

# **Student-Parent Handbook**

2020-2021

## **L.W. Higgins High School**

7201 Lapalco Blvd.

**Marrero, LA 70072**

Phone : (504) 341-2273 Fax : (504) 341-8110

### **MISSION STATEMENT**

Our mission is to advance the character development of all learners by providing a rigorous education in a safe and culturally diverse environment.

We strive to eradicate achievement gaps in order to motivate students to become life-long learners, civically engaged, and college and career ready so that they can reach their full potential; we have one principle: Excellence is the only option.

## **Administration**

### **Principal**

**Faith Morris Joseph**

### **Assistant Principal**

**Stephanie Dillon**

### **Assistant Principal**

**Sherilyn Johnson**

### **Assistant Principal**

**Dr. Via Wattree**

### **Dean of Student Services**

**Davon Hayes**

### **Dean of Student Services**

**Tameka Johnson**

### **Dean of Student Services**

**Glen Rayford**

### **Master Teacher**

**Nicole Ford**

### **ESL Coach**

**Mariana Shadden**

### **Counselors**

**Donna Mashia**

**Jasmine Scott**

**Carmen Stewart-Davis**

**L. W. Higgins High School  
2020-2021  
REGULAR BELL SCHEDULE**

**200 Building-1<sup>st</sup> Lunch**

<b>8:15</b>	<b>OPENING BELL</b>
<b>8:20-10:05</b>	<b>1ST BLOCK</b>
<b>10:10-11:45</b>	<b>2ND BLOCK</b>
<b>11:45-12:15</b>	<b>FIRST LUNCH</b>
<b>12:20-1:55</b>	<b>3RD BLOCK</b>
<b>2:00-3:35</b>	<b>4TH BLOCK</b>

Note: An additional 15 minutes have been added to the first block to accommodate the staggered arrival of school buses due to COVID19 and culture building lessons.  
Teacher off 1<sup>st</sup> block will have 20 minutes of duty during culture building lessons.  
Teachers off 3<sup>rd</sup> block will eat during 1<sup>st</sup> lunch to attend cluster/meetings.

**300, 500 Hall, 600 Hall, Gym-2<sup>nd</sup> Lunch**

<b>TIME</b>	<b>PERIOD</b>
<b>8:15</b>	<b>OPENING BELL</b>
<b>8:20-10:05</b>	<b>1ST BLOCK</b>
<b>10:10-11:45</b>	<b>2ND BLOCK</b>
<b>11:50-1:25</b>	<b>3RD BLOCK</b>
<b>1:25-1:55</b>	<b>SECOND LUNCH</b>
<b>2:00-3:35</b>	<b>4TH BLOCK</b>

Teachers must call 8310 before allowing any student out of the classroom.

## TABLE OF CONTENTS

Academic Programs/Academics .....	4-5;16-24
Athletics and Performing Groups .....	5-6
Accidents/Insurance .....	7
Address/Phone Changes .....	7
Attendance .....	7
Cafeteria .....	7
Discipline .....	8
Dress Code .....	11
Dropping Off/Picking Up Students .....	11
Electronic Devices .....	10
Emergency Cards, Emergency Procedures .....	14
Extracurricular Activities, Fieldtrips .....	15
Financial Obligations .....	15
Food/Drinks .....	15
Grading Scale .....	16
Guidance/Counseling .....	16
Honor Roll .....	22
Identification Cards .....	24
In-School Suspension .....	25
Library .....	25
Lost/Stolen Items .....	25
Medication Policy .....	25
Off Limit Areas .....	25
Organizations .....	26
Parking, Passes, PBIS .....	26
Peer Mediation .....	27
Reporting Incidents .....	27
Restrooms .....	27
Signing In/Signing Out .....	27
Student Services .....	28
Tardy to Class/Tardy to School .....	28
Visitors .....	29
Withdrawal from School .....	29
COVID-19 Information .....	30
Map of School .....	34

## **ACADEMIC PROGRAMS**

### **AP (Advanced Placement) CLASSES**

The College Board Advance Placement Program gives students an opportunity to seek college level studies and earn college credit while still enrolled in high school.

### **CREDIT RECOVERY**

Students may earn credit for courses **previously failed** through an online program. Lessons may be completed before school, after school, at lunch, or at home. See your counselor for additional information.

### **CUILLIER CAREER CENTER**

CCC offers a wide range of vocational/technical education opportunities for high school students. Students complete classes needed for graduation at their home-base schools and attend CCC for the other half of the day. CCC is open to 11<sup>th</sup> and 12<sup>th</sup> grade students. See the school counselor to apply.

### **DRIVER EDUCATION**

Students may earn ½ credits by completing the Driver Education Course from a school approved by the State Department of Education. See the Guidance Department for more information.

### **DUAL ENROLLMENT COURSES**

Students in 11<sup>th</sup> and 12<sup>th</sup> grades have the opportunity to earn college credit free-of-charge. Course offerings include, but are not limited to: College English Composition, College Algebra, World History, Biology II, Medical Terminology, First Responder, and Spanish. Students must meet the minimum admission requirements of the sponsoring university to qualify.

**JAG (Jobs for America's Graduates)**

JAG is a national non-profit corporation established to help students succeed in school and successfully transition into a career. Students may apply in the spring.

**LEADERSHIP**

Students in LEADERSHIP must maintain high standards in academics and behavior. Leadership students attend class each day where they participate in a variety of activities and projects that promote self-growth and service to the school. Students may apply for Leadership at the end of their junior year. Ms. Mobley is the Leadership teacher. **Requirements for Leadership:**

1. 18 or higher ACT Composite Score
2. No suspensions

**MAKE-UP SEAT TIME**

Make-up Seat Time (MUST) is a program designed to assist students who would not receive credit because of excessive absences.

**TOPS (Taylor Opportunity Program for Students)**

This is a program that offers scholarships for Louisiana residents who attend a Louisiana Public College or University. The criteria for the program may be obtained by visiting [www.osfa.la.gov](http://www.osfa.la.gov) or your counselor.

**ATHLETICS AND PERFORMING GROUPS****Athletic Director – George Viellion**

For eligibility in the current year, students must have passed 7 out of 8 subjects with a 2.0 grade point average the previous year. Students may play with a 1.5 average for one semester. This is a probationary period.

**FALL SPORTS**

Football  
Volleyball  
Basketball (Girls)  
Basketball (Boys)  
Cross Country  
Soccer (Girls)  
Soccer (Boys)  
Cheerleaders

**Head Coach**

Thomas Lavigne  
Marlene Benjamin  
Danna Lloyd  
Elden Irving

Jennifer Moore

Windy Mobley

**SPRING SPORTS**

Indoor Track  
Outdoor Track (Girls)  
Outdoor Track (Boys)  
Softball  
Baseball

**Head Coach**

Marlene Benjamin  
George Viellion

**PERFORMING GROUPS**

Band  
Dance Team  
Flag Team  
Majorettes

**Sponsor**

Justin Rush  
Kristy Creecy  
Nikita Clark  
Nikita Clark

## **ACCIDENTS/INSURANCE**

Injured students will report to the nearest adult for help. The front office will be notified, and appropriate procedures will be followed according to the nature of the injury. Student insurance information is sent home to parents in the beginning of the school year.

## **ADDRESS/PHONE CHANGES**

Students shall report any changes in address or phone numbers to the front office. Changes will be made only after documentation has been provided by the parent or guardian for verification.

## **ATTENDANCE**

In order to be eligible to receive credit for courses, students must follow the guidelines below:

**Whole- credit courses** – The maximum number of unexcused days a student may miss for the fall and spring terms is five (5) days for each term.

**Half- credit courses** – The maximum number of unexcused days a student may miss is:

- 1<sup>st</sup> 9 wks. – 2
- 2<sup>nd</sup> 9 wks – 3
- 3<sup>rd</sup> 9 wks – 2
- 4<sup>th</sup> 9 wks – 3

Absences will be excused with legal documentation (i.e., doctor's note, court subpoena, obituary notices of immediate family members). Original notes must be handed into the office within 5 days upon the students return to school.

All students who participate in extracurricular activities (i.e. dance team, flag team, football, etc.) cannot participate in a scheduled event if they are absent from school on the day of the event.

## **CAFETERIA**

Breakfast and lunch are served in the cafeteria daily. Students should hand in completed lunch forms to the cafeteria manager by the end of August to apply/re-apply for free or reduced-cost meals. Students must follow appropriate conduct in the cafeteria

and throw trash away. The cost of breakfast is \$1.00 / \$.30 (reduced. Lunch is \$1.75 / \$.40.

## **DEAN OF STUDENT SERVICES/ASSIGNMENTS**

ALL:

Mrs. Johnson

Mr. Rayford

Davon Hayes

## **DISCIPLINE**

### **ADMINISTRATORS MAY DEVIATE FROM THIS POLICY DUE TO EXTENUATING CIRCUMSTANCES.**

Students must follow all policies and procedures described in the Jefferson Parish Public School System Procedures and Policies Handbook, as well as the L.W. Higgins Discipline and Uniform Policy. **HABITUAL VIOLATION OF ANY RULES WILL RESULT IN FURTHER DISCIPLINARY ACTION**

#### **Category 1 –Will result in up to a 9 day suspension:**

Cutting cafeteria line, Defacing ID, Dress code violation, Failure to follow instructions, Horse playing, Inappropriate display of public affection, Leaving class without permission, Body piercings (eyebrows, nose, tongue, etc.), No visible ID, Possession of playing cards (with confiscation), Tardy to class.

#### **Category 2 – Will result in up to a 9 day suspension:**

Behaving in a manner that could cause bodily harm to others, Bullying, Bus disturbance (non-physical), Campus disturbance, Cyber-Bullying, Cutting class, Defacing school property (with restitution), Disrupting classroom activities, Dress code violation (2<sup>nd</sup> and beyond), Failure to follow instructions, Failure to follow sign-in/out procedures, Habitual violation of school rules, In an unauthorized area, Indecent behavior, Instigating a fight, Leaving campus without permission, Possession of cigarettes/lighter/matches, Possession of laser light or other disruptive gadget, Possession of stolen property, Roaming the halls/campus, Selling for personal profit, Smoking, Tardies to class (3 or more), Throwing objects on campus/in class,



Trespassing (entering or remaining on campus without permission or while on suspension), Truancy, Use of electronic devices (cell phones, mp3 players, etc.), Using obscene language or gestures, Verbally harassing another student, Threatening another student, Willful disobedience, Inappropriate use of technology.

**Category 3 – Will result in up to a 9 day suspension:**

Causing bodily injury, Damaging school property or Vandalism (with restitution), Disrespect to school personnel, Forgery, Fraud, Gambling, Giving false or refusing to give information to school personnel, Lying to school personnel, Intimidation, Possession of vulgar materials, Refusing to give electronic device to school personnel, Refusing to give name to school personnel, Destroying another's property, Theft (with restitution).

**Category 4 – Will result in up to a 9 day suspension:**

Discharging fire extinguisher, Hitting/Attacking another student, Ignoring school personnel, Interfering with school personnel, Lewd conduct (urinating, defecation, etc.), Possession of drug paraphernalia, Sexual harassment (verbal), Theft using intimidation/extortion, Walking/Running from school personnel.

**Category 5 – Will result in up to a 9 day suspension:**

Calling 911 unnecessarily, Fighting, Major campus disturbance, Possession of alcohol/drugs, Possession of snap pops, Possession of stink rocks/bombs/sprays, Sexual harassment (physical), Sexual misconduct, Under the influence of alcohol/drugs

**Category 6 – Remainder of the year suspension:**

Assault, Arson, Bomb threat, Burglary, Calling 911 unnecessarily, Destruction of school property (with restitution), 4<sup>th</sup> suspension, Gang fighting/ Group fighting, Possession of counterfeit money, Possession of drug/alcohol with intent to distribute (under 16 years of age – 1 year), Rioting, Setting off fire alarm, Theft using force, Threat of violence against the school, Threatening to kill someone, Violence against school personnel, School property theft.

**Category 7 – 2 year expulsion for students 16 or older:**

Possession of drug/alcohol with intent to distribute. Possession of a weapon

**SUSPENDED STUDENTS**

Students who are suspended from school may not enter the campus until they have completed their suspension and a conference has been held with a parent or guardian. If a student is suspended on the day of an extracurricular event, he or she may not participate in that event. If a student attends school on Tuesdays and Thursdays and receives 3 days for a suspension, the student will serve the suspension on Tuesday, Thursday and Tuesday (only on the days they attend school for hybrid instruction).

**CELL PHONE / ELECTRONIC DEVICES, ETC.**

We recommend that students refrain from bringing cellphones to school. The administrative staff will not be responsible for cellphones reported lost or stolen, and no searches will be conducted to locate lost cellphones.

All electronic devices **MUST BE TURNED COMPLETELY OFF** and must not be visible or audible while students are on the school grounds or on the school bus. If an electronic device(s) is discovered, the student must surrender the device(s) or face suspension. All items confiscated will be returned at the end of the current semester. Date and time will be announced.

**EARBUDS/HEADPHONES**

Earbuds and headphones are not permitted on campus and will be confiscated if students are caught with them.

## **DROPPING OFF/PICKING UP STUDENTS**

Students may be dropped off or picked up only in the rear of the school. If the parent is coming into the office, he/she may park in the visitor's area at the front of the school.

**Students who do not participate in extracurricular activities or after school tutoring must exit the campus immediately after dismissal.**

## **DRESS CODE POLICY**

**NO ALTERING of UNIFORM IN ANY WAY.** Examples: tying, pinning, sewing, etc.

## **SHIRTS**

**Only seniors are permitted to wear button up Oxfords.**

All students must wear the L.W. Higgins uniform shirt assigned to their grade level. Below is a list of the colors assigned to each grade:

Freshmen (9<sup>th</sup> Graders)-----Khaki  
Sophomores (10<sup>th</sup> Graders)----- Blue  
Juniors (11<sup>th</sup> Graders)-----White  
Seniors (12<sup>th</sup> Graders)-----Gold

Students may not change their assigned uniform color (shirts) at any time, and promotions will only be granted at the end of the school year.

- Class shirts, club shirts, or team shirts (in season) may only be worn on the last Friday of each month. Uniform pants must be worn (no warm-up pants).
- Shirts are to be worn tucked into pants. Shirts must be long enough to tuck into clothing and not come out while the student is on campus.
- T-shirts can be worn under uniform shirts.

- Shirts can be no more than one size larger or smaller than the student's measured size. Students must wear properly fitted shirts that are true to their required size.

## PANTS

- **Only navy blue Dickie like pants can be worn. This applies to both male and female students. Only senior girls may wear plaid pants!**
- Students are not allowed to wear the following:
  1. Ankle pants
  2. Plaid pants (**except for senior girls**)
  3. Cargo pants
  4. Pants with an elastic ankle
  5. Skinny leg pants
  6. Pants with cell phone pockets
  7. Jeans/No ripped jeans are allowed during "dress down" days.
- Pants must be worn at the waist and secured with a belt.

## SKIRTS

- **NO SKIRTS**

## SHOES

- Shoes must be **enclosed loafers, oxfords, or tennis shoes. Boots can only be worn during designated "dress down" days. At no other time are students permitted to wear boots to school.**
- Shoes made for strings must have strings and be tied.
- Socks or stockings must be worn with shoes.
- **No** fishnet stocking, slippers, backless shoes, flip-flops, potato shoes, crocs, high-tops, ballerina, baby doll, etc. Students are NOT permitted to wear slippers during "dress down" days.

### **HOODIES/PULLOVERS/JACKETS**

- Students will not be permitted to wear hoodies of any kind or any type of jacket with a hood attached.
- No sweatshirts, sweaters, pullovers, or hoodies previously accepted will be permitted this school year. Only L.W. Higgins sweatshirts can be worn. Students may purchase their sweatshirt from the school.
- All jackets must have a zipper front. Zipper must run the entire length of the jacket. Shirts cannot be worn as jackets.
- Jackets must be hemmed and no shorter than the waist.
- Jackets must be long-sleeved.

### **HEAD COVERINGS**

**Female students must remove their night caps, bonnets, and hair scarfs before entering the campus.**

- Knit caps in cold weather – outside only
- No other head coverings are permitted – **NO BALL CAPS**; no “doo” rags
- No rollers or flexi rods

### **ACCESSORIES**

- **Book bags/School bags ARE NOT ALLOWED!**
- Bags, purses, etc. must be smaller than a notebook-8x11
- No inappropriate writing or pictures on outerwear, INCLUDING NECKLACES (i.e., foul language, sexually suggestive, drug or alcohol related, or gang affiliation, etc.)

### **DROPPING OFF/PICKING UP STUDENTS**

Students may be dropped off or picked up only in the rear of the school. If the parent is coming into the office, he/she may park in the visitor's area at the front of the school.

**Students who do not participate in extracurricular activities or after school tutoring must exit the campus immediately after dismissal.**

### **EMERGENCY CARDS**

AN EMERGENCY CARD MUST BE ON FILE FOR EVERY STUDENT. It is imperative that we have, AT ALL TIMES, the student's current address, working phone numbers, and adult contacts. **IMPORTANT!** Should we habitually be unable to contact someone regarding the safety, academic, or behavioral well-being of your child, an Administrative Parent Conference will be held to address this. Families In Need of Services (FINS) may be contacted.

### **EMERGENCY PROCEDURES**

Fire drills, lock down drills, and tornado drills are practiced frequently in order to familiarize students and staff of procedures to follow during an emergency. The procedures for evacuations and a map are posted in every classroom and office. When the emergency signal is given, the students will leave the room in an orderly manner and report to the assigned area. Teachers will call roll and report missing students to the nearest administrator. When the "all clear" bell is sounded, students and staff will return to the building in an orderly manner. When a lock down drill occurs, teachers will close and lock all doors. Students in the halls will report to the nearest classroom. Everyone will remain in rooms until an "all clear" signal is given. Virtual drills will occur as directed by Emergency Management, LDOE and JP Schools.

## **PBIS (POSITIVE BEHAVIOR INTERVENTION SUPPORT)**

### **EXPECTATIONS FOR ALL STUDENTS**

#### **Hurricanes are:**

1. **Respectful** (Treat others as you would want to be treated.)
2. **Responsible** (Accountable for our actions and follow the rules)
3. **Prompt** (Go directly to where you need to be; stay on task!!)
4. **Prepared** (Have correct materials and ready to learn)

Expectations for specific areas are posted in classrooms and around campus.

### **EXTRACURRICULAR ACTIVITIES**

Students may stay after school for extracurricular activities under the supervision of an adult. The discipline policy is in effect for extracurricular activities. Students must be picked up no later than 15 minutes after the activity is over.

### **FIELD TRIPS**

Parent consent forms are required for students to attend off-campus, school-sponsored activities. All school rules and consequences apply during these activities. The teacher has the right to decline ANY student's participation on a field trip. Field trips are cancelled due to the COVID-19 pandemic. Trips will resume based on guidance from the CDC, LDOE and JPS.

### **FINANCIAL OBLIGATIONS**

Students having a financial obligation for damaged or lost textbooks, library fines, etc. will not be admitted to Junior or Senior Proms, etc., will not receive a summer school permission slip, schedule, or admit to graduation until the obligation is cleared. Payment may be submitted to the Account Clerk (Ms. Terry Forges) located in the Main Office.

## **FOOD/DRINKS**

1. Students are not allowed to receive outside food from anyone. This includes suppers and food purchased from fast food restaurants.
2. All outside food will be confiscated and disposed. This includes, but is not limited to fast food, suppers, birthday cakes, party food, snacks, etc.
3. A microwave will be available to students who bring their lunch in a microwaveable container.

**No eating or drinking in the classroom.**

## **ACADEMICS**

### **GRADING SCALE**

The following grading scale below is followed:

A = 93-100	A = 4 Quality Points
B = 85-92	B = 3 Quality Points
C = 75-84	C = 2 Quality Points
D = 67-74	D = 1 Quality Point
F = 66 and below	F = 0 Quality Points

Final grades are calculated using the following formula:

**Quarter 1 Grade** x (.375) + **Quarter 2 Grade** x (.375) + **Exam Grade** x (.25)

This sum must be greater than or equal to 1 without rounding up for the student to earn credit for the course.

**Example:** Q1 = C Q2 = F Exam = C  
 $2 \times (.375) + 0 \times (.375) + 2 \times (.25)$   
 $.75 + 0 + .5 = 1.25$

The student earns a "D" for the course.



## GRADE CLASSIFICATION POLICY

Grade classification requirements must be met in terms of credits earned and in accordance with the Jefferson Parish Pupil Progression Plan.

- Freshman – less than 6 credits
- Sophomore – completed at least one year of high school and earned a minimum of 6 credits
- Junior – completed at least two years of high school and earned at minimum of 12 credits
- Senior – completed at least two years of high school and earned a minimum of 18 credits (Need no more than 8 credits to fulfill graduation requirements.)

Credits are checked only at the end of the school year. **Students therefore remain in the same classification for the entire school year.** (i.e. If a student begins the school year as an eleventh grader, he or she will remain in that grade the entire year.)

## CLEP POLICY

Students taking the courses listed below will be required to take the complimentary CLEP. (College Level Examination Program) as the final examination for that course. Students who neglect to take the CLEP exam will receive a grade of “F” for their final exam.

<u>Higgins Course</u>	<u>CLEP Exam</u>
English III (AP/Regular)	College Composition Modular
English IV (AP/Regular)	Analysis of Literature
US History (AP/Regular)	History of US II
Western Civilization	Western Civilization II
Algebra II	College Algebra
Biology II	Biology
Spanish II	Spanish Language

**AP (Advanced Placement) Policy**

Students enrolled in AP courses MUST take the AP corresponding AP exam. If a student does not take the AP exam on the regular test date as determined by the College Board, the student will receive an "F" for the final exam grade in that course.

**EARLY GRADUATION (Completing High School in 3 Years)**

Students with plans to complete high school in 3 years must require eight (8) or fewer courses to complete diploma requirements at the start of their third year of high school and meet the following requirements:

- Earned a minimum of 18 credits
- Must have earned a minimum ACT composite score of 21 or a Workkeys Gold Certificate.
- Minimum GPA of 3.0
- Earned a statewide Jumpstart credential or taken an Advanced Placement **OR** a Dual Enrollment Course...non remedial.
- There will be no early release for students participating in Early Graduation
- Must have satisfied EOC graduation requirements
- Students must complete an Eleventh Grade Declaration of Intent to Graduate form.
- Failure to complete the Eleventh Grade Declaration of Intent to Graduate document within the first 15 days of the school year will disqualify the student from valedictorian and salutatorian consideration.
- Students who do not begin the academic year classified as a senior will not be allowed to participate in senior activities throughout the academic year.

**PROCEDURES FOR SCHEDULING**

Each year, every student updates his/her Individual Graduation Plan with a counselor. Information in the five year plan is used on the student's initial schedule request. In the

spring, each student/parent is given a copy of the schedule request for possible changes and final parental approval.

Courses that have sufficient enrollment and a certified teacher will be taught the following year. Because of a limited number of elective courses offered as well as teacher changes in personnel during the summer, it is imperative for students to make alternate selections.

All students must register for eight classes unless or until they have been approved for early release.

Since the master schedule is based upon the students' schedule requests and needs, the courses requested must be considered **FINAL**. Requests for course changes after the beginning of school will be honored only for one of the following reasons:

1. The course prerequisite has not been met
2. The student is a senior who needs a certain course for graduation and/or TOPS
3. There was a clerical error resulting in the student being placed in the wrong class. (credit previously earned)
4. There are verified health reasons for a student not to take a class.
5. There are special circumstances warranting administrative review.

**Only in extreme, unusual, and warranted circumstances will schedule changes be made after classes begin.**

## **INFORMATION FOR SENIOR YEAR**

**ALL SENIORS ARE REQUIRED TO COMPLETE THE FREE APPLICATION for FEDERAL STUDENT AID (FAFSA).**

## **EARLY RELEASE POLICY**

The early release program involves those students, who because of extraordinary circumstances, are part-time students. No early

release will be permitted in the fall semester.\* Seniors may enroll as early release students in the spring semester under the following guidelines:

1. The student must have earned a minimum of 21 units toward graduation.
2. The student must have met the ACT benchmarks for Louisiana College and University Admissions as well as LDOE benchmark:
  - a. 18 English sub score
  - b. 19 Math sub score
  - c. 21 composite
  - d. Core 4 or TOPS University students must submit a letter of acceptance to a college or university.

**OR**

  - e. Basic Core Diploma or Jump Start Diploma students must earn at least Workkeys or Silver certification in lieu of ACT benchmarks.
3. The student must have a job or attend college.
4. After signing out with the attendance office, the student must exit the campus. Students who remain on campus will be considered trespassing.
5. FAFSA must be completed and submitted. **Evidence of submission must be submitted to the counselor.**
6. All requirements must be satisfied by the December 15<sup>th</sup> of the current academic year.

\*Fifth year seniors will be granted early release in the fall.

### **MIDTERM GRADUATION (December of the Current Academic Year)**

Students with plans to complete high school in the fall must have satisfied all graduation requirements set forth by the Louisiana Department of Education and the Board of Elementary and Secondary Education. Please note that there is only one commencement exercise which takes place in the spring of the

academic year. Midterm graduates are allowed to participate in the commencement exercises. Diplomas will be issued in the spring ONLY.

Midterm Graduates must also meet the following requirements:

- Must have earned a minimum ACT composite of 21  
18 English sub score  
19 Math sub score
- Core 4/Tops University Diploma students must submit a letter of acceptance to a college or university.
- Basic Core/Jump Start Diploma students must earn at least a Work keys Gold Certificate in lieu of meeting the requirements.
- Earned a statewide Jumpstart credential or taken an Advanced Placement OR a Dual Enrollment Course...non remedial.

Midterm graduates are not allowed to participate in any senior activities after December.

### **GUIDANCE AND COUNSELING**

All counselors are located in the main office. Counselors are available to students before school and at lunchtime. Students may not see their counselor during class time unless they are called or have an emergency. Schedule change requests are given out at the beginning of each semester. Students may only request a change for the following reasons: 1) the student is scheduled in a course he/she has already passed. 2) There is an open block in the student's schedule. 3) The student needs a course required for graduation or TOPS. Counselors are available to speak to parents between 8:00 a.m. and 2:00 p.m. by appointment only. Please contact Ms. Brown at (504) 762-8316 to schedule an appointment.

### **HONOR ROLL**

The student must have earned a 3.5 or higher grade point average with no rounding up and have no grade lower than a C using the following quality point scales:

**Regular Courses**

**AP/ Honors Courses**

A= 4 quality points  
B= 3 quality points  
C= 2 quality points

A= 5 quality points  
B= 4 quality points  
C= 3 quality points

### **Principal's List**

Student must have earned an A in each course taken.

### **Honor Graduate**

A student must have earned a cumulative grade point average of 3.5000 or above to be an honor graduate.

### **Breakfast of Champions and Gold Card (Middle/Junior High/ High School**

In Carnegie unit courses, the student must have earned an A in each course taken and no lower than a B in honors courses during each of the nine weeks of the first semester (Breakfast of Champions) and during each of the nine weeks of a semester (Gold Cards), excluding physical education.

### **Posting of the Top Ten Students**

The following timeline has been established to require posting, in rank order, the names of the top ten students (the actual grade point average for these students will not be posted, only the rank order in which they are positioned at that time):

1. At the end of the second marking period of the junior year, the names of the top ten students ranked in order will be posted; this ranking will be based on Carnegie units earned through the beginning of their junior year, inclusive of summer school.
2. At the end of the junior year, a revised list of the top ten students in rank order will again be posted.
3. No later than the 20<sup>th</sup> day in both fall and spring semester, a revised list of the top 10 students (inclusive of those who declared their intent to graduate and who have been moved into senior status under the

conditions listed above reflective of all summer school work, will be posted.)

### **Ranking for Valedictorian**

1. All seniors are ranked by grade point average (G.P.A.). Courses for which a P (pass) is earned are not included in the calculation of one's grade point average. Pass-Fail courses for which an F (fail) is earned are not included in the calculation of one's grade point average. No quality points are earned for Pass-Fail courses.
2. The top student is declared valedictorian; the second highest student is the salutatorian.
3. If there is a tie for 1<sup>st</sup> place after G.P.A. is figured to the 4<sup>th</sup> decimal point, then multiple valedictorians will be named. In case of multiple valedictorians, no salutatorian will be named.
4. No valedictorian or salutatorian will be identified until all final grades have been reported at the conclusion of the spring semester.

### **Students Running for Class Officer/Prom King/Prom Queen/Homecoming King/Queen/Court Etc.**

Students running for a class office, prom king/prom queen/homecoming court etc. must meet the following criteria:

1. No suspensions
2. Have a minimum of 2.5 grade point average (G.P.A.).
3. Have a minimum of one letter of recommendation from one of your teachers listed on your current class schedule.

### **IDENTIFICATION CARDS (ID'S)**

**Students are required to wear a school I.D. when on campus. Students will be assessed a \$10.00 fee for all new I.D's and five dollars for replacement identification cards. Students who fail to wear their school I.D. will receive disciplinary action, including suspension.**

ID pictures will be taken during the first and second week of the school year. Replacement ID's may be purchased in discipline. ID's must be worn and visible in the chest area at all times. Students may purchase a temporary ID (\$1.00) before school if their ID is lost or forgotten. Temporary ID's must be worn on the upper right side of chest. Students may purchase a temporary ID in the morning before the homeroom bell rings. Temporary ID's cannot be purchased at any other time during the day. An RRC(detention) will be issued with the temporary ID after homeroom. Students who do not obtain a temporary ID upon arriving on campus will be issued a Saturday Remedial Restoration II. No other pictures of students or other personalities, etc. may be worn around neck/attached to ID.

### **ISSP – In-School Suspension Program/Intervention**

In most cases an In-school suspension is issued rather than an out-of-school suspension. Students attending ISS are not counted absent, and they are allowed to make up work. A parent or guardian must sign the student into ISS at Higgins no later than 8:30 a.m. to sign in for the initial date. Students will be dismissed at the end of the school day. Students will serve based on the days they are assigned to Higgins for hybrid learning. If a student attends school on Mondays and Wednesdays and receives 3 days for ISS, the student will serve Monday, Wednesday and Monday. **ISS will be held at Higgins High School for the 2020-2021 school year.**

### **LIBRARY**

The library is open before school, during lunch, and after school for students to use. No food or drink may be brought into the library. No one is allowed in the library without an adult present.



## **LOST/STOLEN ITEMS**

Students may check in the office at lunch time for lost items or report stolen items.

## **MEDICATION POLICY**

The JPPSS policy states that all medications, prescription and non-prescription, must be stored and dispensed in the office by school personnel. Medication forms may be picked up in the front office. Medications will not be dispensed unless the proper forms have been completed. The medication office must approve all medications before the school can dispense them.

## **OFF LIMIT AREAS**

Before school or during lunch, students are not allowed in these areas:

- In hallways (except with a pass)
- Front porch
- Between 200 and 600 buildings near blue gate.
- Front or back parking lot during the school day
- Rear of gym/football/baseball field

## **ORGANIZATIONS**

An organization fair is held in the gym in the beginning of the year for information about the organizations below. Students are encouraged to join an organization.

Academic Games

Band

JAG

Key Club

Leadership

National Honor Society

Student Council

## **PARKING**

Students who wish to park on campus must register their vehicle with Student Services to receive a parking permit for the front parking lot. The cost is \$10.00 per semester or \$20.00 for the school year. Students who are parked on campus without a permit will be assessed a \$5.00 fee. Students may not linger in

their cars after arriving on campus or before departing the campus. **DURING THE DAY, STUDENTS MAY NOT GO TO THEIR CARS WITHOUT WRITTEN PERMISSION FROM AN ADMINISTRATOR.** If a student needs assistance, he/she must report to Student Services. Students who drive in an unsafe manner will have their parking permit revoked.

### **PASSES**

In an effort to control the amount of unauthorized pass usage, passes have been limited to one major emergency per quarter per class. Otherwise, students are advised to use the restroom between classes. Students leaving a substitute's class will receive disciplinary action. NO PASS WILL BE ISSUED AFTER 3:00 P.M.

### **PBIS – Positive Behavior Intervention Support**

Your parents, our community, and the school district have worked together to provide you with a positive high school experience that will help you prepare for a future of success. Throughout the year, the PBIS program gives out incentives and rewards to students to encourage school-wide positive behavior. Students who follow the expectations listed will maintain a clean discipline record and be eligible for PBIS rewards and recognition.

### **PEER MEDIATION**

The Peer Mediation Team is a group of 11<sup>th</sup> and 12<sup>th</sup> grade students who completed Conflict Resolution Training. Students having a conflict with a peer may fill out a Peer Mediation Form found in Student Services. After turning in completed forms to discipline, a confidential mediation will be set up.

### **REPORTING INCIDENTS**

Students may report incidents to Student Services when they occur. The student will write a statement about the incident and speak to one of the Deans.

## **RESTROOMS**

Unless otherwise stated, students will use courtyard restrooms. Social distancing must be maintained.

## **SIGNING-IN**

Students who arrive at school after 8:20 a.m. must sign in in Student Services. Failure to sign in when tardy to school will result in disciplinary action, and the student will be marked absent for the school day.

## **CHECK- OUT POLICY**

No student may leave campus until sign-out procedures have been completed.

1. Student must complete a check-out request (from teacher).
2. Student will bring the form to the office then return to class.
3. The student will be called when an authorized person arrives to check the student out.
4. The latest a student may be checked/signed out is 2:15 P.M.; please present a picture ID.
5. Students may leave campus **only** when properly signed out.
5. Students are not allowed to remain in the office or front porch while waiting to check out. They will return to class until called

## **STUDENT SERVICES/OFFICE OF OPERATIONS**

Students may see Ms. Firven in Student Services for temporary ID's, Parking Permits, Passes, Peer Mediation forms, or to report incidents.

## **TARDY TO SCHOOL**

Tardy students who arrive before 8:20 a.m. should report to 1<sup>st</sup> Block and the teacher will document the tardy. Tardy students who arrive after 8:20 a.m. **MUST** report to the discipline office

to sign-in. (See sign-in procedures above.) The following consequences are in effect for tardies to school:

1<sup>st</sup> and 2<sup>nd</sup> offense(s) – Verbal warning

3<sup>rd</sup> offense – Parent Letter

4<sup>th</sup> and 5<sup>th</sup> offense – P.M. RRC

6<sup>th</sup> offense – Administrative Parental Conference

7<sup>th</sup> offense – ISS

### **TARDY TO CLASS**

1<sup>st</sup> Offense-----Warning

2<sup>nd</sup> Offense-----Warning

3<sup>rd</sup> Offense-----Call to parent/guardian

4<sup>th</sup> Offense-----After School Detention

5<sup>th</sup> Offense-----Intervention Room (1 day)

**Students caught out of class during a tardy round up will receive disciplinary action, including suspension.**

### **VISITORS**

All visitors must report to the main office upon arrival. Visitors must have face covering and must have their temperature checked. Visitors must have an appointment to meet with administrators, counselors, and teachers. Due to social distancing, there can only be 3 visitors in the front office at a time.

Check-outs will take place in the Student Services/Operations.

Unauthorized visitors will be escorted off campus. Student visitors must be approved by an administrator and may not go into the courtyard during lunch.

### **WITHDRAWAL PROCEDURES**

To withdraw from school, the student's parent or legal guardian must obtain a withdrawal form from the front office. Books must be returned and financial obligations cleared before the withdrawal. Seventy-two (72) hours' notice must be given to the office for any withdrawals.

**COVID-19 Information**  
**The L.W. Higgins Start Strong Plan will be posted on the school's website.**

**Face Coverings (Masks) and Temperature Checks**

All employees, students, and visitors' temperature will be checked daily upon arrival.

After exiting the school buses, students will form two lines at opposite ends of the front porch.

Students whose temperature is above 99.4 or who exhibit symptoms will be escorted to the Readiness Assessment Room (RAR). Parents will be notified and asked to pick up their child. Students who exhibit symptoms will not be allowed to ride the school bus home.

All visitors who enter the campus must complete a Risk Assessment Survey.

All Students Are To Wear Face Coverings In All Areas Of The School, Including Classrooms, Hallways, Common Areas, Restrooms, Dismissal, And Any Other Transitions Within The School Building. **STUDENTS WITHOUT FACE COVERINGS WILL PURCHASE ONE FOR \$1 OR RECEIVE A DEBT AS A FINANCIAL OBLIGATION.**

- For individuals with health or other concerns that make wearing a face covering difficult, exceptions will be considered on an individual basis. Students and employees can use [this district-provided exemption form](#).
- Based on the LDOE's mandate, all students, employees and visitors, must wear face coverings while on the bus, classroom and common areas of L .W. Higgins High School. Face shields are not an acceptable replacement for face masks/coverings.
- Coverings must be worn over the nose and mouth and secured under the chin. Bandana scarfs or ski masks may not be worn as a mask or face covering. Neck gaiter/buff wraps are acceptable. We do not recommend requiring a certain mask color. Face shields are not an acceptable replacement for face masks/coverings.

- Staff members are expected to remind students of wearing face coverings at all times. If a student refuses to comply, faculty or staff will refer the student to Operations Office, so parents can be contacted.

### Student Attendance

- Student attendance will be taken regardless if students are participating in Virtual Jefferson or the hybrid (face-to-face) instructional option
- If students come to school on the wrong day, the parent or guardian must pick up the student. If the parent does not pick up the student, the student is not penalized.
- Any parent or guardian reporting to Higgins must wear a mask and have their temperature check.
- Higgins will be on a hybrid(A/B) schedule.
- If a student attends school on a non-designated day, the student's parent will be contacted and asked to pick the child up. Students who are not picked up by a parent will NOT receive disciplinary action.
- Parents coming to pick up their child must have their temperature taken and wear a mask.
- Foreign students entering the United States for the first time must be quarantined for 14 days before being permitted to attend in-person classes. Virtual learning will be available to these students.

### Student Arrival/ Lunch/Dismissal

- Entry points: Bus areas (front and back) and walkers' gate (morning only)

**8:00 am- Carpool** - Students are to remain in cars with parents until their temperature is checked. Any student whose temperature exceeds 100.4 will remain in the car until the 2nd temperature check is conducted. If the temperature is still 100.4 after the 2nd check, the student must go home with his/her parents.

**8:00 am - Student Drivers** - Students driving will have their temperature taken at the entry gate at 8:00 am. Students will be assigned a specific parking spot. Any student who is a passenger must be identified on the student parking log which will be retained for contact tracing. Student drivers' temperatures will be checked twice. Students will park in the front parking lot. Please secure a parking decal from Ms. Tiffany in the Office of Operations.

**8:05 am - Walkers** - Walkers will check in at a table in front of the walker's gate.

Students who have temperatures above 100.4 will be sent to the sick room (Portable A).

**Before 8:00 am** - Students who are eating breakfast will report to the cafeteria for "grab and go" and report to their Zone. Those who are not eating will report to their zone. No one will be allowed to eat in the cafeteria during breakfast or lunch.

### **Restroom Usage**

Students may use the restroom at the following times:

- **Before School**
- **During Lunch**
- **During Class** - Students are encouraged to remain in class at all times. Restrooms are only open during the first 30 minutes of instruction. Do not give passes to students to go look for someone to open the restroom. If there is a restroom emergency, please call the Office of Operations.

**Social Distancing Measures:** Students who are waiting to enter the restroom must practice social distancing in accordance with the floor markers that are placed 6 feet apart.

### **Breakfast Plan**

All students will have access to a grab and go breakfast. Students must eat outside in their zone.

### **Lunch Plan**

ALL students with 3rd block in the 200 building will report to first lunch when the bell rings at the end of second block

- 1st lunch: building 200
- 2nd Lunch: 300, 500, 600 buildings and gym

Only 25 students will be admitted into the cafeteria at a time to receive their grab-n-go lunches or warm their lunch. Students will exit the cafeteria with their lunch to the designated zoning area. In the cafeteria, students must keep masks on until they are outside with their food.

Concessions: Only sealed concessions will be sold out the window by the gym foyer.

### **Dismissal Plan**

Students will be dismissed in a staggered dismissal process. All doors will become exit doors. Students will be directed to exit through the green gates in the courtyard towards the pack porch. Confiscated items will be distributed through the back porch.

3:30 pm - Students who walk will be dismissed. We will begin calling buses as they arrive.

3:35 pm - Students parked in the parking lot will be dismissed at this time.

### **Laptop Distribution**

Students will be provided an opportunity to request a laptop. Laptops will be made available to students in need. Students are expected to return laptops in near mint condition (normal wear and tear is expected). Any damage outside of normal wear and



tear will be charged to the student for either repair or to purchase a replacement laptop.

### **Zones**

The campus has been divided into zones (areas where no more than 25 students are able to socialize in a group). Students are to choose their area and remain in that area before school and lunch.

### **Transition Flow**

Students are to minimize face to face interaction with others. Therefore, students are only able to enter the building from the first 200 hallway. The flow of traffic will be identified by arrows. Students are to follow the transition flow throughout the day. Doors will be labeled to identify whether anyone may enter or exit the building.

