirements for graduation, may be denied the right to receive his/her diploma at or participate in formal graduation exercises and in lieu thereof, be given his/her diploma in private.

**CONFERENCES:** Parents may call the office (549-5450) during school hours to speak with the grade level counselor for scheduling of any conferences with teachers and or administrators. If the parent needs to talk with a teacher by telephone, the message will be forwarded to the teacher's voice mail.

**RECOMMENDATIONS:** Students may request letters of recommendation from a teacher, counselor, or administrator for scholarships, awards, entrance requirements, employment, etc. They should make their requests to the appropriate person at least two weeks in advance. At the time of request, students should supply the following information on a full size sheet of paper:

1. The type of recommendations requested (personal, academic, etc.),
2. A list of extracurricular activities and honors,
3. GPA; ACT and/or SAT scores,
4. Name and address of person or agency to which the recommendation should be sent.

**ATTENDANCE REQUIREMENTS:** See the Bossier Parish School System Student Handbook for details.

**ABSENCES, ADMIT, CHECK-IN, CHECK-OUT PROCEDURES:** Upon returning to school after an absence, students should bring documentation for the absence. If the student has an original doctor's excuse or funeral documentation, this needs to be turned in to the main office before school, during lunch shift, or upon checking in to school. Students will receive an excused day and admit slip for doctor notes and close relative funeral documentation. Students are allowed to make up all work for an excused absence. All other absences should be documented by parent notes and should be shown to each of the student's teachers. Parents should understand that a note from home does **not** delete an absence with truancy. Students without a note or who have been suspended from school may complete makeup work; however, students may not receive full credit but should not receive less than 75% of earned credit. (This is at the teacher's discretion.) When a student is absent from school, he/she may **not** come back to campus for after-school practices unless he/she has a doctor's excuse or the absence is otherwise excused through the office (i.e. school-sponsored field trip). Faxed doctor's excuses or parent notes are not accepted. See the Bossier Parish School System Student Handbook for more information on written excuses. **Note: There are NO authorized "skip days."**

**STUDENT CHECK IN:** If a parent knows in advance that their son/daughter will check in at a later time or will need to check out, they should call and inform office personnel at 549-5450. Anytime students are absent for 45 minutes or more due to checking in or checking out, they will be counted absent for that class period. If students arrive at school within the first 45 minutes of school, they are to report to **tardy central** to receive a tardy slip to enter class. If students arrive after the first 45 minutes of school, they are considered absent for the first block. Students must sign in at the main office with parent notification and receive an admit to class. Students must show a tardy slip and/or an admit slip on entering class. **If a parent allows their son/daughter to check out of school, they will only be allowed to check back into school on the same school day if the student and parent personally sign the check in form in the main office.** Students may return without a parent if they have a doctor's excuse or have documentation for attending a funeral of a close relative.

**STUDENT CHECKOUTS:** Once a student comes on campus, he/she is officially at school and must follow checkout procedures *through the main office prior* to leaving the campus. There will be no check-outs after 2 pm. *Students are only allowed to be checked out of school by individuals who are listed on their OnCourse contact list.* Parents may update OnCourse at any point during the school year, however, must be up-to-date prior to the checkout request. Students who are absent or checked out of school must bring a parent note or a doctor's excuse when they return to school. Students with an up-to-date parking tag may check out of school without a parent present. Parents must contact the main office to provide details of the checkout prior to the student leaving campus. Students who become ill during the school day, are advised to let their teacher know as soon as possible.

**ASSIGNMENT REQUEST POLICIES:** A student must request missed assignments within three (3) days of return from an excused absence. Teachers assist with make-up work, but it is the student's responsibility to take the initiative for making up work. It is recommended that the student obtain assignments from their teacher's Google Classroom or other students in the class while absent from school. The guidance office cannot obtain assignments for students absent for fewer than 3 consecutive days.

Students are eligible for the Hospital/Homebound Program offered by Bossier Parish if they will be out of school for 3 weeks or more. When a physician certifies that the student is expected to be at home or hospitalized for at least 15 school days, a student may apply for this program. Parents may obtain forms from

the guidance office. Our counselors may advise you concerning this program, but parents must apply for homebound services.

## **HOMEWORK POLICY:**

### ***Purposes of Homework***

Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom. These assignments should complement class work and be relevant to the curriculum. Homework is a natural extension of the school day and an important part of a student's educational experience. Homework encourages self-discipline, pride in one's work, positive self-esteem, and an interest in learning. Homework also reinforces the Haughton home/school connection.

### ***Kinds of Homework***

Homework may be assigned as preparation for upcoming lessons or as an extension of class work.

- Preparation homework – given to prepare a student for upcoming lessons.
- Practice homework – designed to reinforce lessons already taught in class.
- Extension/creative homework – intended to provide challenging learning opportunities for enrichment and extension of the lesson. These assignments reinforce the Common Core State Standards and promote inquiry, problem solving, discovery, analysis and application of essential concepts.

### ***Administrators' Responsibilities***

- Supervise the dissemination of homework policies and procedures to staff, students, and parents.
- Monitor the implementation of homework practices according to established policies and procedures.

### ***Teacher's Responsibilities***

- Students should be given at least 30 minutes of homework a day per subject where appropriate, at least four times a week.
- Within a week of the start of class, inform parents and seek their support of expectations for homework.
- Provide for students' individual differences and acknowledge varied learning styles by varying homework assignments.
- Establish guidelines, appropriate to each assignment, for the assessment of homework.
- Specify in writing the percentage of value of homework relative to the term grade.
- Give clear, concise directions, allowing time for students' questions.
- Review the progress of long-term projects periodically.
- Provide adequate time for students to prepare for tests.
- Record all homework assignments and collect assignments as appropriate.
- Contact parents if assignments are not completed.

### ***Parents'/Guardians' Responsibilities***

- Respond to the school's request for support of stated expectations for homework for a given year.
- Expect daily assignments and insist that students complete them regularly.
- Review progress on long-term assignments periodically.
- Provide a suitable study atmosphere that is quiet, well-lit and supervised periodically.
- Maintain the home/school connection through calls, emails, and conferences.
- Show interest in the homework being done and assist when needed.
- Ensure that the product is the student's own work.
- Take part in the student's learning by providing enriching experiences outside the school day.
- Encourage pleasure reading above and beyond specific homework assignments.

### ***Students' Responsibilities***

- Develop the habit of recording directions for homework and asking questions for clarification.
- Complete homework assignments accurately, neatly, and on time.
- Complete assignments missed because of an absence within a reasonable time, according to the established policy in the Haughton High School Student Handbook.

**STUDENT CODE OF CONDUCT:** In addition to the regular school day, HHS has jurisdiction over students traveling to and from school by school transportation and during school-activities during the school day or after school hours whether on or away from school grounds. Violations of rules under these circumstances may lead to disciplinary action, including being **BARRED FROM CAMPUS** for both students and non-students.

**TARDINESS/LATE TO CLASS:** Haughton High School has adopted a single definition of a tardy, to avoid any confusion in this matter. ***The definition is as follows: If a student is not in the classroom at the time of the bell, they are considered tardy (1st block) or late to class (2nd, 3rd, and/or 4th blocks).*** With the exception of doctors' excuses—if students use any other means of transportation other than the school bus, tardies to school will be counted as unexcused. The academic achievement of students is directly related to the amount of instructional time received therefore, it is imperative that students get to class on time.

Tardies/ Late to Class accumulate each 9 weeks. Each student is given 3 free tardies each 9 weeks. Consequences begins on the 4th tardy/late to class occurrence as follows: 4th tardy = 1 block of GASSP; 8th tardy = 2 blocks of GASSP; 12th tardy=1 day of GASSP with restorative practices implemented; 16th tardy=2 days in GASSP with additional restorative practices. Restorative practices are not limited to but may include: parent return, implementation of PBIS Interventions, and/ or required Online quizzes. Tardies will start over at the beginning of **each** 9 weeks. Students who drive will be subject to losing their driving privileges after the 8th occurrence of tardy/ and/or late to class. Students who are more than ten (10) minutes late to class, without a note from an HHS employee, will be considered skipping class and sent to the office for disciplinary action.

**STUDENT ID CARDS:** Students will be issued a physical ID card at the beginning of the school year. Students must be ready to present their ID to any faculty/ staff member of HHS at any time during the school day. Students will also use their school issued ID for purchases in the cafeteria. This ID must be in the student's possession at all times while on HHS campus.

For state testing, ACT, and SAT purposes, students without a government issued photo ID will be provided a HHS student ID. Students must report to the Assistant Principal's office at least two (2) weeks prior to their test to complete a student ID request.

**PARISH POLICY ON CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES:** No student, unless authorized by the school principal or his/her designee, or as permitted under the Bring Your Own Technology (BYOT) initiative, shall use, or operate any cellular telephone, personal computer, laptop, electronic instrument, iPad, iPod, tablet device, e-reader, or similar devices during the normal school hours of operation in any Bossier Parish school building or on the grounds thereof. Normal school hours can include: before, during or after school. Violation of this policy shall be grounds for disciplinary action by the school, including, but not limited to, suspension and/or expulsion from school.

The School Board shall not be responsible for any electronic devices or device accessories, including cell phones, lost or damaged while on School Board property. A properly authorized medical device worn by a student shall not be considered to be in violation of this policy. Ref: La. Rev. Stat. Ann. §§17:239, 17:416, 17:416.1. BPSB Policy: JCDAE

Refusal to relinquish a device shall constitute willful disobedience and shall be handled accordingly.

**BRING YOUR OWN TECHNOLOGY (BYOT):** The Bossier Parish School Board Bring Your Own Technology (BYOT) initiative is available, at the principal's discretion, in schools where eligibility requirements have been met. In those schools/ locations, in accordance with all district policies and procedures (including the BYOT Handbook and the Acceptable Use Policy), students and staff may use personal mobile learning devices (e.g. laptops, iPods, iPads, smart phones, e-readers) to further the educational and research mission of the district.

School staff shall retain the final authority in deciding if, when, and how students may use personal electronic devices on school grounds and during the school day.

1. All computers/mobile learning devices shall be set up and maintained with connection to the Bossier Parish School Board Technology System domain for network administration and security. Removing a computer from the domain without the permission of a School Board technology support staff member shall be considered an act to circumvent district network security and is strictly prohibited.

2. Mobile learning devices connected to the Bossier Parish School Board Technology System must be via wireless and must be equipped with up-to-date virus software, compatible network card and be configured properly. Connection of any personal electronic device is subject to all regulations and procedures of the Board.

While using personal digital devices, students shall be expected to follow the same acceptable use policies for conduct and ethics that are outlined in the Student Acceptable Use of Computers and Networks. In addition, policy states that bringing digital devices to school is optional, and each student is responsible for his/her own personal property. The School Board shall not be held accountable for the devices due to damage, loss, or theft. At the beginning of each school year, students shall be given a copy of the district's acceptable use policy, and shall sign an agreement stating that they understand and agree to the rules of conduct.

**HAUGHTON HIGH SCHOOL CELL PHONE POLICY:** Students are allowed to use cell phones on campus during designated times. These times include: before school, between classes, during lunch, and after school. **Students are not to make or receive phone calls at any time during the school day.** Students who need to call home must use the phone in the main office during school hours. Students are not to play music or create videos of any kind while on campus. **Earbuds, headphones, or AirPods are not allowed on campus.** Each teacher will have a cell phone holder for all student cell phones. Students will turn in their cell phone to the holder at the beginning of each class period. Cell phones will remain in the holder for the duration of the class period but will be returned to their owner at the end of the period. Failure to release the phone to the teacher will result in disciplinary actions. If an administrator takes a student's cell phone, it will be returned to that student at the end of the day of the occurrence. If students are assigned to GASSP, cell phones will be placed in a locked container until the end of their assigned time period.

**TESTING ENVIRONMENT: CELLULAR TELEPHONE OR OTHER ELECTRONIC DEVICE POLICY:** All cell phones or other similar technological devices with imaging or text-messaging capabilities that are the property of students, test administrators, and school test coordinators must be placed in and remain in the off position and stored in a secure area as designated and supervised by a school administrator during test administration or any other time that test booklets and answer documents are present.

1. Except for devices required for approved accommodations or online assessments, if a student is in possession of and/or uses a cell phone or electronic device in any manner during the administration of a statewide test, the phone or electronic device will be confiscated until assurance can be evidenced that all traces of information, in print, image, or verbal form, have been removed from all local and cloud storage and that no such traces remain on the device.
2. If evidence exists on the cell phone or other electronic device that indicates the device was used during the test administration and/or test material was recorded and/or transmitted, the student's score will be voided.
3. Violation of the no cell phone or electronic device rule may result in discipline by the district in accordance with local policy.

**SKUL TIME:** Haughton High School has a thirty minute block after the first block to provide additional needed instructional time. SKUL Time will be used to incorporate RTI (response to intervention) and enrichment activities for all students.

**MISUSE OF TECHNOLOGY:** When given permission to use technology, students must follow the directions given by the teacher. Students who misuse the technology such as going to unapproved websites, communicating with others, playing games, etc. will be subject to disciplinary action.

**See the Bossier Parish School System Student Handbook for more specific details about acceptable use of technology.**

### **DRESS CODE AND GUIDELINES:**

A committee that consists of school administrators, parents, teachers, and students defines the uniform policies. Students should come to school neat in appearance. Uniforms need to be kept in good condition and fit appropriately. All uniforms must be worn in the manner meant by the manufacturer. This means that there will be no mutilation of any kind. Mutilations include, but are not limited to, rolling, tearing, ripping or cutting of hems, cuffs, sleeves or body of any of the coordinates. If a uniform piece should tear or become un-sewn, it must be repaired or replaced before being worn again. Student dress will not be considered proper if it detracts from or disrupts the classroom and/or school decorum. The principal shall make the final decision of what is considered proper or improper appearance in accordance with the guidelines established in the student handbook. **Students who are not in dress code will not be allowed to enter class.**

It is the responsibility of the parents and/or students to purchase only uniforms that meet all the requirements of Haughton High School dress code.

**DRESS CODE VIOLATIONS:** *HHS administration reserves the right to make the final decision on all dress code or appearance issues. Offenses may warrant sending the student home to change, after-school detention, GASSP, and/or suspension from school. We are confident that uniforms have a very positive impact on our school.*

### **DAILY DRESS CODE REQUIREMENTS:**

**TOPS:** Tops approved for daily wear include red, white, gray, and navy collared polo shirts. The polo should not have more than three buttons, not have a personalized monogram, but can have a small manufacturer label on them. Students may wear a red, white, or navy short/long sleeve oxford shirt with a buttoned-down collar. Students may wear the **red or gray uniform t-shirts (H Bucs) sold by HHS.** All shirts must be long enough for when arms are raised over the head, skin is not exposed. Undershirts may be white, red, navy, black, or gray short/long sleeve t-shirts or turtle necks with no writing on them. **Approved spirit shirts may be worn on any day of the week.** *Spirit shirts must be red, gray, or white with Haughton High School written in some form on the shirt.* All spirit shirts must be *approved* and have *originated* from and have been *purchased* from Haughton High School. (Outside vender shirts and/or PE uniform shirts are **not** approved for daily wear)

**Hoodies and any other outerwear with a hood are not permitted at Haughton High School.**

**QUARTER ZIP PULLOVERS:** Students may wear the official "H" red or gray quarter zip sweatshirts sold by Haughton High School. Students may also wear plain solid-colored red, navy, or gray sweatshirts with no writing or monograms on them.

**JACKETS/SWEATERS:** Approved uniform jackets and sweaters include solid-colored navy, red, white, black, or gray jackets, approved spirit and letter jackets. Approved jackets or sweaters are not to have a hood. *Absolutely no denim or camouflage jackets are approved.* Labels on jackets or coats cannot be larger than 2x2". No sweaters that pull over the head are approved. Jackets and sweaters may not exceed mid-thigh length. Jackets/sweaters may be monogrammed with the student's name or initials not to exceed 4". Uniform shirts must be worn under all outerwear. Raincoats should be clear, navy, red, gray, black, or white. Students must wear an approved Haughton High School shirt under jackets or any other form of outerwear.

**BOTTOMS:** All students must wear bottoms that are only navy, khaki, or gray in color. Bottoms should be a style worn at the waist and must have belt loops. Girls may also wear skirts, skorts, shorts, capris, and pants. Boys may wear shorts or pants. Pants must not drag the floor in a manner that destroys the pants by stepping or tripping on them or *sag/fit* below the hip bone. The length of skirts must be no shorter than 4" above the kneecap. Absolutely no carpenter, painter, cargo, corduroy, denim (or denim like), knit, "skinny" (tight fitting), or spandex bottoms are allowed. Sweatpants or athletic shorts are **not** approved for daily wear. All *shorts and skorts* must fall below the fingertips with shoulders in the relaxed position. No tights may be worn under uniform bottoms. Uniform bottoms must be *visible* at all times and fit properly.

**SHOES:** Style and color of shoes may be chosen by the student as long as they follow these guidelines: **No open-toed shoes**. No beach, pool, or house shoes, flip flops, or athletic sandals or slides are allowed. Crocs or similar style footwear may be worn. Boots may be worn with pants only. Shoes must be worn on campus at all times.

### **ADDITIONAL DRESS CODE POLICIES:**

The following list is provided to assist in clarifying the dress code policy:

1. No **caps**, hats, sweatbands, visors, bandanas, "do-rags," scarves, **shower caps**, or other head coverings. (Do not bring these items on campus during school time. All caps/hats worn at school will be confiscated and must be picked up by a parent.)
2. On days when the temperature is 50 degrees or below, students may wear (when outside) a plain (no letters or symbols), solid-colored red, white, or navy blue beanie or the "H" beanie sold at various vendors.
3. **Blankets** are **not** approved or allowed for the classroom or school day but are acceptable for outdoor events when dictated by weather conditions.
4. Gang, sex, drug, and racist-related dress will not be allowed.
5. Items of apparel, jewelry, and cosmetics that detract from the instructional program or present a safety hazard are not allowed.
6. Students may not wear hair picks, combs, brushes, or rollers in their hair.
7. No dental grills.
8. No gauges are allowed for any student; boys may wear small hoop or stud earrings—no earrings that dangle.
9. No wallet or pocket chains.
10. Due to safety concerns, tongue rings are not permitted.
11. Boys may have facial hair as long as it is neatly groomed.

***Haughton High School administration reserves the right to make the final decision on all dress code or appearance issues.***

**PBIS "JEANS DAY" POLICY:** Students must have earned a "Jeans Day" ticket to participate and keep it with them at all times on the day of the event. Whole school or paid "Jeans Day" does not require a ticket; however, students must follow the same guidelines. Students have permission to wear medium to dark blue jeans with no holes, no patches, no studs, and no writing. Students must wear a uniform shirt with their jeans.

**AFTER SCHOOL DETENTION/SATURDAY DETENTION:** Students are assigned days of detention for various reasons which may include but are not limited to: dress code/ no hall pass/ or 4th demerits. When detention is assigned, the student will be given a specific date to report to After School Detention. Failure to complete the assigned detention day(s) will result in an additional referral for failure to serve assigned consequences with additional disciplinary actions. Detention is held Monday through Thursday from 2:30 - 3:30 in the GASSP room. *It is the student's responsibility to notify his/her parents that he/she has been assigned detention. If a student is unable to attend After School Detention, the student or a parent must contact HHS administration*

*prior to the detention date to be given an alternate detention date.* Saturday detention will be assigned this year for students who have dress code/ no hall pass/ multiple demerits/ tardy issues. Saturday detention will be held twice a month and will be from 8:00-11:00 am

## **GASSP/SUSPENSION/EXPULSION**

### **Guided Alternative to School Suspension Program**

Our GASSP Program is designed to keep students in school during suspension rather than sending them home. A student is not counted absent from school and must do all class assignments while in GASSP.

#### **Program Specifics:**

The student will:

- Be placed in GASSP from 1-3 days depending upon offense and/or the number of offenses.
- Report directly to the GASSP room upon entering school grounds.
- All cell phones or other electronic devices must be turned-off and be placed in the student's backpack or turned over to the GASSP monitor once entering the GASSP room.
- Have work checked by the GASSP room monitor every 30 minutes.
- Complete academic work in silence.
- Not be allowed to participate in regular lunch or break time.
- Eat alone.
- Be scheduled for the restroom twice daily.
- Clean the area upon leaving the GASSP room. No writing on desks.
- Earn 1-6 hours of extra time if he/she disturbs the environment or breaks any rule in the GASSP room.

**Severe Disruption** of the **GASSP** room environment will result in out-of-school suspension.

**NOTE:** While on suspension (GASSP, or out of school suspension) students are not to attend or participate in any school events including practice of any sport or competition. This includes the concluding school day of GASSP or out of school suspension. No participation will be allowed until the following day. While removed from the normal class setting, students are barred from campus and any Haughton High School activity for the entire time of the expulsion or removal from the Haughton High School campus. Removal from the normal class setting includes suspension, gasp, or alternative placement.

**FOR OUT-OF-SCHOOL SUSPENSION AND EXPULSION, AND THE FOLLOWING ISSUES, SEE THE BOSSIER PARISH SCHOOL SYSTEM HANDBOOK.** Searches of Students and School Property; Beepers, Radios, and Similar Devices; Student Use of Tobacco, Alcohol and Drug Use; Threats and Bullying; Weapons; School Bus Conduct; Other Discipline Policies; Corporal Punishment; Sexual Harassment of and by Students; and the School Resource Officer Program (SRO).

#### **POLICY ON FIGHTING:**

I. Fighting will be defined as the intentional use of force upon the person of another. This includes, but is not limited to, a fist encounter, wrestling, slap boxing, and violent pushing and shoving. Violent pushing and shoving occurs when there is an injury, or when the possibility of injury should have been foreseen.

Haughton High School believes that students should inform authorities of a possible problem. Failure to report a problem that would clearly have prevented a fight will make the self-defense doctrine non-existent. Any students running to, instigating or participating in a fight will be subject to disciplinary action. Fighting will result in suspension from school and possible arrest. Students who fight may be banned from school activities for **45** school days until otherwise notified.

II. Under any of the following circumstances the participants of a fight will be criminally charged under Louisiana Revised Statutes 14:103, disturbing the peace:

- a. if the fight is racially motivated
- b. if the fight is gang related
- c. if the fight is premeditated
- d. if a participant is not authorized to be on campus
- e. if the participants have to physically be separated by someone of authority

Louisiana Revised Statute 14:103 states whoever commits the crime of disturbing the peace shall be fined not more than one hundred dollars or imprisoned for not more than ninety days, or both. Under any other circumstances, the administration will have the discretion to pursue criminal charges.

**SCHOOL BUS CONDUCT:** School bus guidelines have been adopted by the Bossier Parish School Board in order to provide safe transportation to and from school. It is a privilege, not a right, to ride Bossier Parish school buses. All Board policies are strictly enforced on school buses. The bus operator, together with the principal, assumes full responsibility for the discipline of students who ride the bus. Should an infraction occur, the bus operator will notify the principal in writing. The principal has the sole authority to determine punishment, if warranted. The responsibility for supervision of students begins at the bus stop in the morning and ends when students exit buses at the end of the day. On-time delivery and student safety are the primary goals of each bus operator.

**When riding the school bus, every student will:**

1. Follow the Bus Transportation rules as directed by the bus operator and the student's principal.
2. Report to the assigned bus stop at least 5 minutes before the scheduled arrival time; the bus stops will be assigned by your student's bus operator.
3. Not bring on the bus objects that are too large to be held in the student's lap or to fit under the seat (including large band instruments, projects, and other large objects).
4. Assist the bus operator in maintaining a clean and sanitary bus; students who damage/destroy buses are appropriately disciplined/assessed for damages.
5. Not exit the bus at a different stop from their assigned stop without written authorization from the principal. The note must be presented to the operator at the start of the afternoon run.
6. Remain seated with backs against the seat, backpacks in lap, facing forward in the student's permanently assigned seat, while the bus is in motion and during stops for other students. The bus operator is responsible for seat assignments.
7. Only talk quietly to your neighbor. Vulgar language and bullying of other students will not be tolerated.
8. Adhere to the dress code for each school.
9. Not eat on the bus. (Students may carry water on the bus in plastic bottles)
10. Not extend arms out of windows or doors; not throw objects out of windows.

NOTE: A violation of a bus rule may result in loss of bus privilege and or disciplinary action. All buses are equipped with video cameras that constantly monitor student passengers. Bus operators are permitted to make reasonable rules for the safe transportation of students.

*See Transportation website for additional bus safety tips.*

**DANCE CONTRACT:** In order to promote a healthy, safe, and enjoyable evening for all students, the following school dance policies and procedures will be in place for all dances. In order to attend school dances, parents and students must read, understand, and sign the dance contract. The dance contract must be on file prior to purchasing dance tickets. Haughton High School encourages families to discuss these rules with their students. If a student's guest is not a current HHS student, he/she must meet specific requirements to attend and complete a guest form. Dance guest forms must be turned in by the Wednesday before the event, and it is expected that your guest is informed of the following rules and adheres to them for the evening. Dance Contracts are provided in the Opening of School Packet on the handbook signature page. Additional handbook signature pages as well as Guest Dance Contracts are available on the school's website. Dance Contracts including those for a guest turned in the week of the event will be assessed a \$10.00 fee to process.

**Fee/Ticket Policy**

1. Only currently-enrolled HHS students who are in good standing related to discipline and have met all financial obligations to the school are eligible to purchase tickets.
2. **Students must show their HHS ID to purchase tickets.**

**3. Only students with a signed HHS-sponsored dance contract on file will be allowed to purchase tickets and attend the dance.**

4. Middle school students, regardless of age, and guests over 20 years of age are not permitted to attend any HHS dance.

5. HHS students are responsible for their non-Haughton High dates/guests at all times. Guests **must** arrive and exit with their dates.

6. Former students who have been expelled or dropped out of school are not eligible to attend.

**7. Dance tickets are non-transferable and non-refundable.**

8. Any forgery of signatures on this contract will result in the student not being able to attend this dance or future dances for the remainder of the school year, and the student may be subject to further disciplinary consequences.

9. Dance contracts (including guest contracts) submitted the week of the dance will be charged a \$10 processing fee.

**Dance Expectations**

1. Students will demonstrate good character, maintain high community standards, and follow all school rules as outlined in the HHS and Bossier Parish Schools Handbooks. All school rules and procedures will be enforced.

2. Students will be courteous towards all students and chaperones.

3. Students are reminded to dress appropriately.

4. No overt public displays of affection will be allowed.

5. The manner of dancing will be appropriate for a school function. Sexually-explicit dancing such as freaking, grinding, or any other type of dancing which could be construed as vulgar or provocative is prohibited. This includes dancing styles that involve intimate touching. No dancing from back to front, straddling legs, or hands anywhere other than the waist or shoulders; all dancers must remain upright---no sexual squatting or sexual bending is allowed (no hands on knees and no hands on the dance floor with your buttocks facing or touching your dance partner). No "moshing" is allowed. This is dancing so tightly together as a group so that a dance supervisor cannot pass freely through students.

6. Students will be given a wristband upon entering the dance. For inappropriate dancing, 1st offense---the wrist band will be cut off and 2nd offense---the student(s) will be ejected from the dance and parents will be called. HHS faculty, staff, and administrators chaperoning inside the dance will give warnings and send students home if needed.

7. When entering the dance, a photo ID is required for both HHS students and any guests – NO EXCEPTIONS! **(Acceptable Photo IDs: school ID, driver's license/DMV ID)**

8. Dance participants may not leave the dance and return at a later time.

9. If a student is not picked up within 20 minutes of the end of the dance, he or she may not be allowed to attend the next dance.

**CONSEQUENCES:** Students violating the HHS dance contract will be removed from the dance and may be subject to further disciplinary action. Parents/guardians will be called and expected to pick up his/her student (and guest) immediately. Parents/guardians will be notified by phone number(s) provided.

**LUNCH:** No student is to leave the campus during lunch period for the purpose of eating lunch, or any other non-school approved reason. Students are not to eat in any building or area except the Cafeteria, Buc Den, or outside benches in front of the English Building. Students will not be allowed to charge for meals or extra items for lunch or breakfast. Students are not allowed to have food delivered to them during the school day.

**FOOD AND DRINK:** Candy, food, and drinks are not to be consumed in any building other than the cafeteria or Buc Den. No food or drinks are allowed out in classrooms. Students should not bring drinks or food on campus with the exception of their lunches. Chewing gum will not be allowed at any time on this campus.

**HAUGHTON HIGH CONCESSION SALES:** Concessions are sold in the Buc Den during the last 10 minutes of each lunch shift. Concessions are sold on a cash only basis.

**VISITORS:** Visitors to our campus are welcome if they have received proper authorization from the Principal's Office. For the protection of the students, the school, and the personnel, all loiterers or visitors without proper identification or a visitor's pass should be reported to the office immediately.

**TELEPHONES:** During school hours, students are not to use the office telephones or receive phone calls except in **cases of emergency**. This restriction is necessary because of the tremendous amount of essential business that must be transacted over these phones.

**STUDENT AUTOMOBILES/PARKING LOT:** Students are expected to drive their cars in a safe manner while on or around the campus. All student cars are to be parked **only** in the student parking area. Once the car is parked the student must *leave* the car and may **not** sit in or near parked cars during the school day, including lunch period. **Students must have permission by the administration to go to the parking lot during the school day—this includes lunch time.** No vehicle should be driven in and parked in the bus area with the exception of night activities. The speed limit in the parking lot is **5 mph** and reckless driving is prohibited. Students guilty of disregarding any of the rules will be deprived of the privilege of bringing their cars to school. Any vehicle used by students to skip school will be banned from campus. The driver of the vehicle will also lose his/her parking privileges.

**PARKING PERMITS:** HHS requires a parking permit for every car that is parked at Haughton High School. The only exception is for those who are visiting our campus and are parked in a marked Visitor's parking spot. Parking permit hangers should be displayed at all times. Misconduct may lead to revocation of parking privileges. In order to obtain a parking permit, students must see Coach O'nishea. Cost of parking permits is \$25.00. Students must purchase a new parking permit at the beginning of each academic year.

**RESTROOMS:** Students are expected to use restrooms before and after school, between classes, and during lunch shifts. Selected restrooms are open for use during these designated times. Students are expected to keep them clean. Students are prohibited from loitering, smoking, writing on walls or damaging the facilities in any way. Students are required to use the restroom in the building of their current class. If more than one student is caught in a stall at one time, all students will receive disciplinary action.

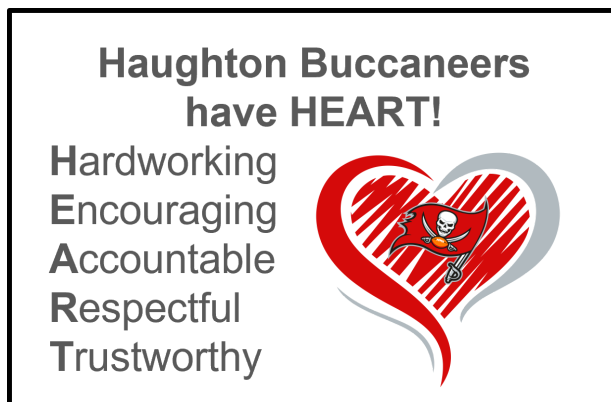
**LOCKERS:** Students will be assigned lockers with combination locks for their use during the school year. Lockers should be kept in good condition, clean and orderly, and locked at all times. Students are responsible for any locker damage as well as all materials in their lockers. At no time should students slam locker doors. **Students may not exchange or share lockers.** No student may go to his/her locker during class.

**CLASS/TECHNOLOGY FEES:** Each student will be assessed a yearly technology fee of \$10.00. Students will also be charged specific fees for various elective courses, testing fees, and certification fees per their individual diploma track requirements. These fees may be paid online or the student may pay with cash or money order to the front office or to their first block teacher. Elective/ testing fees may be paid directly to the associated teacher of the activity. All money orders should be made payable to Haughton High School. Checks are **not** accepted. Fees are non-refundable. **School Cash Online** is now available for Haughton High School students and parents. \*Online payments will be subject to a processing fee.

**HALL PASSES:** Haughton High School will use the **e-hallpass program** for students to leave the classroom for any reason. Each student will be allotted four bathroom passes through e Hallpass per week. No hall passes will be issued during lunch shifts or at the beginning of class. Students will use the Teacher Proxy Hall Pass when the teacher asks them to go on an errand or to a specific destination.

**DELIVERIES FOR STUDENTS:** The school will not accept any commercial deliveries such as flowers, balloons, gifts, etc. Students need to be prepared and bring all essential items to school daily. When

necessary, parents may bring school related, non-food items to the office that students need with the understanding the school will deliver as soon as possible without interrupting the educational process.



Haughton High School's Positive Behavior Interventions and Supports Program has been established to impact the learning environment of our school in order to support high student performance and to reduce behavioral problems. We plan to improve our school by developing a caring and safe community for learning.

**Our goals are to:**

- Improve school climate;
- Improve student achievement;
- Reduce suspension and referral rates;
- Increase attendance.

**PBIS Rewards:**

- "Perfect Attendance" per 9 weeks—Drawing for prizes
- "All A's and/or B's" (no C's) per 9 weeks—recognition on HHS website
- "Buccaneer Spirit"- Each term every teacher gets to pick one student who is a hard worker or the most improved student—Party with drawings
- Mr. Spud ice cream day(s);
- Buc Stamps:  
given for: Good decision making, improved behaviors, & random acts of generosity
  - Buc Stamps can be turned in to the treasure chest for monthly drawings
  - Four Buc Stamps can cancel the 4th tardy

## EXAMPLES OF DISCIPLINARY OFFENSES (not limited to the following)

<b>Minor Offenses</b>	<b>Major Offenses</b>
Teacher Discipline System 1st-3rd offenses – Warnings 4th offense and beyond – Referral to Office	Referral to Office
Being off-task	Cell phones & other electronic devices
Cheating on test/classwork	Misuse of Technology
Chewing gum	Tardies (see Tardy Policy)
Disrespect to teacher/substitute (minor)	Disrespect to teacher/substitute (major)
Disturbing class (minor)	Disturbing class (major)
Dress code violations (minor)	Dress code violations (major/not correctable)
Eating/drinking in class	No show for detention
Habitually asking to leave class	Parking lot violation
Willful disobedience (minor)	Public Display of Affection (PDA)
Passing notes (depending on content)	Willful disobedience (major offense)
Talking without permission	Gambling or possession of gambling items
Sleeping in class	Profanity
Lack of participation	Sexual harassment
Out of class without hall pass	Skiping class/school
Throwing trash on ground/floor	Fighting
Not cleaning up messes	Stealing
Loitering	Vandalism (any form)
Name calling/teasing (minor)	Bullying, threatening, or gang-related activity
Refusal to complete or submit assignments	Possession of Tobacco; Smoking, dipping
Unprepared for class (materials, books, assignments)	Possession and/or substance abuse (including alcohol); prescribed medication, over-the-counter medication
Violates HHS Classroom/Area Rules	Weapons (possession)

## MAJOR BEHAVIORAL INCIDENTS

Discipline incidents of such severity that warrant administrative intervention. (Additional State Codes not published in the Student Handbook may apply.)

<b>Code</b>	<b>Incident</b>	<b>Definition</b>
1	Willful Disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority.
2	Treats an authority with disrespect	Talking back, mocking, gesturing. Any act which demonstrates a disregard or interference with authority or supervising personnel.
3	Makes an unfounded charge against an authority	Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy not supported by evidence. False statements or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or the group by demeaning them or deterring others from associating or dealing with them.
4	Uses profane and/or obscene language	Vulgar verbal messages, words, or gestures that include swearing or name-calling.
5	Is guilty of immoral or vicious practices	Isolated incident that is an unwelcome act or comment that is hurtful, degrading, humiliating, or offensive to another person with a sexual, physical, or racial component. Act that is dangerous, aggressive, or

		would be perceived as disturbing and not conforming to approved standard of social behavior and/or local community norms.
6	Is guilty of conduct or habits injurious to his/her associates	Any intentional but not malicious act that causes injury, damage, or pain to another.
7	Use/Posses any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law	The possession, use, cultivation, manufacture, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or any paraphernalia linked to the above on school grounds, at school-sponsored events, or on school transportation vehicles.
8	Use/Possess tobacco and/or lighter	The possession, use, purchase, intent to distribute, concealment, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation vehicles.
9	Use/Possess alcoholic beverages	The possession, use, purchase, intent to distribute, concealment, distribution, or sale of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles.
10	Disturbs the school and habitually violates any rule	Behavior causing major disruption of instruction or any school activity and/or repeatedly violating any school rules in any area, including but not limited to sustained loud talking, yelling or screaming, noise with materials, and or sustained out-of-seat behavior.
11	Cuts, defaces, or injures any part of public school building/vandalism	Damage, destruction, or defacement of property belonging to the school or others.
12	Writes profane and/or obscene language or draws obscene language or draws obscene pictures	Writes or draws pictures, words, or images that are considered indecent or offensive (e.g., graffiti, letters, notes, posters, etc.)
13	Possesses weapon(s) prohibited under federal law	Any firearm, ammunition, explosive device, or knife or other object that may place a person in reasonable fear or apprehension of serious harm that is in the possession of a student or contained in the student's belongings, locker and/or storage space.
14	Possesses firearms, knives, or other implements not prohibited by federal law	Any instrument or object not prohibited by federal law that may place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker and/or storage space.
15	Throws missiles liable to injure others	Throws any object toward a person that is either heavy, sharp and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance.
16	Instigates or participates in fights while under school supervision	Involvement in and/or promotion of any act of force and/or physical violence that can be expected to cause harm or injury to another person.
17	Violates traffic and safety regulations	To break any law that pertains to the obstruction and flow of traffic and/or safety regulations.

18	Leaves school premises or classroom without permission	Leaving school campus and/or assigned classroom or location without permission and/or failure to return to school/class.
19	Is habitually tardy and/or absent	Reporting late to school or class when the day/period begins without permission.
20	Takes another's property or possessions without permission	Stealing, taking or obtaining the property of another without permission or knowledge of the owner without violence.
21	Commits any other serious offense	Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified.
23	Assault and/or Battery	Aggressive action directed at school staff or students, which may involve threats and/or unwanted physical contact, while on school grounds, or at a school related activity, including a situation where a staff member is intervening in a fight or other disruptive activity
31	Pocket knife or box cutter (<2.5")	Possess a pocket knife or box cutter with a blade length less than 2.5 inches.
32	Serious bodily injury	An injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss of impairment of the function of a bodily member, organ or faculty.
33	Use/Possess OTC or Rx medication in a manner other than prescribed or authorized	The use, possession, and/or distribution of any over-the-counter medicine (whether prescribed or not) or prescription medicine without permission from school officials.
34	Possess body armor	Possession, including the wearing of any type of gear that could be used in the commission of a crime.
35	Bullying/Harassment	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student.
36	Cyber Bullying/Cyber Harassment	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, through any use of technology; Cyber bullying can occur on or off school property.
38	Forgery	To use, make, or reproduce another's signature
39	Gambling	Wagering money or property.
42	Unauthorized use of Technology	Use of pager/cellular telephone (texting/talking), camera or video device or other communication devices during the school day.
43	Improper Dress	Out of dress code or ID violation
44	Academic Dishonesty	Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception
45	Trespassing Violation	Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave. This includes unauthorized presence of a student on school property while on a restrictive access, suspension, or expulsion.
46	Failure to Serve Assigned Consequence	Failure to serve Detention, Time Out Room, Saturday School, Suspension or other assigned consequences.
47	Misusing Internet/ Violates Electronic/ Technology Policy	Violating the district Internet Use Policy
48	Sexual Harassment	Intimidation, bullying, or coercion of a sexual nature.

## CLASS LOCATIONS:

- |   |  |
|---|--|
| 1 - Administration/ Counselors offices                                    | 9 - Talented Arts/ speech classes            |
| 2 - Business, English, and social studies, AIM & ELL                      | 10 - Band room                               |
| 3 - Library   | 11 - Choir room                              |
| 4 - Generic Special education offices                                     | 12 - Buc Den (open for lunch/ club meetings) |
| 5 - Spanish, Mild Moderate Special education, & JROTC, & yearbook/ speech | 13 - Girls Gym                               |
| 6 -Activities bldg  | 14 - Cafeteria                               |
| 7 -Family and Consumer Science classes                                    | 15 -S building for science and math classes  |
| 8 - Art classes   |  |

