Student Handbook
2026 – 2027

HOME OF THE FALCONS
2026 - 2027
Northwood High School
Falcons

Northwood High School Mission Statement

The Northwood school community is providing quality education - preparing for the future, one student at a time.

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This handbook is in no way intended to be a complete legal description of all CPSB or Northwood High School rules and regulations. The administration of NHS intends that this handbook serves as a guide in assisting parents and students to generally understand the operation of the school and expectations of students. The CPSB discipline policy will be distributed to students in a separate attachment.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Caddo Parish Public Schools are hereby notified that this Parish does not discriminate on the basis of race, color, national origin, sex, age ,or handicap in admission of access to, or treatment of employment in any program or activity. Any person having inquiries concerning Caddo Parish Public Schools' compliance with regulation implementing Section 504 is directed to contact:

Director of Special Services
Department of Special Services
Section 504/ADA
1634 Murphy Street
Shreveport, LA 71103

NHS Alma Mater

All praise to Northwood High
May it always stand.
Let banners of orange and white
Wave across the land.
Fond memories of days we've spent
With friends both old and new.
Oh, spirit of Northwood High,
We forever honor you.

NHS Fight Song

Go, Falcons, Go
And with the spirit we will show
We're number one
And we want everyone to know
Go! Go! Go!
Fight, Falcons, Fight
We're gonna win this game tonight
F-A-L-C-O-N-S
Spells victory for NHS tonight!

Northwood High School Web Address: www.northwood-falcons.org

For a complete listing of all Caddo Parish School Board Policies, please visit the CPSB Web Site at www.caddoschools.org.

For additional course-related information, please refer to the NHS Registration Bulletin.

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Staff Directory

Principal: Shannon Wall
Assistant Principal of Administration: Tasha Robinson
Assistant Principal of Instruction: Danielle Bullock (11th & 12th grades)
Assistant Principal of Instruction: Stephanie White (9th & 10th grades)
Athletic Director: Austin Brown
Attendance & Discipline Secretary: Lakesha Davenport
Bookkeeper: Tina Moore
Cafeteria Manager: Ms. Jackson
Counselors: Ms. Boyter, Mrs. Holmes and Mrs. Johnson
Librarian: Stephanie Giddens
Maintenance: G. Houston (Head Custodian)
Office Clerk: Ashley Levasseur
Principal's Secretary: Sabrina Keith
Registrar: Mary Herrington
School Resource Officer: Deputy Nunnery
Security Coordinators: Hosie Thomas, Steffon Jones, Marklin McKenzie
Spirit Group Coordinator: Sandy Hearron

Office Hours
The NHS office hours are from 8:15 a.m. to 4:15 p.m. daily.

Phone Directory

Main Office: 929-3513
Attendance/Discipline Office: 364-5833 or 364-5817
Counselors' Office: 929-2719
Cafeteria: 929-3565
Falcon Line: 603-7816
JROTC: 929-2022
Special Education: 929-2644
Custodial Office: 929-4408
Library: 929-9277
Girls' P.E.: 603-7818
Boys' P.E.: 603-7834
Athletic Building: 929-3266
Athletic Coordinator: 929-3513
NHS Fax Number: 929-7498
Office Fax: 364-5821

School-Wide Positive Behavior Support (SWPBS): Among the most important advances in student discipline procedures over the past decade is recognition of the need for school-wide behavior support systems. Historically, discipline in schools has been driven by attention to specific children with problem behaviors. This continues to be an essential component of school policy. However, a major advancement has occurred through recent efforts to define proactive, school-wide systems of support. The goals of school-wide systems are to define, teach, and support appropriate behaviors in a way that establishes a culture of competence within schools. When a competent culture is established, the students are more likely to support appropriate behavior and discourage inappropriate behavior by their peers. NHS will teach appropriate behaviors throughout the school year. Appropriate behavior will be rewarded with referral-free dances during the school day, referral-free Spring Fling, pizza with the principal, character recognition luncheons, donuts, concession cash, and good citizen awards.

NHS has three basic R's:

Ready: Be on-time, on-task, with materials, and with homework.

Respectful: Use proper language, seek permission before speaking, treat others the way you want to be treated, give respect and get respect, respect others' property and personal space, respect the teacher and recognize your role as a student.

Responsible: Dress for success; comply with I.D. and Dress Code policies. Be responsible for your words, your actions, your behavior, yourself and your grades. Make good choices.

The three R's are applicable in any setting and at all school sponsored events: At the bus stop, while riding the bus, in the cafeteria, at assemblies, in the halls, and during class. All students are expected to adhere to the three R's from the time they leave home until the time they return home.

What to do in case . . .
You are injured while on the NHS campus or a school-sponsored trip: Immediately report the injury to your teacher/sponsor or to the front office. Do not leave the NHS campus or any school-sponsored activity without notifying the school of your injuries. Depending on the seriousness of the injury, students may request to check-out; paramedics may be called to assess the injury, and you may be transported to the hospital of your choice.

You need to leave school: Check out in the attendance office. Do not leave campus without checking out through the office.

There is a fire drill or tornado drill: Each teacher is responsible for briefing all classes on the evacuation plan and actions required during a drill. Each person should move quickly, quietly, and in an orderly manner according to the evacuation plan.

Whom to call if . . .

You want to talk to a teacher…ask the school secretary to leave a note for the teacher to return your call or answer your email. Students may message teachers through Canvas or JCStudent.

You have a question related to your child's academics and/or academic programs: Parents are asked to follow the chain of command regarding any concerns related to the academic performance/programs at Northwood High School. If you have any questions, first contact your child's teacher, then contact your child's counselor. If after the afore-mentioned steps have been followed and your questions are not answered, contact the assistant principal of instruction (either Ms. White or Mrs. Bullock). If all of the steps have been exhausted and you are still not satisfied, contact the principal, (Mr. Wall).

You want to get assignments due to an extended illness…call the office secretary or the counselors' office.

You have a question regarding your child's courses, phasal placement, correspondence courses, or standardized test scores…call your student's school counselor.

You want to volunteer to help with activities…call 929-3513 and leave a message for the Falcon Booster Club president to contact you.

You want to get information regarding the school bus schedule…log on to www.caddoschools.org and click on the Transportation link. Click on Bus Stops and follow directions. If you have a question regarding a late bus, follow the following procedures:

When a bus is late during the A.M. routes, please contact:

- Garage 603-6534 (6:00 a.m. – 9:00 a.m.)
- Transportation 603-6537 or 603-6535 (7:00 a.m. – 8:00 a.m.)

When a bus is late during the P.M. routes, please contact:

- Garage 603-6534 (until 6:00 p.m.)
- Transportation 603-6567 (until 5:00 p.m.)
- Security 635-0416 (after 5:00 p.m. only)

Please do not leave messages. You must speak directly to an individual.

You are moving and need to clear your child's records…contact the registrar.

You have a question related to athletics or spirit groups: Parents are asked to follow the chain of command regarding any concerns related to athletics or spirit groups. First, contact the coach/spirit group sponsor and discuss your concerns. Then, contact the athletic director (Coach A. Brown) or the Spirit Group Coordinator (Mrs. Hearron) if your concern was not addressed to your satisfaction and if needed, contact the assistant principal of administration (Mrs. Robinson). If, after the aforementioned steps have been exhausted, you are still not satisfied, contact the principal. Every effort has been made to ensure competent, caring, and

professional coaches and spirit group sponsors for each sport and spirit group. Playing time, substitution rotation, performance schedules, practice times, etc. are to be determined by the coaching staff.

Parental Involvement Plan

Philosophy: The faculty and staff of Northwood High School uphold the position that all students can learn. By establishing effective lines of communication among parents, teachers, community members, and students, we believe that these groups will be aware of the responsibilities they have in the educational process, and that from this shared effort, Northwood High School will move successfully toward producing future citizens who are educated, productive, and capable of contributing to the betterment of society. The Parental Involvement Plan at Northwood High School includes the following major components:

Parent Support in the Home: Parents of district students or contract students agree to support the school by signing a pledge or school compact. This pledge or contract is summarized as follows: encourage systematic study, show interest in assignments, provide proper conditions for study at home, assist the school in promoting and maintaining acceptable standards of conduct, agree to meet with the staff periodically to discuss student progress, insure the students' prompt and regular attendance, become familiar with school rules, and cooperate with the school in solving problems when disciplinary actions are necessary.

School Communication with the Home: The instructional goals are designed to meet "the needs of a student body which represent diverse educational, economical, and social backgrounds." Goals are communicated to incoming ninth graders, students new to Northwood High School, and parents prior to the opening of school. The annual Back-to-School Night is another opportunity for parents to meet the faculty and staff. Student progress can be accessed by logging on to the CPSB online grade program, JCAMPUS. (www.caddoschools.org) If a grade changes to a "F" anytime before the end of the nine weeks, teachers will communicate with parents. Parent conferences are initiated frequently by teachers or by the administrators to progress monitor academic success and to develop strategies for student improvement. The use of this method of communication has been an important factor in Northwood's success. Parents receive mailings from time-to-time to attend informative sessions on new programs, diploma endorsements, career guidance, and completion of Louisiana Department of Education High School Plan of Study.

Parental Involvement at School: The Falcon Booster Club is active at Northwood. Parents and community members serve as resource persons, assistants for special projects, members of the hospitality committee, and volunteers for athletic events. Community and parental support and student participation in fund raising activities have assisted in the purchasing of materials and supplies for instructional needs.

Parent Involvement in Learning Activities at Home: In order to better serve you, Caddo Parish Schools has established the JCAMPUS Parent Portal. Here, parents can track the attendance, grades, and discipline issues of their child. In order to access the Parent Portal, the parent must have the last five digits of the student's social security number and last name. Instructions for using the Parent Portal can at the following website: www.caddoschools.org.

Parent Involvement in Governance and Advocacy: The Northwood High School Falcon Booster Club executive committee and advisory board have regularly scheduled meetings throughout the school year. The principal sits on this board. Input regarding curricular and co-curricular activities from the Falcon Booster Club is received as the school calendar is developed.

Falcon Booster Club Membership
All faculty, staff, students, and parents are strongly encouraged to join and support the Falcon Booster Club. The Falcon Booster Club conducts meetings in the NHS library and all parents are invited to attend. This hardworking group continues to assist and support us in our efforts to provide the best educational environment and opportunities for our students. Research has proven that if parents are involved in their child's school, student achievement increases and behavioral problems decrease. Please, get involved in the NHS Falcon Booster Club today! Dues: $10.00. **Students who join the Falcon Booster Club will receive discounts on dance tickets, parking permits, etc.**

General Information

ACT National Testing Dates 2026 - 2027 - Northwood High School is now an ACT National Testing!!!

Test Date	Registration Deadline (Late fee applies after this date)	Late Deadline	Photo Upload & Standby Deadline	Paper Initial Score Release
September 19, 2026	August 14	September 1	September 14	October 6
October 17, 2026	September 11	September 29	October 12	October 27
December 12, 2026	November 6	November 29	December 7	December 22
February 27, 2027	January 22	February 9	February 22	March 16
April 10, 2027	March 5	March 23	April 5	April 20
June 12, 2027	May 7	May 25	June 7	June 23
July 10, 2027	June 4	June 22	July 5	July 20

After School and Out-of-Town Activities: Students must report to the location of the school-sponsored activity by 4:15 p.m. At the conclusion of the activity, students are to exit the building immediately. Students waiting to be picked up must wait on the ramp
by the main entrance to the school. Students in the building after 4:15 p.m. must be escorted by a faculty member. The school will not be responsible for supervision of students after 4:15 p.m. unless they are involved in some type of extracurricular or
supervised school activity. **Students who are not picked up in a timely manner (within twenty minutes of the conclusion of an event) will not be allowed to attend future after-school events/activities.**

Students traveling in private automobiles to after-school activities, either in Shreveport or out of town, will be the responsibility of their parents. However, once on school property or property used for school activities, here or elsewhere, students come under the jurisdiction of the school. Students' conduct will be subject to the rules and regulations of the Caddo Parish School Board and Northwood High School. Students traveling under school officials' supervision are subject to all school rules at all times.

Announcements: Being informed is essential to achieving success in high school; students should listen to the announcements daily. Announcements are read over the intercom. Announcements are also posted on the Northwood High School website.

Assemblies: Assemblies are held in the auditorium as needs arise. Parents are encouraged to attend. Sponsors of assemblies have worked diligently to ensure the success of the program. Students are expected to be respectful and attentive during the assembly; e.g. no gum chewing, reading, writing, inappropriate responding (yelling, whistling, etc.). Furthermore, students on stage for a performance or recognition are expected to exhibit the type of behavior that will not draw extra attention to themselves. (Examples: gesturing, waving, "strolling," etc.)
Bus Stops and Walking: Students are under school jurisdiction from the time they leave their homes enroute to school until they arrive home at the end of the school day. Their behavior on the way to school as well as on their way home should be the same as if they were on school property and is subject to the same disciplinary action. This includes walking to school, waiting at the bus stop, and riding the bus. Additionally, when you are dropped off at your bus stop, you should proceed immediately to your residence.

Cafeteria Rules: Students are expected to abide by the following rules:

- Enter the cafeteria in an orderly manner. No saving places in line. Those caught "cutting" in line will be required to go to the end of the line.
- Only six people may be seated at the small tables; eight at the large.
- If you move chairs from one table to another, return them to the original

table when you are through.

- Keep eating areas as clean as possible.
- Throw away your trash.
- Do not loiter in the cafeteria.
- Under no circumstances should a student throw food, paper, or any object in the cafeteria.
- Loud shouting and horseplay are not allowed in the cafeteria.
- No outside commercial food or drinks are to be brought into the cafeteria.

Cell Phone Policy: **Cell Phone Policy**

Change of Address/Telephone: Because communication between the school and the home is most frequently done by telephone or mail, it is imperative that the correct address and phone number be on record at all times. Final report cards are mailed at the end of the school year. **Any changes of address or telephone should be reported promptly to the Registrar to ensure receipt of your son/daughter's report card.**

Child Nutrition – Breakfast & Lunch: Breakfast is served daily from 8:00 a.m. to 8:26 a.m. There are two lunch shifts during 3rd block.. There is no cost for breakfast or lunch. Students' designated lunch shifts are based on their 3rd block class. **Deliveries from commercial establishments are not allowed.. Students are not allowed to check-out for lunch. ANY FOOD DELIVERED TO CAMPUS (not organized by school officials for a particular purpose) WILL BE CONFISCATED AND DISCARDED.**

Classification: Students are classified according to the number of credits which have been earned by the BEGINNING of each school year. Those classification requirements are as follows:

Ninth Grade 0 – 4 ½ credits
Tenth Grade 5 – 10 ½ credits
Eleventh Grade 11 – 16 ½ credits
Twelfth Grade 17 or more credits

It is most important that students understand that a senior does not graduate (receive a diploma or participate in the graduation exercises) unless all requirements have been met prior to graduation exercises (including passing the required state tests).

College Credit: How to earn college credit while still in high school:

1. Advanced Placement course with a score of 3 or higher on the corresponding AP exam.(9th-12th)
2. Dual Enrollment (11th & 12th only)
3. Early College Academic Excellence (College-Campus- 10th - 12th)
4. CLEP exams (NSH classes & Modern States) (9th-12th)

NHS Advanced Placement Courses:

- AP American History
- AP Precalculus
- AP English III - Language and Composition
- AP English IV - Literature and Composition
- AP European History
- AP Human Geography
- AP US Government

CLEP Courses:

Modern States offers FREE online courses for students interested in earning a voucher for CLEP testing. ($95 value) Students who receive vouchers can use their voucher to test at NHS. For more information visit https://modernstates.org/.

NHS Dual Enrollment Courses - LSUS (high school course name and college course name)

- Algebra III H/DE– Math 121 - College Algebra/Math 122 - Plane Trigonometry
- Biology II – Bios 106 Human Heredity, Social Genetics, Genetic Technology and Ethics
- Calculus Calc 221 (prerequisite 121, 122)
- English IV H/DE – English 105 and English 115
- Human Anatomy and Physiology – Bios 284 and Bios 284L
- Medical Terminology - KHS 201

Tuition for dual enrollment is provided on a first come, first served basis until funds are depleted. Students enrolled in on campus dual enrollment courses and Seniors are given priority for dual enrollment. It is to your advantage to apply early. Additional fees (course packet and application fee) must be paid by the student.

Dual Enrollment Qualifications – ACT/Pre-ACT Comp 19, English 18, Math 19 or LEAP, English II LEAP Mastery or above, Geometry Mastery of above, AP score of 3 in Humanities, Social Science, Math, or Science

Contact Danielle Bullock, API 11th-12th,for more information.
dbullock@caddoschools.org or 318-364-5828

Closed Campus: Students will remain on this campus from the time they arrive in the morning until school is dismissed in the afternoon except as noted below:

- Students may leave to attend classes at the Career Center.
- Students who must leave campus for dental, doctor, or other appointments must follow the proper check out procedure in the Attendance Office.

- Students are not allowed to bring small children to school.
- ALL visitors must report to the school office immediately upon arriving at NHS.
- No visitors will be allowed for visitation purposes during the school day.
- ***Students are not allowed to leave campus for lunch.***

Computer Use: In order that optimum advantage may be taken of both the equipment and computer-related classroom/library experiences, mature and responsible behavior is expected of all students at all times. The right of a student to use computers is contingent upon his/her cooperation with the procedures outlined here as well as those indicated by the individual classroom teachers. The NHS computers are to be used for academic purposes only.

- Students are not to occupy themselves in writing personal letters or sending personal email messages on the school's computers without the explicit permission of a teacher or staff member.
- Computers may not be used to review or transmit indecent or harassing material.
- Students are not to install personal software on the school's computers.

Concessions: Students are allowed to purchase concessions from Northwood the last ten minutes of each lunch shift. All paper must be discarded in the appropriate receptacles or concession sales will be suspended. **No glass containers or fast food items are allowed**
in the classroom or on the campus at any time. Off-campus food items may not be dropped off for students during the school day. Off-campus food items will be CONFISCATED AND DISCARDED.

Conduct in the Hall: Students are expected to:

- Walk to your right as you move up and down the hall.
- Go directly from one class to the next.
- Walk and not loiter in the halls.
- Avoid gathering in the halls in a manner that interferes with others.
- Avoid inappropriate physical contact.
- No loud noises, whistling, or yelling is permitted.

NOTE: Security cameras are located throughout the school. Make sure you are on your best behavior at all times.

Dance Guidelines: Northwood High School dances are sponsored for entertainment and fundraising purposes. In the event we do NOT sell enough tickets to cover the costs of the dance, Northwood reserves the right to cancel the dance and refund all student tickets. Students and their invited guests must understand that attending a Northwood dance is a privilege, not a right. Dances are sponsored by NHS as a part

of the total school program and for the benefit of NHS's students and their invited guests. The following guidelines apply for dances:

- Tickets must be purchased in advance. No tickets will be sold at the door or after the end of the announced deadline. **Tickets are NON-TRANSFERRABLE and NON-REFUNDABLE**.
- NHS students and their guests must have school I.D. cards or some other appropriate form of photo identification (e.g. state ID or driver's license).
- Invited guests MUST be registered by an NHS student at the time of ticket purchase. All guests outside of Northwood must be approved by the NHS administration. Suspended or expelled students are prohibited from attending Northwood functions. Guests whose disciplinary record cannot be verified will not be allowed to attend.
- Acceptable behavior must be demonstrated by all attending. No immodest or indecent dancing will be permitted. Students who violate the guidelines will be asked to leave with no refund.
- Failure to vacate the premises in a reasonable time frame (within 20 minutes) will result in a student not being allowed to participate in subsequent events.
- Ticket prices vary per dance. However, students who become members of Falcon Booster Club and present their cards will receive a discount.
- Students who attend Elementary or Middle School are **NOT** permitted to attend Northwood dances.

Northwood sponsors two dances during the school year:

- Homecoming
- Junior/Senior Prom

NOTE – The administration reserves the right to deny admission to or continued participation of any NHS student or invited guest. NHS dances are for high school students and their guests. Elementary or middle school students cannot attend. It is the responsibility of the Northwood student to inform his/her date of the above rules and regulations for participation in a Northwood dance.

Debt Policy: Students with outstanding debts will have report cards, diplomas, and other like documents, as well as the opportunity to participate in the graduation ceremony, withheld. Students with outstanding debts will not be allowed to participate in "extra-curricular" activities (e.g. after school dance).

Discipline Consequences: Progressive Discipline Grid

Northwood High School Dress Code Policy: In an effort to provide a professional and educational atmosphere, we are asking for parental support in our endeavor to have our students dress like young ladies and gentlemen, prepared for a rigorous and academically challenging curriculum. It is Northwood High School's responsibility to establish those parameters of proper attire for students in order to provide an educational atmosphere
conducive to learning. In response to the need for adjustments in the student Dress Code, a committee of students, parents, teachers, and administrators established guidelines for acceptable school attire. The following guidelines for acceptable attire are in addition to or in conjunction with the Caddo Parish School Board Student

Dress Code and are reflected in the following NHS Dress Code Policy. The consequences outlined in the CPSB Discipline Policy will be followed for violations of school or parish policy. Students are expected to dress in apparel that is modest, tasteful, and that does not interfere with or distract from the educational process or rights of others. Students and their clothing should be neat, clean and well groomed and must meet the following guidelines.

- IDs will be issued to all students. They may be required for entrance/admission to some school sponsored events. If a student loses his/her ID, it will be the student's responsibility to buy a replacement ID. The cost of a replacement ID is $20.00.
- Plain white t-shirts/undershirts are not allowed.
- Attire must not be destructive to school property.
- **Tops designed to be worn outside of pants, shorts, skirts or skorts can be worn in that manner. *These should not hang lower than the pants pocket and should extend a minimum of 1 inch below the waist band.***
- **Bare midriffs, bare backs, halter tops, *low-cut blouses*, tank tops, tube tops, and cutoffs cannot be worn. Any see-through/lacy garment must be worn OVER a blouse, shirt, or tank top.**
- **Shirts with the sleeves cut off may not be worn (appropriate hem required)**
- **Shirts/Tops that are deemed too revealing by the administration will be prohibited.**
- **Pants, shorts, skirts, or skorts must be worn at the waist. No "sagging" is permitted.** Belts should be buckled at all times *and not hanging more than three inches*. Students that "sag" will have their pants "zip tied". Removing the zip tie will result in disciplinary action.
- **Shoes—style and color of shoes may be chosen by the student as long as they follow the CPSB dress code. No house shoes. All shoes w/laces, straps, or buckles must be tied or secured at all times.**
- **Trench coats, including "dusters," are not permitted at school or during school-sponsored activities.**
- **Hoods, whether on a shirt, sweat shirt, jacket or wind suit, may not be worn inside or outside the school or at school-sponsored activities.** No person shall use or wear a hood or mask (masks that cover the mouth only are exempt), or anything of a similar nature, or any facial disguise (of any kind or description), which might conceal the identity of the person or prevent his being readily recognized. **Northwood High School uses security cameras as a deterrent for disruptive behavior, and footage may be used to prosecute criminal offenses that occur on the campus (Exception to the rule: hats/hoods may be worn outside when the outside temperature is below forty degrees fahrenheit. Furthermore, the hat or hood must not be worn in any manner that conceals or hides the student's face. Hats are not allowed to be worn in the building.**
- Straws, pens, and other items protruding from the mouth are not acceptable due to safety reasons.
- JROTC Cadets must properly wear the uniforms prescribed for each uniform day while on campus. Cadets may not change out of their uniforms during the day unless another class requires it, e.g. dressing out for physical

education, sports team practice, etc.

- **Shorts and skorts may be worn the entire school year permitted you adhere to the following guidelines:** They may not be shorter than the student's fingertips, while standing. **No pajamas**, **cutoff shorts, bathing suit shorts, or spandex (biker) shorts can be worn.** No other article of clothing can be worn beneath the shorts for viewing.
- **Torn Jeans must provide adequate coverage. No bare skin should be visible above the knees.**
- **Athletic shorts (long "basketball' style shorts) and sweat pants will be allowed.** If a student "sags" while wearing these items, he/she will be banned from wearing these items.
- **Sagging pants will be zip tied through belt loops.** If the student removes the zip tie the student will be disciplined.
- ***Basketball style jerseys must be worn with a T-shirt underneath.**
- Tank tops (wife beater style) are not to be worn at school or during school-sponsored activities.
- Fitted bodysuits/cat suits are prohibited.
- **Headgear—NO hats, caps, cowboy hats, Do-Rags, stocking caps, head wraps, hair rollers or bandanas are permitted at school or during school-sponsored activities. G**loves and ear muffs may be worn outdoors only. The cap rule will be suspended at outdoor athletic events as long as it is worn properly, brim forward.
- Sunglasses are prohibited in the building unless they are prescribed.
- Necklaces with medallions no larger than a quarter may show outside the shirt. All other necklaces must be worn inside the shirt. Chains, whether attached to wallets, pants or elsewhere, are not permitted.
- Obscene, profane language or provocative pictures on clothing or jewelry are prohibited (Hooters, Playboy, etc.).
- Satanic, cults, or gang-related symbolism in any form is prohibited on school campuses.
- Drug-related symbols in any form, including advertisements or promotion of alcohol or tobacco, are prohibited on school campuses.
- Principals, after consultation with their School Improvement Committees, have the discretion to adjust the dress code to fit unique situations as long as the decision does not interfere with the requirements of Title IX.
- A teacher will also be allowed to restrict the manner of dress or length of hair and may ask the student to modify his/her hair style when it pertains to the health and/or safety of a student in that teacher's area.
- Repeated dress code violations may result in the student being banned from after school activities **and** driving privileges for that semester.

It is well documented that drug, gang, cult, and violent behaviors are linked to dress and appearance. In an attempt to maintain a safe, secure learning environment, these behaviors will be identified with the assistance of security officers from the Shreveport Police Department, Caddo Parish Sheriff Department, and Caddo Parish School Board; school officials will prohibit and punish violators (up to and including suspension and/or a CPSB Expulsion Hearing). We do not suggest that a student is a member of such groups, but we do intend to prevent the

"appearance" of such involvement on the school campus and at school-sponsored activities. Such documentation suggests the following are "indicators" of such affiliations. Below is a partial list of these indicators, i.e.

*Clothing—orange on orange, red on red, blue on blue, etc.
*Jewelry—dollar sign, Playboy, weapon, drug-related earrings, any accessories with spikes, or chains
*Hair Style—cannot be disruptive or gang related
*Appearance—tattoos, piercings, slashed eyebrows, etc.
*Gang Graffiti—graffiti on binders, notebooks, clothes, etc.

***Northwood High School Athletic Jerseys may be worn by NHS student athletes on Spirit/Game days with the approval of the administration. Additionally, there are school-wide "dress up" days during student council week when the dress code will be relaxed during the scheduled activities/days.**

The NHS School Improvement Committee reserves the right to make revisions to the Dress Code Policy as needed.

Drugs/Alcohol: Possession or use of an illegal narcotic drug or other controlled substance or alcoholic beverage on school property, school bus, or at a school-sponsored event is prohibited. Any student in violation of this policy will be asked to submit to a mandatory drug/alcohol screen before being readmitted. If a student is found in possession of illegal drugs or alcohol, parent(s) of the student and law enforcement officials will be contacted and criminal charges will be filed with the appropriate law enforcement agency. Moreover, the principal or designee will arrange and conduct a conference with parent(s) and student to determine additional consequences. (RS 14:403)

Early-outs: Revised for 2026-2027 Seniors are designated for senior students who have met or who are on track to meet graduation requirements as well as college and career readiness standards as set forth by the Louisiana Department of Education. **Student eligibility for an early-out is determined at the end of their Junior year.** A student may be eligible for an early-out both Fall and Spring semesters or may qualify at the end of the Fall semester of their senior year. A student enrolled in an off campus dual enrollment course may request an early out through Mrs. Bullock.

Click Here For CPSB Eligibility Requirements for Early Outs

Electronic Equipment: Electronic devices such as Nintendo Switch, ipods, airpods, headphones, games, etc. are not allowed on campus. The school will not be responsible for lost or stolen items. Stolen items need to be reported to the Caddo Sheriff's Office.

Fees & Financial Obligations: A student will be held responsible for any debts he/she owes the school: lost/damaged textbooks, overdue library books, fees charged

by clubs/organizations, and fund-raising money, etc. If a student has outstanding debts, his/her report card, diploma, and other documents, as well as the opportunity to participate in the graduation ceremony, will be withheld. Students with outstanding debts
will not be allowed to participate in "extra-curricular" activities (i.e. after school dance).

Final Exams: Final Exams are required in all areas and will be administered as scheduled by Caddo Parish Board Policy. Final exams at Northwood count 15% of the student's final semester grade. These exams **will not** be administered early. A make-up exam schedule will be released by the administration for those students with excused absences.

Finals Exemption
Achievement goals are set each year for every student. Achievement goals are determined using the students' highest ACT or Pre-Act score. If you take the ACT outside of the school's March testing window, make sure Mrs. Bullock receives a copy of your highest score. Any student meeting their ACT, WorkKeys, or ASVAB goal in the Fall will be exempt from finals in the Fall. Students may qualify for Spring finals exemption by meeting another goal. Students enrolled in LEAP 2025, AP, or Dual Enrollment courses are not exempt from finals in those courses.

Prior ACT Score	ACT/ Pre-ACT Composite Goal	WorkKeys Level Goal (11th & 12th)	ASVAB Goal (11th & 12th)
No score or 13-19	20	GOLD	59%

Students who are at goal at the beginning of the school year must meet the following criteria for finals exemption:
Freshmen Goal: Mastery or better on all LEAP exams or Straight A's in all classes.
Sophomore Goal: Mastery or better on all LEAP exams or Straight A's in all classes.
Junior and Senior Goal: (one of the following achievements): Straight A's in all classes, achievement of AP score of 3, 6 DE credits from LDOE approved list with a C or better, ACT Math of 25+ and English of 26+, one of the following Career Accelerators: Basic Career Bundle + Internship, Advanced Credential + Internship or Work Based Learning.

The ACT is a standardized test used for college admissions in the United States and allows students opportunities to earn TOPS University and college scholarships. The ACT test covers four academic skill areas: English, mathematics, reading, and scientific reasoning. It also offers an optional direct writing test. **NHS is an ACT National Online Testing SIte! Visit act.org to sign your child up for the ACT.**

The ACT WorkKeys measures foundational skills required for success in the workplace and helps measure the workplace skills that can affect job performance. WorkKeys assessments are relevant and developed to solve actual workplace problems. Unlike other assessments, they do not simply give an indication of reading and writing

competency. Instead, they measure a range of hard and soft skills relevant to any occupation, at any level, and across industries. Successful completion of WorkKeys core assessments can lead to earning an ACT WorkKeys® National Career Readiness Certificate™ (ACT WorkKeys NCRC®)—a credential that verifies the skills found to be most essential across industries and occupations.

Hall Passes: Students should have a hall pass from the teacher to leave the classroom. Students should have a valid reason for requesting a pass to leave class.

Hazing: Hazing is not permitted. No initiation activities will be conducted before membership is confirmed. All plans for membership confirmation activities will be presented, in writing, by the president of a club/organization to the sponsors and principal for approval no later than ten (10) school days before initiation date. The plan should include a detailed description of the activity, the date, time and location, and any other information requested by the sponsor or principal.

Hold Harmless Agreement: Any outside organization wishing to use Northwood High School facilities must contact the Chief Operations Officer for Caddo Schools. Without documentation and approval from the Chief Operations Officer and Principal, you will be trespassing on Caddo Parish property.

Inclement Weather Procedures: In the event of Inclement Weather (ice, snow, etc.), listen to the local news stations, call the Caddo School Board Office or call Northwood for school closure information.

Library: The library is open before school, during the school day, and immediately after school. The library staff is available for guidance in the use of all library materials. A student who uses the library in the morning, before school, or during lunch needs to have a hall pass signed from his/her teacher for a particular assignment.

Lost & Found: Anything you happen to find on campus is not something you have a right to keep. Everything belongs to someone. Misplaced articles are to be brought to the main office. If the article is not claimed within twenty-four (24) hours, it will be placed in the lost and found. Items remaining at Northwood longer than one (1) week after the end of the current school year will be donated to charity or discarded.

Medicine: If a student has special medical concerns, parents/guardians should contact the counselor in order to include the information in the student's school records. Be sure to complete the appropriate forms at the beginning of the year or as soon as you enroll at NHS. Students who need to take medication at school must comply with the following regulations:

- The medication must be prescribed and directions for administering the medicine given by the physician.
- A medical request form must be picked up in the main office, completed by both a parent/guardian and physician, and delivered in person by the parent or guardian to the office secretary.

All medications meeting the above guidelines are kept in the general office safe.

Parking & Parking Lots: Parking on campus is a privilege not a right. All vehicles registered with NHS must meet the Louisiana Department of Motor Vehicles Highway Regulatory Laws (proof of insurance, state registration card, valid inspection sticker, valid driver's license, etc.). Student and parent signatures on the NHS Driving and Parking Rules application indicate that the vehicle meets the criteria. Parking tags will be sold beginning at the start of each school year. Cost: $30.00 with a current Falcon Booster Club membership card; $35.00 if you do not have a current Falcon Booster Club membership card. Parking spots can only be purchased on-line. Students who violate the rules listed below may forfeit their parking privileges.

- Every student who drives to NHS must have an NHS parking permit.
- Only drivers who are students of NHS and plan to attend classes on campus will be allowed to enter and/or park. Vehicles and drivers entering NHS campus will be in compliance with all state laws.
- Speed on campus, ALL locations, **will not exceed fifteen (15) miles per hour**.
- Students will park in their assigned locations. Any student who does not park in his/her assigned space will face disciplinary consequences and may lose his/her parking privileges.
- Drivers will follow arrows for direction of travel entering and departing student parking lot. Drivers are not to cut across the parking spaces to enter or exit the parking lot. This is a dangerous practice and will not be tolerated.
- Cars will be parked in marked spaces only.
- Vehicles are to be vacated immediately upon arrival and should be re-entered only at the time of authorized departure. There will be no lingering or sitting in vehicles remaining in the parking lot after 4:15 p.m.
- The student parking lot is an unauthorized area during the school day.
- Students are not allowed in the student parking lot during lunch shifts.
- Students are not allowed in the student parking lot without administrative permission.
- All drivers are responsible for all passengers in their vehicles.
- Music that is audible outside the vehicle will be not permitted.
- Students are to park in the designated student parking area.
- **YOU MUST PARK IN YOUR ASSIGNED PARKING SPOT. THERE WILL BE DISCIPLINARY ACTION TAKEN AGAINST THOSE WHO VIOLATE THE RULES.**
- Fines will be issued for the following offenses:

  Expired Inspection Sticker $5.00
  No Seatbelt $10.00
  Parked in wrong space $10.00
  No Parking Permit $25.00
  Expired Registration $10.00
  Driving at Unsafe Speed $25.00
  Loud Music $10.00
  Careless Operation $25.00

Any automobile entering the student parking area or other property belonging to the CPSB is subject to search by school officials or police. Search may include the passenger compartment, engine compartment, and trunk, any or all containers locked or unlocked in or upon the automobile. The purchase of a parking sticker and subsequent use of CPSB property constitutes permission to search. CPSB will maintain reasonable security measures during the school day. CPSB will not be responsible for physical damage to an automobile. Automobiles should be locked at ALL times. Students should not leave valuables in their cars. We will not be responsible for articles taken from automobiles.

Act 732 of the 2003 Legislative Session provides for the suspension of driving privileges of a student who is expelled or suspended from school for ten or more consecutive school days or who withdraws from school under certain circumstances/infractions: the sale or possession of drugs, firearm, or an infraction involving assault or battery on a member of the school faculty or staff.

P.D.A.: Public Display of Affection is prohibited on campus. Students should conduct themselves in a dignified manner at all times. It is considered inappropriate for students to have their hands on each other or to hug or kiss in public.

Pep Rallies: Pep rallies are held at designated times during the school year in the gymnasium or football field. This is an important part of the educational program as students perform and practice those skills learned in the classroom. Invited guests and parents are welcome. Students are expected to act in an appropriate manner during the activity. At the beginning of the pep rally, students will stand attentively for the playing of the alma mater and the national anthem. Inappropriate behaviors will result in loss of pep rally privileges and could lead to disciplinary action.

Searches: NHS is required to perform searches to ensure the safety and security of guests, faculty, and students. NHS works collaboratively with the CPSB security department and local law enforcement agencies. NHS security and staff may conduct classroom and book bag/backpack searches for weapons and drugs. K-9 officers may be used to conduct campus searches. Any item found in violation of CPSB policy will be confiscated. Any item found in violation of state law will be transferred to law enforcement, charges will be filed, and the student will be suspended and/or expelled. Parents are encouraged to come to the school to pick up items confiscated during searches. Items remaining at Northwood longer than one (1) week after the end of the current school year will be donated to charity or discarded.

Registration: Northwood High School currently operates on a four block school day. Each spring students are asked to select courses for the next school year. Students are encouraged to register for a rigorous and challenging curriculum.

Seniors are not granted "early outs" to leave school (Exception: students who have earned enough credits to graduate, have passed the necessary state tests, and are enrolling in a college MAY be released with Administrative permission). Parents are asked to confirm student registration selections since course selection is most important. At the time of registration, students are also asked to carefully select alternate electives. If
scheduling conflicts occur, the student may be placed in one of these electives without notification. Once registration is completed, the curriculum is set and faculty is assigned based on the number of requests for selected courses. At this point, schedule changes must be kept to a minimum. **After June 1, schedules are changed only for the following reasons: phasing error, leveling of classes, or a student has already passed a course in which he is enrolled.**

Renaissance: This is a national program designed to help high schools promote and achieve academic excellence by involving students, teachers, staff, parents, businesses, and community in recognizing students and awarding them with incentives and rewards. Using the guidelines of the Renaissance Program, NHS will recognize students with various rewards based on the students' "levels" of academic achievement.

Renaissance Level Requirements

Platinum Plus Scholar

Enrolled in Honors, AP, and/or Dual Enrollment
Straight A's (Fall Semester & 3rd 9 Weeks)
ACT 24 or higher (Pre-ACT for Freshmen) or Platinum ACT WorkKeys or 59% or higher on the ASVAB
No out-of-school suspensions

Platinum Scholar

Straight A's (Fall Semester & 3rd 9 Weeks)
ACT 20 or higher (Pre-ACT for Freshman) or Gold ACT WorkKeys or 59% higher on the ASVAB
No out-of-school suspensions

Gold Scholar

A's & B's (Fall Semester & 3rd 9 Weeks)
ACT 20 or higher (Pre-ACT for Freshman) or Gold ACT WorkKeys or 59% higher on the ASVAB
No out-of-school suspensions

Teal Scholar

A's & B's (Fall Semester & 3rd 9 Weeks Grades)
No out-of-school suspensions

Repeater Courses: The transcript of a student choosing to repeat a course will reflect both grades; however, only the better grade is used for the purpose of computing the student's grade point average. The grade point average (GPA) computed for the TOPS scholarship is on a 4.0 academic scale, using core courses only!

School Resource Officer (SRO) & Security Coordinators: A School Resource

Officer from the Caddo Sheriff's Office is on duty daily. The CPSB allocates three Security Coordinators for NHS. The SRO has the responsibility for safe-guarding the campus and has full law enforcement authority to make arrests, etc. The Security Coordinators are also on duty daily and assist in the supervision of the campus.

Senior Class Rank: Senior class rank is based on the seventh semester transcript. The report of grades sent with college applications is a copy of the sixth or seventh semester transcript. The official transcript of grades is not available until late June following graduation. Students may not modify or alter previous grades in order to change their class ranking.

Sexual Harassment & Bullying: Students who engage in sexual harassment on school premises or at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Reports of sexual harassment are to be reported to one of the assistant principals or counselors. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures. **NHS is a non-bullying school. Behavior of a bullying nature will not be tolerated at NHS. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for bullying, which can include suspension and/or expulsion.**

Telephone Calls and Deliveries: Only the phone in the Attendance & Discipline office,
which is under the supervision of the attendance clerk, is to be used for checking out. Calls are limited to two minutes. The discipline office may give detention for improper use. Parents calling with messages for students will be accommodated in cases of emergencies. Classes will not be interrupted except in dire emergencies. Cooperation is appreciated. The office staff cannot guarantee that a message called in after 3:00 p.m. will reach a student. Deliveries, including but not limited to food, candy, and flowers, are not to be made to NHS. Students are expected to make all necessary arrangements for staying for after school events prior to coming to school. Therefore, students will not be allowed to re-enter the building to use a telephone.

Textbooks: Textbooks are provided to the student and the student is responsible for their care and return, or an assessment for loss or damage will be levied. Report cards and or diplomas are held if the student fails to return or pay for lost/damaged textbooks.

Visitors: Due to security and safety issues, ALL visitors to the school must report to the office to receive a Visitor's Pass immediately upon arrival. Individuals not wearing a Visitor's Pass will be asked to report to the office immediately or escorted from the building. Parents are always welcome but are encouraged to make an appointment to see a teacher, the principal, or visit their child's classes. Former student(s) will not be allowed to visit any teacher during school hours. Visitors to

the school are asked to park in the teacher parking lot located on the west end of the school. If you plan to visit for less than fifteen (15) minutes, you may park on the ramp directly in front of the school.

Waiting Areas for Students: Before School: Students should not arrive on campus before 8:15 a.m. **The school cannot be responsible for supervision prior to 8:15 a.m. or after 4:15 p.m.** Students should be dropped off in front of the school (by the flag pole). Parents are asked not to drop off in the student or faculty parking lots. Students are to remain outside the building prior to 8:30 a.m. and at lunch unless they have passes from a teacher or librarian. Restrooms across from the cafeteria are open during these times. After arriving on campus, students are not allowed to leave campus and should wait in the following designated locations: 1) Bus ramp and downstairs mall area. 2) Upstairs by the main entrance. During inclement weather, the cafeteria (for those eating breakfast) and the auditorium will be open at 8:15 a.m. During lunch, the cafeteria will be made available to students after all students have had an opportunity to complete their lunches. Parents should pick up their son or daughter from NHS by 4:15 p.m. Students are required to vacate the premises unless they are accompanied and under the direct supervision of a school employee. Students are not permitted to loiter in the parking lot or other locations after the end of the school day. Students are not to come back on campus except to attend school activities.

Weapons: Weapons are absolutely forbidden at school or school activities. According to state law, the student will be arrested, and the principal will be required to suspend a pupil who is found possessing a weapon. Additionally, the principal will immediately recommend the pupil's expulsion to the superintendent. Weapons include, but are not limited to, firearms, fireworks of any kind, clubs or night sticks, razors, box cutters or knives, metallic knuckles, chains and/or any other object used in a way that may inflict bodily injury or harm.

Grades

Class Rank: Rank in class will be determined by a weighted system including all four years of high school enrollment. Subjects will be assigned a weighted value with enriched courses earning higher grade point values. If a student repeats a course, the higher grade will be used in determining class rank. Correspondence and summer school courses will be included in determining class rank. Courses taken as pass/fail will not be included in class rank.

Honor Code: Useful and lasting learning does not occur unless the process which students go through to learn is an honest process which reflects their true abilities as measured by their own efforts. Progress which is based on unsound learning, as is the case in cheating, is not genuine progress. Cheating prepares a student for failure, not for success. In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school. What is the definition of cheating in the classroom? Cheating involves one or more of the following actions:

- Using the work of another person as your own.
- Allowing your work to be used as the work of another person.
- Copying information from another student's test, homework, writing assignment, etc.

- Plagiarizing – plagiarism means using another person's ideas, expressions, or words without giving the original author credit. (This includes unauthorized help in writing essays in class.)
- Preparing to cheat in advance. Such action involves (1) having in your possession a copy of a test to be given or having been given by a teacher, (2) using the test or notes during a test, (3) talking while taking quizzes or tests, (4) attempting to get advance information from other students regarding tests, (5) writing study guide information on desks or other articles or leaving material out in plain view with the anticipation or intent of using the information on the test.
- Watching videos or using Cliff's Notes (or other study aids) in place of reading a book. This is regarded as unsound learning, as it prepares students not for success, but failure. The values gained from actually reading a book cannot possibly be replaced by such superficial shortcuts.

Consequences: When a determination to the teacher's satisfaction that cheating has taken place, the student will incur the following consequences:

- The student will immediately receive a zero on the assignment/test regardless of whether he/she gave help or received help.
- Parent contact will be made by the teacher.
- The cheating incident will be recorded for future reference regarding recommendations for clubs, organizations, awards, and scholarships.
- Students who are current members of academic organizations, including National Honor Society, and are caught cheating will be recommended for removal from the organization.
- Cheating violations may be reported (at the teacher's discretion) to the principal or his designee who will take the appropriate action.
- The student will be referred to the appropriate counselor for counseling.

Honor Society: The Falcon Chapter of the National Honor Society has a selection process for membership. National Honor Society is for qualified Sophomores, Juniors and Seniors. The selection process is as follows:

- Scholarship: 3.5 GP
- Leadership: The candidate must be a member of two or more clubs/organizations
- Service: Provide proof of service hours from community/church/school
- Character: Receive positive teacher recommendations. Students with 2 negative recommendations will not be considered for selection.
- Essay: Will be evaluated based on content (justification) and neatness.

Progress Reports: The Caddo Parish School Board adopts a nine-week grade reporting period. At Northwood, all students receive a four-period progress report at the mid-point of each nine weeks. Parents are encouraged to monitor student progress in JCampus or by utilizing the JCStudent App.

Report Cards/End of Grading Period:
End of Grading Period:

October 2: 1st Reporting Period Ends

December 18: 2ndReporting Period Ends

March 5 : 3rd Reporting Period Ends

May 19 : 4th Reporting Period Ends

Report cards for the final grading period will be mailed from the school board office. A student who does not receive a report card should notify the school, since failure to receive a report card may indicate unresolved obligation on the part of the student. **Weighted Grades:** For calculation of the grade point average at the end of each grading period, a student's grades are weighted. Students earn additional points for the grades received in enriched courses. The weighted points earned for each phase are as follows:

	GRADE GENERAL (Honors, G/T, AP)
A	5 4
B	4 3
C	3 2
D	2 1
F	0 0

*All Classes are phased.

Withholding Report Card: A student will be held responsible for any debts he/she owes the school: lost/damaged textbooks, overdue library books, fees charged by clubs/organizations, and fund-raising money, etc. If a student has outstanding debts, his/her report cards, diplomas, and other like documents, as well as the opportunity to participate in the graduation ceremony, will be withheld. Students with outstanding debts will not be allowed to participate in "extra-curricular" activities (e.g. after school dance).

Guidance & Counseling Information

Counseling: The Counseling Department at NHS is an integral part of the student's success within the academic setting. The Counseling Department is designed to assist the student in developing a better understanding and acceptance of himself, his needs, and his abilities. This is achieved through identification of the opportunities available to the student, such as post-secondary education, school-to-work transitional programs, and technical education designed to strengthen technological skills. Services provided to students by the Counseling Department include academic counseling, career counseling, personal counseling, substance abuse counseling, social adjustment counseling, such as coping with school and peer relationships, orientation to new students, assistance with course selection and fulfilling graduation requirements. Counseling is available by appointment only. A student can obtain a counselor conference form from any teacher. After completing the form, the student should deposit it in the designated slot on the door of the counselors' office.

Ms. Boyter - Last Names A - G
Mrs. Johnson - Last Names H - O
Mrs. Holmes - Last Names P- Z

Registration: Each spring students are asked to select courses for the next year. Parents are requested to affirm those selections. These course selections are most important. Prior to the first week in May, students are able to request changes in those selections if they have their parents' approval. **After June 1 of the current year, courses are considered a commitment for the next school session.** Changes in that schedule can be made only if the placement is an error in phasing or the course has been completed in summer school or by correspondence.

Testing: The following testing programs are administered to students based on their grade levels and course work: State LEAP 2025, ASVAB, PSAT and the ACT.

Graduation Information

***See the NHS Registration Bulletin for detailed information regarding graduation and/or TOPS information.**

Honor Graduates: To receive graduation honors, a student must have a cumulative (seven semesters) grade point average greater than 4.0 or be among the top five percent, according to class rank, of the remaining graduating class.

Louisiana's Tuition Opportunity Program for Students (TOPS): TOPS is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation. Contact the guidance counselor for the eligibility criteria of each component. You must apply for all TOPS awards by
submitting the Free Application for Federal Student Aid (FAFSA), which corresponds to the year you plan to enroll in a post-secondary school. The FAFSA may be filed after January 1 and must be received prior to the state deadline published on the form.

Phasing
Dual Enrollment, Advanced Placement, Gifted & Talented & Honors: Dual Enrollment provides students with an early start toward earning a college degree while concurrently enrolled in high school. It allows students to make a smooth transition from one educational level to another without experiencing delays, duplication of course work, or loss of credit. The Dual Enrollment Program is restricted to the enrollment of an eligible secondary student in a postsecondary course creditable towards a certificate or an associate degree. Students can earn one-half Carnegie unit per course toward a high school diploma and three hours of college credit per course at Southern University in Shreveport. Credit hours earned are transferable to any accredited public institution of higher education in the state. Please see the NHS Registration Bulletin for additional course information. NHS

does offer Gifted & Talented opportunities for our student body. Currently, we offer Gifted English, and Math. Dual Enrollment and Advanced Placement courses are also offered. For additional course-related information, please refer to the NHS Registration Bulletin.

Phasal Placement: It is the policy of the Caddo Parish School Board that two phases exist for the senior high school. Northwood High School offers General and Enriched phases. Note: Honors is a segment of the enriched phase and not a separate category. The "Honors" designation indicates the use of the enriched curricula with higher
expectations and more assigned work.

Rephasing: During the course of the year, and particularly before registration for the following year, students can be rephased according to their achievement test scores, current grades, and teacher recommendations. Rephasing may be requested by the student, by the parent, or by the teacher. The CPSB policy allows a parent to request phasing a student at a higher level. Such requests should be directed to the appropriate counselor. The counselors and assistant principal of instruction/curriculum will evaluate the student's record to determine whether rephasing is appropriate. *Rephasing must be requested within the first ten (10) days of each semester only.* If the reevaluation indicates that the student should remain in the current phase, then the decision is final.

Attendance
Absences: The Compulsory School Attendance Law (R.S. 17:221) is designed to protect and guarantee the rights of children to take advantage of educational opportunities provided by the State of Louisiana. The basic responsibility for regular attendance is assigned by law to the parents of the child. The school board is keenly aware that it shares with parents or guardians this responsibility. The school board recognizes that each day's absence interrupts the learning process and results in delays and deficiencies in the child's attainment of skills and knowledge. (R.S.17:221 requires that children attend school each day scheduled by the school system. **Exemptions:** The following exemptions from school attendance, in accordance with R.S. 17:226, State of Louisiana are: 1) Children, mentally, physically or emotionally incapacitated to perform school duties. 2) Children temporarily excused for personal illness, serious illness in the family substantiated by a parish supervisor of child welfare and attendance or a certificate from a practicing physician, death in the immediate family, and certain recognized religious holidays. 3) Children exempt by statute. **NOTE: Teachers are responsible for keeping the official attendance of students. A student must be present for more than 50% of a period to be counted as being in attendance for that period.**

Excused Absences:

> **Doctor's Note -** These absences are excused by a practicing physician, authorizing agency, or the CPSB. These absences **will not** count against the total number of days students must be present at school. Students are allowed to make up class work within three days or the number of days students were absent.

Parent Note - These absences are confirmed with a note from home indicating illness. Parent notes are only allowed for three (3) days per semester. Parent notes for anything more than three days per semester will not be allowed. Students are allowed 24 hours to make up school work missed or the same number of days that the student was absent. Parent notes must be submitted within 3 days of the date of student's absence.

Unexcused Absences: These days are not confirmed by written documentation and **will** count against the total number of days students must be present at school.

Senior College Visits/Immunization/Job Shadowing: Seniors who have met the Louisiana graduation requirements and have passed the necessary components of the EOC tests will be allowed to job shadow, receive immunization shots to meet college entrance requirements, and make college visits during spring testing. The senior class sponsor will meet with the graduating class prior to the testing date to discuss the aforementioned in detail. Caddo Career & Technology Center students must report as scheduled or provide documentation of job shadowing, immunization, and/or college visitation. **Any additional college days must have prior administrative approval.**

Suspended Days: Days students are absent due to being suspended out-of-school are noted at such. Students are allowed to make up work. Students have 24 hours to make up missed work or the same number of days that the student was suspended.

Check-Ins/Check-Outs: Students are required to check-in any time they arrive on campus after 9:00 a.m. If a student arrives after the first hour tardy bell, but before 9:00 a.m., the student should sign the tardy sheet in his/her first block class. A check-in is considered an "excused" or "unexcused" tardy based on the reason the student is checking into school. If the student is late due to a medical appointment, she should turn in the doctor's note at the time of check-in. Check-outs are not encouraged at Northwood. If the school receives a phone call to allow a student to be checked out, a verification call must be made to parent/guardian from phone numbers listed on student information form or listed in JCAMPUS. Students who become ill at school should report to the discipline office to check-out. Students are not to use any phone to check out other than the one in the discipline office. Only a parent/legal guardian may check-out a student. If a parent wants someone else to have check-out authority, the request must be submitted in writing by the parent to the attendance clerk. Students who fail to follow check-in/check-out procedures are subject to disciplinary action. Students will not be allowed to check-out for lunch!

Make-Up Work & Assignment Requests: Assignments should be posted to the teachers' Canvas page. Students should login and stay current with their school work.. Making up tests or previous assignments should take place before or after school.

Tardy Policy: The CPSB tardy policy for "tardies to class" will be enforced (included in the CPSB discipline policy). Students shall be in their seats or assigned places when the tardy bell rings. This practice preserves instructional time and is necessary for maintaining an orderly environment conducive to learning and educational accountability. Tardies are cumulative and progressive in nature, meaning tardies from all classes continue to accumulate from class to class each day. Tardies start over at the end of each semester.

- Based on the tardy "number," a consequence will be administered.

3rd Tardy:	Administrative warning
4th Tardy:	One Day of School Detention with parental contact.
5th Tardy:	Two Days of School Detention with parental contact.
Absence	from detention will result in in-school suspension.
6th Tardy:	One Days of In-School Suspension with parental contact
and loss	of parking privileges.
7th Tardy:	Three Days of In-School Suspension with parental contact.
8th Tardy:	Five Days of In-School Suspension with parental contact.
9th, 10th, & 11th Tardy:	One Day of Out-of-School Suspension with parental
contact.	
12th Tardy:	Suspended pending an EXPULSION HEARING. On the
fourth	out-of-school suspension for any reason, the student will be
	suspended pending a CPSB hearing with a recommendation
that	the student attends an alternative school.

Backpacks & Book Bags: Backpacks must be clear. Students should limit the weight of backpacks and book bags to no more than 20% of students body weight. Backpacks should be worn with the straps over both shoulders. The weight in the backpack should be evenly distributed with heavier items at the bottom of the pack or bag. The size of the backpack should be appropriate for the size and age of the student. Avoid single strap bags or packs. To lighten the load, students should carry only the necessary items to and from school. Students should bend at the knees, not at the waist when lifting a backpack for wear.

Regular Bell Schedule:

Students Enter Building: 8:22 a.m.
Morning Announcements: 8:26 – 8:30
1st Block 8:30 – 10:10
2nd Block 10:14 - 11:54

1st Lunch Shift: 11:54 - 12:24
3rd Block 12:28 - 2:08

3rd Block 11:58 - 12:38
2nd Lunch Shift 12:45 - 1:15
3rd Block 1:19 - 2:08

4th Block 2:12 – 3:52
Departure Warning 3:55
Buses Depart 4:00

Discipline: In keeping with the theory that a controlled atmosphere is more conducive to learning, it is the aim of the administration of Northwood High School to create a disciplined environment that will enable our teachers to concentrate on teaching and the students on learning. Avid enforcement of a strict, but fair, discipline policy is an on-going objective of the administration of NHS. Consequences for inappropriate behavior are outlined in the CPSB discipline policy. Consequences include, but are not limited to, a warning and reprimand, cafeteria duty, campus beautification work detail (with parent permission), loss of privileges, before/after/lunch detention, Behavior Modification Referral (BMR), In-School Suspension (ISS), out-of-school suspension and expulsion. **NOTE: Students who are serving a current out-of-school suspension or who are expelled from NHS cannot attend a school-related activity during the school day, after school hours that same day, or during the school year (expulsion students). Students or parents who have been banned from Northwood cannot attend any school-related function.**

Vape Policy: Vape/Tobacco Policy