

Airline



Student Handbook
2024-2025

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2024-2025

BOSSIER SCHOOLS CALENDAR

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	●	●	▲	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2025						
S	M	T	W	T	F	S
			■	■	■	4
5	●	(7)	8	9	10	11
12	13	14	15	16	17	18
19	■	21	22	23	24	25
26	27	28	29	30	31	

September 2024						
S	M	T	W	T	F	S
1	■	3	4	5	6	7
8	9	(10)	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	(11)	12	13	14	15
16	■	18	19	20	21	22
23	24	25	26	27	28	

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	■	■	■	■	■	12
13	14	(15)	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	■	■	■	■	■	15
16	17	(18)	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	■	6	7	8	9
10	11	(12)	13	14	15	16
17	18	19	20	21	22	23
24	■	■	■	■	■	30

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	(15)	16	17	■	19
20	■	22	23	24	25	26
27	28	29	30			

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	■	■	21
22	■	■	■	■	■	28
29	■	■				

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	▲	●	22	23	24
25	■	27	28	29	30	31

- Teacher In-service - No Students
- ▲ Students First/Last Day
- () Report of Progress/Report Card
- Holiday Break - Schools Closed

Important Dates	
August 6-7	Teacher In-service - No Students
August 8	First day of school (Grades 1-12)
August 15	First full day of school for Kindergarten
August 22	First full day of school for Pre-K
September 2	Labor Day Holiday
September 10	Report of Progress
October 4	End of Quarter 1 Grading Period
October 7-11	Fall Break
October 15	Quarter 1 Report Card
November 5	Election Day
November 12	Report of Progress
November 25-29	Thanksgiving Break
TBA	LEAP 2025 High School Fall Testing
December 17-18	High School Semester Exams
December 18	End of Quarter 2 Grading Period
Dec 19-Jan 3	Christmas Break
January 6	Teacher In-service - No Students
January 7	Students Return
January 7	Quarter 2 Report Card
January 20	Dr. Martin Luther King Jr. Holiday
February 11	Report of Progress
February 17	Presidents' Day
March 7	End of Quarter 3 Grading Period
March 10-14	Spring Break
TBA	ACT (Grade 11) Computer-based testing
March 18	Quarter 3 Report Card
TBA	LEAP 2025 Grades 4-8 computer-based testing
April 15	Report of Progress
April 18-21	Easter Break
TBA	LEAP 2025 High School Spring Testing
TBA	LEAP 2025 Grade 3 paper-based testing
May 5-16	AP Exams
May 6	Last Day for High School Seniors
May 19-20	High School Semester Exams
May 20	Last Day for Students/End of Quarter 4 Grading Period
May 21	Teacher In-service - No Students

In the event of school closures, holidays may be eliminated or additional days may be added at the discretion of the Superintendent to meet the minimum number of instructional days. R.S. 17:154.1A(1).

History of Airline High School

Airline High School was constructed in 1963 by the Bossier Parish School Board, opened to students in 1964, and was accredited in 1965. By an act of the 1966 Legislature, Airline Junior College was established. Its name was later changed to Bossier Parish Community College. Both the high school and college were housed in the original building until 1980, when a separate building was built to house some of the college classes and administration. The Nordic Viking was chosen as the school mascot, and Columbia blue and navy were selected as school colors.

Major additions to the campus include a stadium, a track complex, and baseball and softball fields. Girl's athletic dressing facilities were added in the '90s. The most recent additions are the Airline Strength and Conditioning Center located on the west side of Parker Gymnasium.

In 1992, the Bossier Parish School Board and the City of Bossier jointly began the School Resource Officer Program. The program placed a police officer on Airline's campus full-time. Today Airline houses three SRO's to help maintain a safe environment for our students.

In 1997-98, Airline wrote a new page of school and parish history by introducing the 4 x 4 block schedule, giving students the opportunity to earn up to eight credits per year by taking four classes in the fall term and four classes in the spring term. The block schedule allows for the addition of enrichment courses to the curriculum and offers students more opportunity to take courses that will prepare them for the future.

Airline expanded once again in the 2006-2007 school year, incorporating the old college administrative building. This building is designated "D-wing" and houses the counselors and school registrar, along with classrooms D-1 through D-8. In 2012, the school added a new scoreboard and stadium seats in the football stadium; in 2013 a ten-classroom modular building was added beside the girl's gym. Furthermore, through a bond passage, major construction/renovation began campus-wide in the summer of 2014, with construction of the first of two three-story wings starting in spring of 2015. Construction of this huge undertaking was completed in the fall of 2017. We now have two three story buildings that house 36 classrooms each. These buildings are now "E" and "F" Wings. The "B-wing" went through major updates, and we now have a renovated library, the Dock (a meeting place for our students), and updated office and administrative areas. Because of these renovations, all teachers have their own individual classrooms, all science classrooms are fully equipped, all business classroom have technology available for all students, and the updated auditorium, office areas, and administrative offices enhance the day-to-day learning environment for our students. In 2019 our baseball field completed a major overhaul that updated this facility.

In addition to its building and facilities, Airline's student body and faculty have worked to maintain high standards in academics, athletics, and extracurricular activities. The curriculum has continually been expanded in order to meet changing student needs. Major curriculum changes include career and technical education for students who plan to jump into the work force when leaving high school, Junior ROTC, Special Education, Community Involvement, Cyber Society and Cyber Literacy courses, several Industrial Based Certifications, ACT Prep courses, AIM (gifted program), dual enrollment courses through both Bossier Parish Community College and LA Tech, and many Advanced Placement courses for all students.

AIRLINE HIGH SCHOOL ALMA MATER
AS THE DAWNING OF THE MORN
SHEDS ITS SPLENDOR O'ER THE SKY
SO OUR LOVE FOR ALMA MATER
EVER GROWING NE'ER TO DIE
WITH THE VALOR OF THE VIKINGS
RISING, RINGING, VICTORY CRY!

AIRLINE HIGH SCHOOL FIGHT SONG
*The Vikings, the Vikings sailing down the field to victory.
The Vikings of Airline, they've made themselves a place in history.
With valor unconquered...fight on to meet the test,
To play with sportsmanship and spirit, we always lead the rest.
The Vikings, the Vikings, are always number one in every way...
The Vikings of Airline will bring another victory, victory home today!*

Viking Expectations

Reliable—Prompt and Prepared

1. Arrive on time
2. Arrive with needed materials
3. Arrive with assignments complete
4. Arrive in compliance with the uniform policy

Respectful—Towards Authority

1. Listen to authority
2. Follow directions promptly
3. Accept responsibility

Respectful—Towards the Rights of Others

1. Use appropriate voice and language
2. Listen to speaker
3. Respect the opinion and points of others
4. Refrain from harassment

Respectful—Towards Property

1. Respect property of others
2. Respect school property
3. Respect own property

Responsible—Displaying Appropriate Social Skills

1. Display coping skills
2. Display courtesy and tact
3. Interact with others appropriately

Airline HS Bell Schedule 2024-25

AHS Regular Bell Schedule					
First Lunch Shift		Second Lunch Shift		Third Lunch Shift	
Block	Time	Block	Time	Block	Time
First Bell	7:20	First Bell	7:20	First Bell	7:20
First Block	7:25-8:53	First Block	7:25-8:53	First Block	7:25-8:53
Flex	8:58-9:28	Flex	8:58-9:28	Flex	8:58-9:28
Second Block	9:33-11:01	Second Block	9:33-11:01	Second Block	9:33-11:01
Third Block	11:26-12:52	Third Block	11:06-12:52	Third Block	11:06-12:32
First Lunch Shift	11:01-11:21	Second Lunch Shift	11:37-11:57	Third Lunch Shift	12:32-12:52
Fourth Block	12:57-2:25	Fourth Block	12:57-2:25	Fourth Block	12:57-2:25
Final Bell	2:25	Final Bell	2:25	Final Bell	2:25
First Lunch Shift - E Wing & Girl's Gym		Second Lunch Shift - A, B, C, D, J, K, M Wings		Third Lunch Shift - F Wing & Boy's Gym	
*Wings/Rooms on Lunch Shifts are subject to be adjusted					

AHS Pep Rally Bell Schedule					
First Lunch Shift		Second Lunch Shift		Third Lunch Shift	
Block	Time	Block	Time	Block	Time
First Bell	7:20	First Bell	7:20	First Bell	7:20
First Block	7:25-8:55	First Block	7:25-8:55	First Block	7:25-8:55
Second Block	9:00-10:30	Second Block	9:00-10:30	Second Block	9:00-10:30
Third Block	10:35-12:05	Third Block	10:35-12:05	Third Block	10:35-12:05
First Lunch Shift	10:30-10:50	Second Lunch Shift	11:10-11:30	Third Lunch Shift	11:45-12:05
Fourth Block	12:10-1:50	Fourth Block	12:10-1:50	Fourth Block	12:10-1:50
Pep Rally	1:55-2:25	Pep Rally	1:55-2:25	Pep Rally	1:55-2:25
Final Bell	2:25	Final Bell	2:25	Final Bell	2:25
First Lunch Shift - E Wing & Girl's Gym		Second Lunch Shift - A, B, C, D, J, K, M Wings		Third Lunch Shift - F Wing & Boy's Gym	
*Wings/Rooms on Lunch Shifts are subject to be adjusted					

2024-2025

AIRLINE HIGH SCHOOL ADMINISTRATION

Mr. Justin James, Principal	549-5080
Mrs. Stormy Feibel, Assistant Principal	549-5088
Mr. Trey Wynn, Assistant Principal	549-5086
Mr. Seth Stowell, Assistant Principal	549-5087
Mr. Toby Todd, Athletic Director	549-7267

AIRLINE HIGH SCHOOL STAFF

Mrs. Meagan Mills, Senior Counselor	549-5089
Mrs. Theresa Thibodeaux, Junior Counselor	549-5097
Ms. Amanda Elbert, Sophomore Counselor	549-5090
Mrs. Marnie Garrett, Freshmen Counselor	549-5091
Mrs. Mary Freeland, Main Office Secretary	549-5081
Ms. Melissa Cheatham, Registrar	549-5082
Mrs. Teresa Johnson, Registrar Office Staff	549-7319
Mrs. Jennifer Luckett, Student Office Secretary	549-5083
Mrs. Sheila Rivers, Bookkeeper	549-5084
Mrs. Sheila Phipps, Graduation Coach	549-7221
Ms. Jenna Winkler, Instructional Coach	549-5127
Mr. Chad Podgorny, School Resource Officer	549-5099
Mr. Travis Orr, School Resource Officer	549-5101

AIRLINE HIGH SCHOOL PHONE LIST

Airline High School Main Number	549-5080
Attendance/Student Office	549-5083
Band	549-5105
Football Pressbox	742-8009
Boys' Basketball	549-5165
Cafeteria	549-5096
Choir	549-5106
Football	549-5164
Girls' Basketball	549-5166
Girls' Gym	549-5095
ROTC	549-5102

PROGRAM DESCRIPTION

The school day is divided into four instructional blocks of time, 90 minutes each, and the school year is divided into two terms. During the first term, students are enrolled in four courses that meet daily. At the end of the fall term, students receive credit for all coursework successfully completed and will enroll in four new courses for the spring term. Teachers' schedules include three 90-minute blocks for classes and one block for planning.

BLOCK	TERM 1 (FALL)	TERM 2 (SPRING)
1	COURSE 1	COURSE 5
2	COURSE 2	COURSE 6
3	COURSE 3	COURSE 7
4	COURSE 4	COURSE 8

SCHEDULING PROCEDURES

All students will be scheduled during the spring term for the following school year. Counselors will meet with the students in class groups to discuss scheduling procedures and options available to the students. Students will be provided an assigned time to meet individually with their grade level counselor to assess the student's needs and to plan a course of study for the next school year. Students will be provided a course description guide and the appropriate schedule forms to take home and discuss with their parents the options available to best meet their needs.

The parent and student should read everything in the course description guide and register for eight credits. In addition, all students must choose three subjects in the alternative course section. Do not register for courses designated for students above your grade level. Do not select courses in which you are now enrolled and think you may fail. The counselor will make required subject changes due to failure. The courses selected will be your commitment for the full school year. No changes will be made unless an exception is made for the following reasons:

1. The course prerequisite has not been met.
2. The student is a senior who needs a certain course to graduate.
3. A clerical error has resulted in the student being placed in the wrong class.
4. Circumstances warrant administrative review.
5. The student has previously passed a class in which he/she is scheduled.

Parents and students will sign the completed schedule forms and return them to their counselor within the designated time frame. Failure of the student to return the schedule will result in a schedule being assigned by the school.

During extenuating circumstances, students may be asked to complete the scheduling process through virtual and digital platforms.

It shall be the policy of Airline High School that equal emphasis shall be placed upon the nondiscriminatory provision of educational opportunities for children, and no person shall be denied the benefits of any educational program or activity on the basis of race, color, handicap, creed, national origin, age, religion or gender. All programs offered at Airline High School shall be open to all students in compliance with statutory and judicial requirements.

Grade Classification for High School Students

Freshman	9 th grade	Transition based on promotion from middle school
Sophomore	10 th grade	6 (six) Carnegie credits
Junior	11 th grade	12 (twelve) Carnegie credits
Senior	12 th grade	17 (seventeen) Carnegie credits

Graduation Requirements for Entering Freshmen 2014–2015 and Beyond

SUBJECTS	TOPS UNIVERSITY DIPLOMA		CAREER DIPLOMA	
	# Units	Courses	# Units	Courses
English	1	One of the following: English I, English Language Part 1: Cambridge IGCSE, or English Literature Part 1: Cambridge IGCSE	1	One of the following: English I, English Language Part 1: Cambridge IGCSE, or English Literature Part 1: Cambridge IGCSE
	1	One of the following: English II, English Language Part 2: Cambridge IGCSE, or English Literature Part 2: Cambridge IGCSE	1	One of the following: English II, English Language Part 2: Cambridge IGCSE, or English Literature Part 2: Cambridge IGCSE
	1	One of the following: English III, AP English Language and Composition, IB Literature, IB Language and Literature, IB Literature and Performance, English Language Part 1: Cambridge AICE–AS (Honors), or Literature in English Part 1: Cambridge AICE–AS (Honors)	2	The remaining units shall come from the following: Technical Writing, Business English, English III, English Language Part 1: Cambridge AICE – AS (Honors), Literature in English Part 1AICE – AS (Honors), English IV, any AP or IB English course, English Language Part 2: Cambridge AICE – AS (Honors), Literature in English Part 2: Cambridge AICE – AS (Honors), or comparable Louisiana technical college courses offered by Jump Start regional teams as approved by BESE
	1	One of the following: English IV, AP English Literature and Composition, IB Literature, IB Language and Literature, IB Literature and Performance, English Language Part 2: Cambridge AICE–AS (Honors), or Literature in English Part 2: Cambridge AICE–AS (Honors)		
	NOTE: If a student chooses to take the A level Cambridge course, the second unit will count as an elective credit.			
Mathematics	1	Algebra I	1	Algebra I, Applied Algebra I, or Algebra I-Part 2 (The elective course Algebra I-Part 1 is a prerequisite.)
	1	Geometry	3	The remaining units shall come from the following: Geometry, Financial Literacy (formerly Financial Math), Math Essentials, Algebra II, Advanced Math-Functions and Statistics, Advanced Math–Pre-Calculus, Algebra III, Pre-Calculus, Business Math, Probability and Statistics, Statistical Reasoning, Transition to College Math, or comparable Louisiana technical college courses offered by Jump Start regional teams as approved by BESE, Integrated mathematics I, II, and III may be substituted for algebra I, geometry, and algebra II and shall count as three math credits, Additional Math: Cambridge IGCSE, Math 1 (Pure Math); Cambridge AICE–AS (Honors), Math 1 (Pure Math); Cambridge AICE–A Level (Honors), or Math 2 (Part 2): Cambridge AICE–A Level (Honors)
	1	Algebra II		
	1	One of the following: Algebra III, Advanced Math–Functions and Statistics, Advanced Math–Pre-Calculus, Pre-Calculus, IB Math Studies (Math Methods), Calculus, AP Calculus AB, IB Mathematics SL, AP Calculus BC, AP Statistics, IB Further Mathematics HL, IB Mathematics HL, Probability and Statistics, AP Computer Science A, Statistical Reasoning, Additional Math–Cambridge IGCSE, Math 1 (Probability and Statistics): Cambridge AICE (Honors), Math 1 (Pure Math): Cambridge AICE–AS (Honors), Math 2 (Part 1): Cambridge AICE–A Level (Honors), or Math 2 (Part 2): Cambridge AICE–A Level (Honors)		
	NOTE: The Integrated Mathematics I, II, and III sequence, including the Cambridge IGCSE Integrated Math sequence, may be substituted for the Algebra I, Geometry, and Algebra II sequence.			
Science	1	Biology I	1	Biology I
	1	Chemistry I	1	One of the following: Chemistry I, Physical Science, Earth Science, Agriscience II*, Environmental Science, Principles of Engineering, any AP or IB science course, PLTW Principles of Engineering, Principles of engineering (LSU Partnership), Physics I: Cambridge IGCSE, Biology II: Cambridge AICE–AS (Honors), Chemistry II: AICE–AS (Honors), or Physics II: Cambridge AICE–AS (Honors)
	2	Two units chosen from the following: (a) Earth Science; (b) one of Environmental Science, Environmental Awareness; (c) one of Physical Science, Principles of Engineering, PLTW Principles of Engineering, Principles of Engineering (LSU Partnership); (d) Agriscience II*; (e) one of Chemistry II, AP Chemistry, IB Chemistry I, IB Chemistry II, or Chemistry II: Cambridge AICE–AS (Honors); (f) one of AP Environmental Science, IB Environmental Systems; (g) one of Physics I, IB Physics I, AP Physics I, Physics I: Cambridge IGCSE; or (h) one of AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, IB Physics II, AP Physics II, or Physics II: Cambridge AICE–AS (Honors); (i) one of Biology II, AP Biology, IB Biology I, IB Biology II, Biology II: Cambridge AICE–AS (Honors), or Human Anatomy and Physiology		
	*The elective course Agriscience I is a prerequisite for Agriscience II.			
Social Studies	1	One of the following: U.S. History, AP U.S. History, or IB History of the Americas I	1	One of the following: U.S. History, AP U.S. History, or IB History of the Americas I
	1	One of the following: Civics, American Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States	1	One of the following: Civics, American Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States
	2	Two units chosen from the following: (a) one of European History, AP European History, Western Civilization, or History (European): Cambridge AICE–AS (Honors); (b) one of World Geography, AP Human Geography, IB Geography, Physical Geography, or Geography: Cambridge AICE–AS (Honors); (c) one of World History, AP World History, IB History of the Americas II, or History (International): Cambridge AICE–AS (Honors); (d) History of Religion; (e) one of IB Economics, Economics, AP Macroeconomics, AP Microeconomics, or Economics: Cambridge AICE–AS (Honors); (f) AP Psychology, History of Religion		
	0.5	Health Education	0.5	Health Education
Health and Physical Education	1.5	Physical Education I and II; Adapted Physical Education I and II for eligible students in special education; JROTC I, II, III, or IV; or Physical Education I (1 unit) and 1/2 unit of Marching Band, extracurricular sports, Cheerleading, or Dance Team	1.5	Physical Education I and one half unit from among the following: Physical Education II, Marching Band, extracurricular sports, Cheerleading, Dance Team Adapted PE for eligible students or JROTC or may be substituted
	NOTE: JROTC I and II may be used to meet the health education requirement. Refer to §2347.			
Foreign Language	2	Two units from the same language (§2345)		
Art	1	Art (§2333), Music (§2355), Dance (§2337), Theatre (§2369), Speech III and IV (one unit combined), Fine Arts Survey, Drafting, Media Arts (§2354), Photography I/II, Digital Photography, or Digital Design (§ 2338)		
Electives/ Jump Start	3	Electives	9	Jump Start course sequence, workplace experiences, and approved credentials (a minimum of one industry-based credential is required for graduation)
Total Units	24		23	

Refer to [Bulletin 741](#) for a comprehensive list of approved courses and the most current graduation requirements.

REVISED MAY 18, 2020

GENERAL STUDENT REGULATIONS

1. **No hood of any type will be allowed!** This means no hoodies, zip up hooded outerwear, sweatshirts with hoods, jackets with hoods, coats with hoods, etc. **No hoods of any kind will be tolerated.**
2. Make every effort to be on time. There are NO excused tardies without a doctor's excuse.
3. When a student arrives to school in the morning, he/she is to report to their homeroom class no earlier than 7:05 AM.
4. Student Drivers: The parking lot is OFF LIMITS to students once the school day has begun. Once leaving the parking lot, no student is to return to his/her vehicle unless going to an alternate school site, checking out, when school is out, or permission.
5. The Bossier Parish School Board and Airline High School recognize truancy as absence from class or school for **any** portion of a day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, **(this means students MAY NOT go to any fast food restaurant or any other establishment before school)**, during lunch, after school while waiting for their bus, or any disciplinary session which the student has been directed to attend.
Students who violate this policy will be subject to disciplinary action.
6. Cell phones and electronic devices **MUST** be turned off and stowed away upon arriving on campus. This includes transition times. **Cell phones MAY NOT be used at lunch. Cell phones must be stored away at all times. Students who fail to adhere to this policy will be subject to the following:**

- **First offense:** Phone will be confiscated by an Administrator. Students may pick up at the end of the day.
- **Second offense:** Cell phone will be confiscated and required to be retrieved by the parent or legal guardian listed on OnCourse..
- **Third offense:** Parent must return with the student for conference with administrator or administrator designee
- **Fourth offense:** Students will be subject to disciplinary action resulting in Loss of privileges. Loss of privileges can include driving privileges, no extracurricular activities, such as athletic events, dances, pep rallies, and/or other school sponsored events.
- **Fifth Offense:** Administrator discretion.

7. **Students may not use any listening device on campus. Listening devices are defined as headphones and earbuds. These devices will not be allowed to be used during school hours.**

- **First offense:** Listening device will be confiscated and required to be retrieved by a parent or guardian listed on OnCourse.
- **Second offense:** Parent must return with the student for conference with administrator or administrator's designee.
- **Third offense:** Students will be subject to disciplinary action resulting in Loss of privileges. Loss of privileges can include driving privileges, no

extracurricular activities, such as athletic events, dances, pep rallies, and/or other school sponsored events

- **Fourth Offense:** Students will be subject to disciplinary action resulting in GASP or out of school suspension.

8. Students must have an official hall pass to leave class. Students in the halls without a pass will be returned to their class and subject to disciplinary action.
9. **NO FIGHTING—Fighting is forbidden on campus. Students who fight will be subject to arrest, suspension, and/or recommended for temporary alternative placement. Students are encouraged to seek assistance from a faculty member, administrator, or counselor if there is a problem. No video taping of a fight will be allowed. Students are subject to disciplinary action if found responsible for video taping. Verbal altercations can be considered fighting and subject to disciplinary action.**
10. Bullying of students will not be tolerated. Students should report any act of bullying to the administration so that it can be investigated and acted upon immediately.
11. Each student will assume responsibility for the care of all school property. Damaged school property will be repaired or replaced at the expense of the student(s) at fault.
12. **STUDENT OFFICE PHONE/PERSONAL PHONE CALLS**
Cell phones and electronic devices **MUST** be turned off. Students will not be allowed to receive personal phone calls at school. Office telephones are reserved for business purposes. **Students should NEVER be talking on their phone while on school property.** In the event a parent needs to reach their student, they are encouraged to contact the student office at **549-5083**.
13. **STUDENT ARRIVAL AND DEPARTURE TIMES**
Airline High School administration is concerned about the safety and welfare of all students. Students arriving early and remaining late are considered unsupervised and therefore could possibly be subject to unsafe situations. Students should arrive on campus no earlier than 7:05 a.m. (unless prior arrangements have been made for tutoring, testing or extracurricular activities with a specific instructor). Students shall not linger past 2:45 p.m. unless he/she is directly supervised by an instructor, coach or administrator. Students remaining on campus without approval can be subject to disciplinary action.
14. **STUDENT DELIVERIES**
Students are not allowed to receive or send personal deliveries at Airline High School during the school day (this includes fast food of any kind, flowers, cakes, birthday gifts, DoorDash, Uber Eats, etc..)

UNIFORM DRESS CODE AND GUIDELINES

No mode of student appearance shall be considered proper for a school that detracts from or disrupts the classroom and/or the school decorum. The principal/principal's designee of Airline High School shall make the final decision of what is considered proper or improper appearance. Any substantial complaint concerning the student dress code shall be dealt with by the school building administration.

Habitual offenders will face consequences as determined by the administration.

SHIRTS:

- SOLID WHITE, GRAY, COLUMBIA, OR NAVY BLUE POLO SHIRTS OR OXFORD-STYLE SHIRTS CAN BE WORN.

SPIRIT OR BRANDED SHIRTS:

- ONLY SHIRTS PURCHASED THROUGH THE OFFICIAL AIRLINE HIGH SCHOOL SPIRIT STORE OR SOLD BY AN AIRLINE HIGH SCHOOL SPIRIT CLUB OR GROUP ARE PERMITTED TO BE WORN ON CAMPUS.

- ANY TOURNAMENT, COMPETITION, PERFORMANCE, ETC. SHIRTS THAT ARE NOT SCHOOL COLORS ARE NOT PERMITTED.
- NO MUTILATED COMBINATION OF CLOTHING.
- OXFORD SHIRTS MAY BE SHORT OR LONG-SLEEVED AND EVERY BUTTON, EXCEPT THE TOP BUTTON, MUST BE BUTTONED. SHIRTS MUST BE OF PROPER SIZE AND LENGTH TO BE TUCKED INTO SHORTS, PANTS, SKIRTS, ETC.

PANTS/SHORTS/SKIRTS:

- SOLID NAVY, KHAKI, GRAY, AND **BLACK PANTS**, JOGGERS, SHORTS OR SKIRTS CAN BE WORN. **NO SWEATPANTS OF ANY KIND** (Joggers must be a twill material and not cotton).
- STRIPES, DESIGNS, AND LARGE LOGOS ARE PROHIBITED.
- SHORTS/ SKIRTS MUST BE FINGER TIP LENGTH
- BOTTOMS MUST ALWAYS BE VISIBLE.
- NO FORM FITTING LEGGINGS OR PANTS WILL BE ALLOWED **UNLESS** WORN UNDER FINGERTIP LENGTH SKIRTS.
- BUTTERFLY STYLE SHORTS AND ASYMMETRICAL HEMLINES ARE PROHIBITED.
- NO HEAVY COTTON/SWEATPANT MATERIALS ARE ALLOWED.

OUTERWEAR:

- SOLID NAVY, BLACK, AND GRAY SWEATERS, SWEATSHIRTS, OR JACKETS ARE ALLOWED. **NO HOODS**
- OUTERWEAR PURCHASED THROUGH THE OFFICIAL AIRLINE HIGH SCHOOL SPIRIT STORE IS PERMITTED IN THE FOLLOWING COLORS: (NAVY, COLUMBIA, WHITE, BLACK, AND GRAY).
- STRIPES AND LARGE LOGOS ARE **PROHIBITED** ON ITEMS THAT WERE NOT PURCHASED THROUGH THE AIRLINE HIGH SCHOOL SPIRIT STORE.
- APPROVED AIRLINE LETTERMAN JACKETS ARE ALLOWED.
- UNIFORM SHIRTS MUST BE WORN UNDER OUTERWEAR. CAMO OR OTHER MULTICOLORED OUTERWEAR IS NOT PERMITTED.
- **NO HOODIES OF ANY KIND. NO OUTERWEAR WITH A HOOD IS PERMITTED.**
- ALL OUTERWEAR ACCESSORIES SUCH AS SCARFS AND RELIGIOUS WEAR MUST BE IN SCHOOL COLORS.

BELTS:

- STUDENT'S DISCRETION.
- CHAIN BELTS ARE PROHIBITED.
- NO OVERSIZED BELT BUCKLES.

SHOES:

- STUDENTS ARE ENCOURAGED TO WEAR TENNIS SHOES, DRESS SHOES, BOOTS, OR CLOSED-TOE SHOES.
- BEDROOM SLIPPERS, HOUSE SHOES, AND FLIP FLOPS ARE **PROHIBITED**.
- SLIDES ARE PERMITTED WITH SOCKS.

BACKPACKS:

- BACKPACKS MUST BE APPROPRIATE FOR SCHOOL.
- BACKPACKS MAY NOT INCLUDE LIVE VIDEO OR PHOTOS.
- **BACKPACKS WILL NOT BE PERMITTED AT ATHLETIC EVENTS**

STUDENT IDs:

- ALL STUDENTS ARE REQUIRED TO HAVE A STUDENT ID BADGE IN THEIR POSSESSION AT ALL TIMES.

HEADPHONES AND EARBUDS:

- **HEADPHONES/EARBUDS ARE NOT TO BE WORN OR VISIBLE ON SCHOOL GROUNDS AT ANY TIME.**

GENERAL DRESS CONDUCT:

- HATS, BEANIES, SUNGLASSES, DO-RAGS, AND BANDANAS ARE PROHIBITED UNLESS A STUDENT HAS ADMINISTRATOR PERMISSION.
- BLANKETS AND PILLOWS ARE PROHIBITED.
- DECORATIVE DENTAL MOUTHPIECE (I.E. GRILL) IS PROHIBITED.
- JEWELRY, PIERCINGS, HAIR STYLES/COLORS, COLORED CONTACT LENSES, AND MAKEUP THAT DISTRACT FROM THE INSTRUCTIONAL PROGRAM OR PRESENT HEALTH AND SAFETY CONCERNS ARE PROHIBITED.
- OFFENSIVE TATTOOS MUST BE COVERED UP.
- TEARING, RIPPING, CUTTING OF HEMS, CUFFS, SLEEVES, OR BODY OF THE UNIFORM IS PROHIBITED.
- UNDERGARMENTS SHOULD NEVER BE VISIBLE (SAGGING).

DISCLAIMER:

- THE ADMINISTRATION WILL MAKE THE FINAL DECISION ON PROPER/IMPROPER APPEARANCE AND MAY ADJUST THE DRESS CODE AS NECESSARY.

FAILURE TO ADHERE TO THE AIRLINE DRESS CODE POLICY WILL RESULT IN THE FOLLOWING:

- **First offense:** Student will be given the opportunity to correct the infraction.
- **Second offense:** A parent or guardian will be required to communicate with an administrator to discuss lack of compliance. This can be in person or by phone. Student will be subject to disciplinary action resulting in after school detention.
- **Third offense:** Student will receive consequences resulting in loss of privileges. Loss of privileges can include no extracurricular activities, such as driving privileges, athletic events, dances, pep rallies, and/or other school sponsored events. Length of time will be at the discretion of the Airline Administration.
- **Fourth offense:** GASP or out of school suspension.

Additionally, students will adhere to the following **dress code** rules:

1. Each student will be issued (supplied) an ID that must be in his/her possession at all times while on campus. The student **MUST** be able to produce this ID upon request by any school personnel at any time. The student is required to wear a temporary ID if the official ID is left at home, lost, or misplaced. Temporary ID's are sold in the library for \$1 per day. Replacement ID's are also sold in the library for \$5. **Students MUST carry the school ID on his/her person at all times.**
2. Offensive tattoos will be covered by clothing or bandage.
3. Any personal grooming representative of gang membership, drug or alcohol use, racial discrimination, or grooming deemed offensive will not be allowed. Hair color extremes will be at the discretion of the administration team. Your natural hair color is expected.
4. Sunglasses are allowed outside but not in hallways or classrooms.
5. Blankets are **NEVER** allowed on campus.

The administration has the sole authority in determining appropriate or inappropriate attire or appearance.

STUDENT DISCIPLINE

It is the purpose of Airline High School to operate in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all pupils who attend the school. The school's primary goal is to educate, not discipline; however, when the behavior of the individual pupil comes in conflict with rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

Every teacher at Airline High School shall endeavor to hold each pupil to a strict accountability for any disorderly conduct at school, on the street while going to or returning from school (including the school bus), or during lunch break and class change. To assist the teacher, Airline High School shall establish regulations for the use of disciplinary measures and continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner.

The Principal shall have both the authority and the duty to take disciplinary action whenever the behavior of any pupil(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. However, no pupil shall be disciplined in any manner by the school administrator, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force was committed solely for the purpose of preventing a forcible offense against the pupil. A pupil who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

Each teacher may take disciplinary action to correct a pupil who disrupts normal classroom activities, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another pupil, who violates school rules, or who interferes with an orderly educational process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the school board.

Disciplinary measures shall be administered when necessary to protect students, school employees, or property, and to maintain essential order. Discipline shall be based on a careful assessment of the circumstances of each case. Some factors to be considered include the seriousness of the offense, frequency of problems, student attitude, and the potential effect of the misconduct on the school environment.

Consequences that do not interrupt the educational services may be handed down for infractions. Others may be handed down that do interrupt the educational services, such as suspension and recommendation for temporary alternative placement/exclusion. It will be the administration's responsibility to apply these consequences in a consistent manner. Consequences that do not interrupt the student's educational day include:

- | | |
|-------------------------------------|--------------------------------------|
| 1. counseling | 5. after-school detention |
| 2. parent-teacher/ADMIN conferences | 6. in-school suspension (GASP/RESET) |
| 3. verbal correction | 7. community service |
| 4. behavioral contracts | |

Consequences for inappropriate behavior will become more severe if a student continues to make poor choices.

Missing after school detention will result in administrative action.

A student assigned to GASP and subsequently dismissed from GASP due to violation of GASP policies will result in OUT OF SCHOOL SUSPENSION.

If a student continues to have multiple discipline problems or commits a very serious offense, suspension may occur. Following suspension, the student may be recommended for temporary alternative placement in order to preserve the educational environment for all students.

Students who are suspended may not participate in any extra-curricular activity, after school program, or any school event until the suspension is satisfied. Students who are placed in the Reset program may not participate in any extra-curricular activity, after school program, or any school event until the number of days assigned is satisfied.

In any case where a teacher, principal, or other school employee is authorized to require the parent, tutor, or legal guardian of a pupil to attend a conference or meeting regarding the pupil's behavior and after notice, the parent,

tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

A student who has been out of school because of a disciplinary action may be issued a *Return to School Notice*. This notice states that a student cannot return to campus until a parent/guardian and the student have met with one of the administrators. This meeting will be held the day the student is scheduled to return to school.

DISCIPLINE DEFINITIONS

Suspension shall mean that a student is temporarily prohibited from participating in his/her usual placement within school. This usually involves temporary removal from school. ***Students who are suspended may not participate in any extra-curricular activity, after school program, or any school event until the suspension is satisfied.**

In-school suspension (GASP) shall mean (1) student is removed from his/her usual classroom placement to an alternative setting for a minimum of one complete school day, and (2) no interruption of services occurs (An *alternative setting* may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of school personnel or its designees.). GASP may be a period of 1 to 5 days. **Reset** program may be a period of 3 to 20 days and all assigned days must be completed before returning to the classroom unless released by Administration. The program is designed to be a consequence and offer mentoring to help students in problem solving and decision making.

Detention shall mean activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a pupil to participate in assigned detention shall subject the pupil to immediate suspension. Assignments, activities, or work which may be assigned during detention include, but are not limited to, counseling, homework assignments, behavior modification program, or other activities aimed at improving the self-esteem of the pupil.

Temporary Alternative Placement: shall mean (1) student is temporarily removed from his/her usual classroom placement to an alternative setting for a period of time specified by the Office of Child Welfare and Attendance, and (2) no interruption of instructional services occurs (An *alternative setting* may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of school personnel or its designees.). If recommended for temporary alternative placement late in the school term, consequences may include, but are not limited to: revocation of graduation privileges and participation in other school-related activities.

Students may not participate in any extra-curricular activity, after school program, or any school event until the suspension is satisfied. STUDENTS WHO ARE ASSIGNED TEMPORARY ALTERNATIVE PLACEMENT MAY NOT ATTEND ANY SCHOOL SPONSORED EVENT DURING THE TIME ASSIGNED.

Exclusion shall mean the removal of a pupil from a specific school with reassignment to another appropriate educational environment that addresses the student's educational needs without loss of instructional time.

Examples of Disciplinary Offenses (but not limited to the following)

Minor Offenses	Major Offenses
Teacher Discipline System - <i>Classroom Behavior Report</i> 1-3 offenses – conference with teacher reviewing Classroom Behavior Write-up 4 th offense and beyond – referral to office	Referral to Office
Being off-task	Cell phone and other electronic devices misuse
Cheating on test/classwork	Misuse of technology
Chewing Gum	Tardies (see Tardy Policy)
Eating/drinking in class	Disrespect to teacher/sub (major)
Disrespect to teacher/sub (minor)	Willful disobedience
Habitually asking to leave class	No show for detention
Dress code violations (minor)	Disturbing classroom (major)
Willful Disobedience (minor)	Dress code violation (major/not correctable)
Distracted because of cell phone misuse	Public Display of Affection (PDA)
Talking without permission	Gambling or possession of gambling paraphernalia
Sleeping in class (first offense)	Profanity
Lack of participation	Sexual harassment
Out of class without hall pass	Skipping class/school

Throwing trash on the floor or campus	Fighting
Not cleaning up messes	Stealing
Loitering	Vandalism
Name calling/teasing (minor – first time)	Bullying or threatening
Refusal to complete assignments	Cyber bullying
Unprepared for class (materials, books, assignments)	Possession of any tobacco products, smoking, dipping, vaping or vaping products
Violates AHS Classroom/common areas rules	Any gang related activity
	Possession or misuse of substance (including alcohol, prescribed or over-the-counter medicine)
	Weapons (possession)
	Any type of threats

MAJOR BEHAVIORAL INCIDENTS

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

CODE	INCIDENT	DEFINITION
1	Willful Disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority.
2	Treats an authority with disrespect	Talking back, mocking, gesturing. Any act which demonstrates a disregard or interference with authority or supervising personnel.
3	Makes an unfounded charge against an authority	Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy not supported by evidence. False statements or representations about individuals or the group by demeaning them or deterring others from associating or dealing with them.
4	Uses profane and/or obscene language	Vulgar verbal messages, words, or gestures that include swearing or name-calling.
5	Is guilty of immoral or vicious practices	Isolated incident that is an unwelcome act or comment that is hurtful, degrading, humiliating, or offensive to another person with a sexual, physical, or racial component. Act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standards of social behavior and/or local community norms.
6	Is guilty of conduct or habits injurious to his/her associates	Any intentional act that causes injury, damage, or pain to another.
7	Uses/Possesses any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law	The possession, use, cultivation, manufacture, distribution intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or any paraphernalia linked to the above on school grounds, at school-sponsored events, or on school transportation vehicles.
8	Uses/Possesses tobacco and/or lighter or vaping device and vaping paraphernalia or substances associated with vaping	The possession, use, purchase, intent to distribute, concealment, distribution or sale of tobacco or vaping products and devices on school grounds, at school-sponsored events, or on school transportation vehicles.
9	Uses/Possesses alcoholic beverages	The possession, use, purchase, intent to distribute, concealment, distribution, or sale of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles. Including but not limited to being under the influence of.
10	Disturbs the school and habitually violates any rule	Behavior causing major disruption of instruction or any school activity and/or repeatedly violating any school rules in any area, including but not limited to sustained loud talking, yelling or screaming, noise with materials, and or sustained out-of-seat behavior.
11	Cuts, defaces, or injures any part of public school building/vandalism	Damage. Destruction, or defacement of property belonging to the school or others.
12	Writes profane and/or obscene language or	Writes or draws pictures, words, or images that are considered indecent or offensive (e.g., graffiti letters, notes, posters, etc.)

	draws obscene language or draws obscene pictures	
13	Possesses weapon(s) prohibited under federal law	Any firearm ammunition, explosive device, or knife or other object that may place a person in reasonable fear or apprehension of serious harm that is in the possession of a student or contained in the student's belongings, locker and/or storage space, or car vehicle
14	Possesses firearms, knives, or other implements not prohibited by federal law	Any instrument or object not prohibited by federal law that may place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker and/or storage space or car vehicle.
15	Throws missiles liable to injure other	Throws any object toward a person that is either heavy, sharp, and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance.
16	Instigates or participates in fights while under school supervision	Involvements in and/or promotion of any act of force and/or physical violence that can be expected to cause harm or injury to another person.
17	Violates traffic and safety regulations	To break any law that pertains to the obstruction and flow of traffic and/or safety regulations.
18	Leaves school premises or classroom without permission	Leaving school campus and/or assigned classroom or location without permission and/or failure to return to school/class.
19	Is habitually tardy and/or absent	Reporting late to school or class when the day/block begins without permission.
20	Takes another's property or possessions without permission	Stealing, taking, or obtaining the property of another without permission or knowledge of the owner without violence.
21	Commits any other serious offense	Any serious, harmful incident not specifically defined with current codes
23	Assault and/or Battery	Aggressive action directed at school staff or students, which may involve threats and/or unwanted physical contact, while on school grounds, or at a school related activity, including a situation where a staff member is intervening in a fight or other disruptive activity.
31	Pocket knife or box cutter (<2.5")	Possess a pocket knife or box cutter with a blade length less than 2.5inches.
32	Serious bodily injury	An injury that involve a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss of impairment of the function of bodily member, organ, or faculty.
33	Use/Possess OTC or Rx medication in a manner other than prescribed or authorized	The use, possession, and/or distribution of any over-the-counter medicine (whether prescribed or not) or prescription medicine without permission from school officials.
34	Possesses body armor	Possession, including the wearing of any type of gear that could be used in the commission of a crime.
35	Bullying/Harassment	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student.
36	Cyber Bullying/Cyber Harassment	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, through any use of technology; cyber bullying can occur on or off school property.
38	Forgery	To use, make, or reproduce another's signature.
39	Gambling	Wagering money or property.
42	Unauthorized use of Technology	Use of cellular telephone (texting/talking/posting), camera or video device or other computer or communication device during the school day. Videoing other students/teachers/admins/etc. during the school day or at school events. Shall be Suspended and possibly Recommended for temporary alternative placement.
43	Improper dress	Out of dress code or ID violation
44	Academic Dishonesty	Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception.

45	Trespassing Violation	Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave. This includes unauthorized presence of a student on school property while on a restrictive access, suspension, or temporary alternative placement.
46	Failure to serve assigned consequence	Failure to serve detention, GASP, suspension, or other assigned consequence.
47	Misusing Internet/violates electronic/technology policy	Violating the district Internet Use Policy
48	Sexual Harassment	Intimidation, bullying, or coercion of a sexual nature

DELINQUENT STUDENTS

Pupils who regularly disrupt the normal school environment shall be considered as delinquent and may be reported by appropriate school personnel to the juvenile court. Any pupil that exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general may be recommended by the principal for temporary alternative placement, assignment to an appropriate alternative education program, or transfer to adult education.

SCHOOL BUS CONDUCT

School bus guidelines have been adopted by the Bossier Parish School Board in order to provide safe transportation to and from school. It is a **privilege**, not a right, to ride Bossier Parish school buses. All Board policies are strictly enforced on school buses. The bus operator, together with the principal, assumes full responsibility for the discipline of students who ride the bus. Should an infraction occur, the bus operator will notify the principal in writing. The Principal has the sole authority to determine punishment, if warranted.

The responsibility for supervision of students begins at the bus stop in the morning and ends when students exit buses at the end of the day. On-time delivery and student safety are the primary goals of each bus operator.

When riding the school bus, every student will:

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

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

See Transportation website for additional bus safety tips.

TOBACCO USE BY STUDENTS

Student possession or use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes (such as Juul brand), advanced personal vaporizers, vape pens, vape mods/pods and similar devices, shall be prohibited on and in all Bossier School Board property and vehicles, and at all school-sponsored or school-approved functions. *School Board property* shall include any elementary or

secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Parental permission to use tobacco or any “vaping” substance or product shall not exempt the student from the provisions of state law or the School Board policy.

Vapor product means “any non-combustible product containing nicotine or other substance that employs a heating element, power source, electronic circuit, or other electronic, chemical or mechanical means, regardless of shape or size that can be used to produce vapor from nicotine or other substance in a solution or other form.

Smoking or carrying electronic cigarettes and advanced personal vaporizers prohibited on any school property. LA. REV. STAT. ANN. §17:240(B)(2)(20 18)

The disciplinary action to be implemented when a student violates School Board policy regarding use of tobacco or any of the above listed items and/or products is in compliance with the guidelines outlined in the student/parent handbook.

1. Students using or possessing tobacco or any vaping product or substance on school grounds, at school functions or on a school bus or School Board owned vehicle shall be subject to disciplinary action and penalties which may be imposed by state law.
2. The disciplinary action for smoking or “vaping” on school grounds, in school buildings or when riding school buses could result in suspension either out of school or in the Guided Alternative to Suspension Program (GASP) and subject the student additional penalties.
3. The disciplinary action for the possession and/or use of tobacco products, matches or cigarette lighters on any school property could result in suspension either out of school or in the Guided Alternative to Suspension Program (GASP).
4. The disciplinary action for “vaping” and/or in possession of vaping products shall result in the following:

Observed Vaping or possession of a vape device on school property/Airline High School events will result in the following consequences:

First Offense - 2 days suspension

Second offense– 5 days of Reset

Third offense – suspension with recommended temporary alternative placement

ALCOHOL AND DRUG USE BY STUDENTS

The Bossier Parish School Board is dedicated to providing a drug-free learning environment for the students attending public schools. The Board directs that each student shall be specifically prohibited from using, distributing, attempting to distribute, being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on any School Board property, at any school sponsored event, or at a school function away from school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, vapes, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substances. Any student found in violation of the above shall be suspended and recommended for temporary alternative placement by the principal.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Any student who possesses, distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

The Principal shall immediately notify the parents or guardian, by telephone, of any student found in violation of this policy. If the parents or guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

“Use” and/or “under the influence” shall mean a student has smoked, ingested, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s actions, breath, speech, and/or physical evidence.

REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal and the *Substance Abuse Prevention Team* in the school. The principal must report each case of possession, distributing, sales or manufacturing to the proper law enforcement authority. Reports shall also be made to the appropriate person at each school, who shall investigate, research, and report on instances or reports of possession of prohibited substances or beverages. Designated personnel shall report its findings along with the recommendation for treatment, counseling or other appropriate action to the principal.

DRUG FREE ZONES

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 2000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as *Drug Free Zones*. The Bossier Parish School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *Drug Free Zones* which surround all schools and school property.

GAMBLING

Any form of gambling will not be tolerated at Airline High School. Any student observed gambling or caught with any gambling paraphernalia will be disciplined accordingly. LA Rev Stat § 14:90.5

WEAPONS

The Bossier Parish School Board shall authorize the principal of each school to automatically suspend, and temporary alternative placement for, any student found in possession of a dangerous weapon on the school grounds, on school buses and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception as permitted by state law. A *dangerous weapon* means any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm. When the student is found in possession of a weapon, the Superintendent shall be immediately notified and the principal shall take appropriate disciplinary action.

If a student is detained for carrying, or the principal or designee confiscates or seizes a firearm or concealed dangerous weapon from a student while on school property, on a school bus, or at a school function, the principal or school official shall immediately report the detention of the student or seizure of the firearm or weapon to the police department or sheriff’s office where the school is located and shall deliver any firearm or weapon seized to that agency.

If a student is detained for carrying a concealed weapon on campus, the principal shall immediately notify the student’s parents or legal guardian.

IMITATION OR TOY WEAPONS

Any object in the form of a weapon, whether it be imitation, facsimile, or a toy, shall be banned from school campuses, buses, and all school activities. The uninvited presence of an imitation, facsimile, or toy weapon on school campuses may cause confusion, fear, and disruption to the academic goals and educational process. Any student violating this policy may be suspended for a duration as determined by the principal and/or recommended for temporary alternative placement.

FIREARM-FREE ZONES

It is unlawful for a student or nonstudent to intentionally possess a firearm or dangerous weapon on school property at a school sponsored function or within 1000 feet of school property or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school

bus shall be designated *firearm-free zones*, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2 and 14:95.6. The School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *firearm-free zones* which surround all schools and school property.

ASSAULT OR BATTERY OF SCHOOL EMPLOYEES

Whenever a pupil is formally accused of violating state law or school disciplinary regulations, or both, by committing assault or battery on any school employee, the principal shall suspend the pupil from school immediately and the pupil shall be removed immediately from the school premises without the benefit of required procedures, provided, however, that such procedures shall follow as soon as practicable. The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

STUDENT ASSISTANCE

Any student who feels that he or she has been mistreated or abused academically or personally, has been a victim of sexual harassment, or is bullied by another student should report the incident(s) to the administration. Students are not to take measures into their own hands in order to solve a problem. A student places him/herself at risk of punishment by trying to handle a situation by him/herself; therefore, seek assistance from the administration.

STUDENT CONDUCT IN/AT EXTRACURRICULAR FUNCTIONS/EVENTS/ACTIVITIES

Conduct of Airline High School students participating in or at extracurricular activities will be appropriate and will exemplify a positive role model for other students. No disruptive or distracting behavior will be tolerated; if such behavior occurs, disciplinary action may range from probationary attendance to dismissal from the activity and may include disciplinary action depending on the severity of the offense. **ALL SCHOOL RULES WILL BE ENFORCED AT EXTRACURRICULAR ACTIVITIES.**

SEXUAL HARASSMENT OF AND BY STUDENTS

Airline High School prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate and offensive. Harassment on the basis of sex is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made, either explicitly or implicitly, as a term or condition of any student's academic status or progress.
- (b) Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
- (c) The conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for a student or school district employee.
- (d) Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

BULLYING AND HAZING

The Bossier Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Additionally, the School Board does not discriminate on the basis of race, color, national origin, sex, or disability and discriminatory harassment is expressly prohibited. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students, school personnel, or school property shall be unacceptable.

All students, teachers, and other school employees shall take prompt and effective steps within the scope of their individual authority to prevent violations of this policy.

Bullying shall mean:

- 1. A pattern of any one or more of the following:
 - A. Gestures, including but not limited to obscene gestures and making faces.

- B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
 - C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
 - D. Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
 3. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Discriminatory harassment shall mean bullying, as defined above, on the basis of race, color, national origin, sex, or disability that creates a hostile environment, i.e., the conduct is sufficiently serious to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop.

Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

STUDENT RECORDS

The Board requires that all information regarding students and their families be collected, maintained and disseminated under such safeguards as are necessary to comply with federal and state laws.

Access to and release of information in student records shall be governed by the following: the principal shall, within the provisions of this policy, be responsible for determining who, other than the parent, or eligible student, shall have access to the student records.

Teachers and other school officials within the school district who have a legitimate educational interest and federal or state educational agencies that are required to make reports concerning the educational program may be granted access to student record information without the written consent of the parent or without an entry being made in the disclosure record. Personnel/agencies may be granted access to the evaluation/IEP records of students with exceptionalities without written consent of the parent and with an entry being made in the disclosure record.

Authorized representative(s) of the comptroller general of the United States, the secretary of education, state education authorities, appropriate community agencies involved in handling student health and safety; agencies requiring information in connection with a student's application for or receipt of financial aid; courts, upon the issuance of proper orders or subpoenas, reasonable efforts shall be made to notify the parents of the order or subpoena, and state or local law enforcement officials, or other officials within the juvenile system

may be granted access to student record information without the written consent of the parent and with an entry being made in the disclosure record. Non-public agencies may be granted access to the evaluation/IEP records of students with exceptionalities only with written consent and with an entry being made in the disclosure record.

Educational records and personally identifiable information shall be released without parental consent to a school to which a student has been transferred. Principals shall require a written consent from a parent or eligible student in order to grant access to student records to others not specifically authorized by this policy.

The parent who desires to review a child's record shall contact the school for an appointment. A conference shall be scheduled as soon as possible, within one month. The record shall be examined by the parent in the presence of the principal or some other designated professional.

For additional questions concerning Student Records refer to Bossier Parish School Board Policy found on the parish website.

STUDENT DIRECTORY INFORMATION

Unless directed in writing otherwise by a student's parent, legal guardian or a student who has reached the age of majority, the Bossier Parish School Board approves a person employed in a school or person authorized by the Superintendent to provide access to certain student personally identifiable information to further a legitimate educational purpose, in accordance with FERPA and La. Rev. Stat. Ann. §17:3914 as follows:

1. Information to facilitate a student's participation in a school-sanctioned extracurricular activity, including but not limited to a sport, organization or club;
2. Information to facilitate the operation and daily activities within district facilities, including but not limited to the display and use of student information in and around student facilities;
3. Programs and activities related to school-sanctioned performances or productions, events, award programs, and graduations;
4. University transcript requests, scholarships, and admissions;
5. LHSAA, NCAA, and other related sports programs or sanctioning entities;
6. Online resources and educational tools;
7. School photography and yearbook providers;
8. Any other information considered "Directory Information", to the extent allowed in FERPA.

In addition, two federal laws require School Boards receiving assistance under the *Elementary and Secondary Education Act of 1965*, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the School Board that they do not want their student's information disclosed without their prior written consent. In accordance with federal statutory provisions, the School Board shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents have specified that such information not be released to military recruiters. Parent may "opt out" of this practice by contacting the student's grade level counselor.

DUE PROCESS

The Bossier Parish School Board mandates that all students shall be treated fairly and honestly in resolving grievances, complaints, or in the consideration of any suspension or temporary alternative placement. Due process shall be defined as fair and reasonable approaches to all areas of student grievance and discipline on the part of all school officials in order not to arbitrarily deny a student the benefits of the instructional process.

Due process requires, at a minimum, the school administration to impose fundamentally fair procedures to determine whether misconduct or other improper action has occurred before any disciplinary action may be taken by the school administration, except in the case of imminent danger or disruption of the academic process. In these instances, proper procedures shall be put into effect as soon as removal of the student has occurred.

Under due process, each student shall be guaranteed a fair hearing, a fair judgment, a written record of the decision, and notice of the right to appeal the decision. The degree of procedural due process afforded in any disciplinary situation shall be dependent upon two factors: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty.

Due process procedures for disabled/exceptional students shall be those found in state and federal law.

CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES

Cell phones and electronic devices **MUST** be turned off and stowed away upon arriving on campus. This includes transition times. **Cell phones MAY NOT be used at lunch. Cell phones must be stored away at all times. Students who fail to adhere to this policy will be subject to the following:**

- **First offense:** Phone will be confiscated by an Administrator. Students may pick up at the end of the day..
- **Second offense:** Cell phone will be confiscated and required to be retrieved by the parent or legal guardian listed on OnCourse..
- **Third offense:** Parent must return with the student for conference with administrator or administrator designee
- **Fourth offense:** Students will be subject to disciplinary action resulting in Loss of privileges. Loss of privileges can include driving privileges, no extracurricular activities, such as athletic events, dances, pep rallies, and/or other school sponsored events.
- **Fifth Offense:** Administrator discretion.

Students may not use any listening device on campus. Listening devices are defined as headphones and earbuds. These devices will not be allowed to be used during school hours.

- **First offense:** Listening device will be confiscated and required to be retrieved by a parent or guardian listed on OnCourse.
- **Second offense:** Parent must return with the student for conference with administrator or administrator's designee.
- **Third offense:** Students will be subject to disciplinary action resulting in Loss of privileges. Loss of privileges can include driving privileges, no extracurricular activities, such as athletic events, dances, pep rallies, and/or other school sponsored events
- **Fourth Offense:** Students will be subject to disciplinary action resulting in GASP or out of school suspension.

BYOT (Bring Your Own Technology)

PURPOSE

Airline High School recognizes that state standards require the inclusion of technology for a well-balanced curriculum to prepare students for learning in a global and digital society. As a part of this commitment, we will allow students and staff to use personal mobile learning devices (e.g. laptops, iPads, e-readers) for instructional use to further the educational and research mission of our school. School staff shall retain the final authority in deciding if, when, and how students may use personal electronic devices in classrooms during the school day. This includes the use of cell phones for **instructional purposes only**.

PLAN

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

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

SECURITY AND DAMAGES

The responsibility to keep any personally-owned device safe and secure rests entirely with the individual owner. Airline High School is not responsible for any device damaged or stolen while on school property. It is recommended that all devices be labeled or otherwise identified before being brought to school. All electronic devices should be placed in the student's secured locker prior to going to gym class. Students in gym class **must** purchase a lock to secure their belongings.

TECHNOLOGY SYSTEMS AND NETWORKS USE FOR STUDENTS

- (1) The board provides computer network and Internet access for its students solely for educational purposes, which include classroom activities and assignments, directed student research, interpersonal communication, collaborative projects, and dissemination of successful education practices, methods and materials. The computer network is not a public access service or a public forum. A student and his/her parent must complete an Acceptable Use Contract prior to a student being allowed to use the Internet.
- (2) Students may use the computer network and Internet access subject to guidelines the superintendent may require or approve. Violations of any of the guidelines of the Acceptable Use Contract may subject a student to disciplinary measures, including suspension or temporary alternative placement

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

Airline High School shall require that all communications between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

All electronic communication, including electronic mail, by an employee at Airline High School to a student enrolled at Airline High School relative to the educational services provided to the student shall use a means provided by or otherwise made available by the school system for this purpose, and Airline High School shall prohibit the use of all such system means to electronically communicate with a student for a purpose not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by Airline High School.

Any electronic communication made by an employee at Airline High School to a student enrolled at Airline High School, or that is received by an employee at Airline High School from a student enrolled at Airline High School using a means other than one provided by or made available by the school system, shall be reported by the employee in a manner deemed appropriate by the school board. Records of any such reported communication shall be maintained by the school board for a period of at least one (1) year.

COMMUNICATIONS DEFINITIONS

1. *Electronic communication* includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks. It shall also include transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and school board issued devices.
2. *Electronic mail* – the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.
3. *Computers* – pertains to any and all computers.
4. *Social networks* – locations on the Internet where users may interact with other users -- examples are Facebook, Snapchat, YouTube, Instagram, and other social networks sites available on the internet.
5. *Improper or inappropriate communications* – any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

Airline High School's Positive Behavior Interventions and Supports program is a proactive approach to establishing the behavioral supports and social, cultural supports needed for all students to achieve social, emotional, and academic success. These school supports have been established to impact the learning environment in order to support high student performance and decrease behavioral problems that would inhibit success. PBIS methods are research based and proven to significantly reduce the occurrence of problem behaviors during the school day. Airline's PBIS goals include improving the school culture and learning climate, developing a safe and caring learning community, and increasing attendance while decreasing referral rates. Those students who display or exhibit the AHS PBIS expectations are acknowledged through PBIS rewards and Viking Vouchers.

FINES

Students are held responsible for paying fines. A student who is indebted to the school for a fine will not be allowed to attend the designated activities set forth by the administration. Examples of fines are lost or damaged textbook(s) or library books and unpaid school or club fees. When the student has satisfied his/her debt, the student will resume his/her right to attend any and all functions as long as the student's disciplinary record is in good standing. Fines paid are not refundable if a student transfers schools.

PLAGIARISM

Plagiarism is the intentional or unintentional use of someone else's words or ideas without giving that person credit. Airline English teachers can require students to utilize an Internet source (turnitin.com) to prevent students from intentionally or unintentionally plagiarizing another person's work. This tool detects cited and/or paraphrased work that comes from a story or any other written document that the student has not generated himself. This allows students to rewrite and/or rephrase their work prior to submitting it to the teacher. **A grade of "zero" will be given to students who plagiarize.** Additionally, disciplinary action will be taken if plagiarism continues. Furthermore, teachers have the discretion to give students a zero for cheating (on any assignment).

MEDICATION ADMINISTRATION

The administration of medication to students must be in compliance with the requirements of La. Rev. Stat. Ann. 17:436.1 and the policy established by the Louisiana Board of Elementary and Secondary Education (BESE). It shall be the policy of Airline High School that only the following individuals are approved to administer medications: a registered nurse, a licensed medical physician, or an employee that has received training on the administration of medication. As used in this policy, the term *medication* must include all prescription and non-prescription drugs.

Medication shall not be administered to any student without a completed *Medication Order* from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices, **and** a letter of request and authorization from the student's parent or guardian.

The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.

TEXTBOOKS

Students are loaned textbooks by the school. Once a teacher issues a textbook to a student, the student is responsible for the care and safe return of that book. If/when a textbook is lost or damaged, the student will be held responsible for the replacement cost of the book.

ABSENCES

The Bossier Parish School Board believes that regular school attendance, commitment to study and participation in school activities is essential to the learning process and is the responsibility of each student. **ONCE STUDENTS HAVE ARRIVED AT SCHOOL, IT IS THE RESPONSIBILITY OF EACH STUDENT TO REMAIN AND TO ATTEND EACH CLASS THROUGHOUT THE DAY.**

Each secondary student shall be present a minimum of 83.5 days per term to be eligible to receive credit in each course for the semester. Each secondary student enrolled in a full-year course shall be in attendance for 160 days of the academic year to receive credit in such course. An exception may be made only in the event of extended personal illness verified by a physician's statement or other extenuating circumstances approved by the supervisor of child welfare in consultation with the student's school principal.

Consistent with state law, parents are expected to explain in writing the reasons for all absences. Similarly, each school shall notify the parent(s) in writing when the student has excessive absences as defined by statute. Consistent with state statutes, only the following absences shall be considered excused absences:

(a) Personal illness (requires doctor's note); (b) Serious illness or death in the immediate family; (c) Observance of religious holidays of the child's own faith; and (d) Other special reasons as authorized by the supervisor of child welfare.

The Bossier Parish School Board recognizes truancy as absence from class or school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, after school while waiting for their bus, or any disciplinary session which the student has been directed to attend. Students shall remain on the campus at

all times unless granted permission to be off-campus, or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or temporary alternative placement from school.

It is the student's responsibility to obtain and make up work from his/her teachers immediately upon returning to school. A parent note must be presented to the teacher within five school days of the absence. If/when a student misses 45 minutes or more of a class, the student is considered absent from that class.

HANDWRITTEN NOTES FROM PARENTS WILL NOT EXCUSE STUDENTS FROM THE STATE MINIMUM ATTENDANCE LAW. PARENTAL EXCUSES ONLY PROVIDE DOCUMENTATION TO ENABLE STUDENTS TO MAKE UP WORK MISSED DUE TO THEIR ABSENCE.

EXCUSES AND ADMITS

The Louisiana State Department of Education mandates that all student absences are considered unexcused unless a student is sick with a doctor's excuse or mitigating circumstances have occurred in the family. Proper documentation must be presented for verification of these absences and at any time may be verified by the school.

Medical excuses and mitigating circumstances must be verified by a doctor's admit or official documentation and submitted to the student office when the student returns to school. These notes will be accepted no later than **five school days** after the absence and are subject to validation by the student office. These days will not count against the 83.5 day state minimum attendance days required for each student. Doctors' excuses that have been forged or altered in any way will not be accepted, with disciplinary action to possibly occur as well.

Any student who has been absent from class for any reason must have an admit to return to class. A parent note will allow the student to make-up his/her work although the absence will still be considered unexcused by state standards.

If the student returns to school after 7:35 a.m. or during the day, he/she will sign in through the student office before reporting to class. **All students checking out must first report to the student office for correct check out procedures.**

DOCTORS' EXCUSES

Students returning to school with a doctor's note are to report to the Student Office before school begins to turn in the doctor's note. These notes will be accepted no later than **five days** after the absence and are subject to validation by the student office. **PLEASE NOTE: Only the original doctor's note will be accepted; no faxed or copies of doctor's notes will be accepted.** A student must have "been seen" by a doctor for a doctor's excuse to be accepted. These notes will be put on file in the student office.

RELIGIOUS EXCUSES

A student may be excused from school attendance to observe holy days of that student's religion. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the religious holy days. Students excused under this provision shall be allowed a reasonable time to make up schoolwork missed on those days. A student whose absence is excused for the purpose of observing religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance in the district. Documentation must be provided to the student office secretary upon returning to school.

CHECK-OUT PROCEDURE

1. A parent or guardian may check-out a student by contacting the student office. The number must match the parent/guardian on OnCourse. No check-outs will be allowed if the number doesn't match. Students will sign out in the student office and may exit the front of the school.
2. Processing time for checkouts is often up to 20 minutes, dependent on time of request. (Lunch check outs will not be processed until the lunch shift ends and students report to class).
3. The student office is required to make contact with a parent to confirm the check-out. False check-outs or attempts may result in disciplinary or legal action for both parties.
4. The office will notify the student when it is time to check-out. **The student must come to the office and present his/her ID, and sign out prior to leaving the campus. Failure to adhere to this policy will result in disciplinary action.** The student must leave the campus immediately after signing out.
5. In all cases, students must sign in and out in the student office.
6. **NO** check-outs will be allowed during state testing or final exam schedule.

MAKE-UP WORK AFTER ABSENCES

When you are absent from school, you are expected to make up any work missed regardless of the reason for the absence. It is the student's responsibility to ask his teachers for any make-up work. This contact should be made the day the student returns to school so that make up work is completed within a reasonable period of time. **The student shall be allowed one day for each day of absence plus one additional day** in which to complete the missed work. The student will receive a grade of zero when assignments are not made up.

CREDIT FOR SCHOOL WORK MISSED

A student who is suspended shall be assigned school-work missed while he/she is suspended and shall receive credit for such work if it is completed satisfactorily and timely as determined by the Principal or his/her designee, upon the recommendation of the student's teacher.

TRUANCY (SKIPPING)

The Bossier Parish School Board and Airline High School recognize truancy as absence from class **OR** school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, after school while waiting for their bus, or any disciplinary session which the student has been directed to attend. Students shall remain on the campus at all times unless granted permission to be off-campus, or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or temporary alternative placement from school.

High school students are expected to be in the proper place at the proper time during the school day. A student is truant (skipping) if he/she:

1. Is absent from school without the prior knowledge and permission of his/her parents. An absence is unexcused if the parent knew and approved, but the reason was inexcusable.
2. Is absent from class without permission of the teacher or an administrator.
3. Leaves school campus at **any time** during the school day without an approved sign-out slip from the student office.
4. Obtains permission to go to a certain place and does not go directly there or fails to return directly to class.
5. Becomes ill and goes home or stays in the restroom instead of reporting to the student office.
6. Gets to school late and does not report directly to student office to check in or does not go directly to class after checking in.
7. Is on campus and not in class (unless out of class at the direction of a teacher or administrator).
8. Leaves class prior to bell without teacher permission.

TARDIES

Students late to class are considered tardy. Students will report to *Tardy Central* in the student office to receive a printed admit that must be presented to the teacher upon entering the classroom. On the fifth (and each thereafter) tardy, a student will be assigned consequences by an administrator. These consequences become progressively more punitive as the number of tardies increases. Tardies are accumulated per nine weeks. Three Viking Vouchers may be used to excuse a fifth tardy one time each nine weeks.

5th Tardy- 1 day of after-school detention

6th Tardy-2 additional days of after-school detention

7th Tardy-(GASP/RESET) at the discretion of the administration

8th and above - discretion of the administration.

Habitual offenders will be assigned up to 10 days of RESET

VISITORS

Students are not allowed to have visitors on campus except parents or guardians. All visitors must **sign-in** and receive permission from the principal's office regardless of the nature of the visit.

TRANSFERRING OF RECORDS

Students who must transfer or drop from school should follow this procedure:

1. Parent must contact the school registrar.
2. Report to the main office and the parent, accompanied by the student, will be escorted to the registrar's office where they will be issued a drop form.
3. Student takes the form and any books/materials to be returned to each of the identified areas to be signed and returned to the registrar's office.
4. Any outstanding fines owed will be paid before the registrar officially transfers the records.

CHANGE OF NAME, ADDRESS, OR TELEPHONE NUMBER

To change a name, telephone number, or address, students must see Mrs. Hayes in the Registrar's Office. She will then update the information in the parish Student Information System (SIS). Students should report these changes as soon as possible.

PARKING REGULATIONS

Driving a vehicle to Airline is a privilege, not a right. Driving privileges may be revoked if a student fails to follow traffic and safety regulations or school policies concerning the operation of a vehicle on school property.

The principal or his designee may search any vehicle on school board property when there are reasonable grounds to suspect that the search will reveal evidence that a student has violated the law, a school rule, or a school board policy.

All students must have a parking sticker in order to drive to school and use our parking lot.

The parking sticker cost is \$20 if purchased by the second Friday after school starts each semester. Cost of the parking sticker will be \$25 after that date. The School Resource Officer (SRO) will periodically check the parking lot to ensure compliance with parking regulation. Tickets will be issued for non-compliance. **If a student is issued a parking ticket, the ticket must be paid within two school days. The cost of the ticket will be \$10.00. If the ticket is not paid within two school days, the student will be charged \$20.00 for the issued ticket.**

1. **ALL** students will park in the north parking lot.
2. Students are **NOT** allowed in the parking lot during regular school hours. Students who have courses off campus during the day will be the only exception to the rule.
3. Upon arriving/parking on campus students will exit their cars and proceed to their first block class in a timely manner.
4. Off campus skipping or habitual tardiness to school can and will result in removal of parking privileges which will be suspended and tag will be confiscated.
5. Reckless driving will not be tolerated. Privileges will be suspended and tag will be confiscated.
6. Students are required to **back into parking spaces** and have their parking sticker displayed above the inspection sticker. The sticker must be permanently affixed.
7. **ALL DRIVERS WILL YIELD TO BUSES EXITING THE CAMPUS EACH DAY.**
8. Students will not display in or on their vehicles items such as decals, "do-rags", hangman's knots, flags, profanity or inappropriate language, or gestures that could cause controversy.
9. Failure to comply with the above rules will result in loss of parking privileges and possible further disciplinary procedures.
10. **Students leaving campus after having arrived on campus will be subject to disciplinary actions.**
11. The Bossier Parish School Board recognizes truancy as absence from class **OR** school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, after school while waiting for their bus, or any disciplinary session which the student has been directed to attend. Students shall remain on the campus at all times unless granted permission to be off-campus, or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or temporary alternative placement from school.
12. **SPEED LIMIT ON CAMPUS IS 5 MPH**

THE DOCK

The Dock is a place that should be viewed as a privilege and not a right. Airline High School is the only school in NW Louisiana with a student center of this nature. We should treat the facility with great respect and be appreciative of this wonderful gathering space. Our expectation for The Dock is for students to come to study/socialize with respect for others. This is not a place for any unwanted behavior. We will maintain a peaceful and dignified noise level. Those that choose to violate the intent of these expectations will be removed from our venue. Again, the access to The Dock is a privilege and not a right! The rules for The Dock are as follows:

- The Dock is for students to hang out before school and during lunch.
- Students can relax with friends, study or get a quick bite to eat.
- Be courteous towards others and respectful of all property.
- Clean up all trash and personal items prior to sailing from The Dock.
- Do not tamper with T.V.'s, fixtures, furniture and/or other property.
- Furniture must be utilized for its intended purpose—no moving of furniture.
- Food and beverage are allowed in The Dock.

- Food or trays from the school cafeteria are **not** allowed in The Dock.
- Staff reserves the right to ask any student to leave due to inappropriate behavior.

LIBRARY INFORMATION

The library is accessible and can be used by the students during the day and before and after school. The library will be closed before school and after school on some days for faculty meetings. Books can be checked out for a period of two weeks. Fines of five cents daily will be charged for each overdue book. **Novels checked out as part of an English class assignment and not returned will be considered a lost textbook and must be paid for in full.**

CAFETERIA PROGRAM

Students have a variety of choices for their lunch. It is the responsibility of all students using our cafeteria to maintain the same standard of conduct in the cafeteria as in a well-managed restaurant. Observe all rules of courtesy that are designed to make the lunch break satisfying for all. **Students MUST have their ID to eat in the cafeteria.** The lunchroom management and school administration request your cooperation in following these guidelines:

- NO cutting in line.** Eating privileges in the cafeteria can/will be removed.
- Speaking in a low tone of voice.
- Leaving the table and floor in a clean condition for others.
- Placing all disposable items in trash containers when exiting the cafeteria.
- Refrain from throwing food or other objects.
- Refrain from bringing into the cafeteria soft drinks and candy, as well as fast foods.
- Positively no sharing or eating off another's tray.

AIRLINE IS A CLOSED CAMPUS. Fast food will not be allowed on campus at any time. Students may not leave campus, and parents are requested not to bring these foods to students, and no food will be accepted in the office or delivered to the student.

CONCESSION AREA

Our school maintains a concession area. Soft drink machines are available in the Dock and outside the pavilion areas. All students will have the opportunity to eat in our cafeteria prior to the opening of the concessions area.

EMERGENCY PROCEDURES AND DRILLS

The School Board authorizes the Superintendent to close schools in the event of hazardous weather or other emergencies, which present threats to the safety of students, school staff members or school property. Since many parents may not be at home, it shall be the policy to retain children and faculty at the school building in case of extreme emergency. Parents can come to the school premises to pick up their children if they so desire.

Instructions for procedures in case of fire, violent storm, or other crisis situations are contained in each classroom and in other areas of the school. Drills are scheduled to help students learn the appropriate procedures.

CLUBS, ORGANIZATIONS, AND CO-CURRICULAR COURSES

All extra-curricular activities, including clubs, organizations, and athletics, are provided by schools to enhance the students school experience. All such activities fall under the jurisdiction of the school's principal, who shall be the final authority in decisions governing these activities, including, but not limited to, interpretation of written and/or unwritten rules, policies, and procedures, this may result in student sanctions or disciplinary consequences as a result of violations.

Airline recognizes that a student's education is made up of many dimensions. To ensure that our students receive ample opportunities for a well-rounded educational experience, we offer academic and service-oriented clubs, organizations, and co-curricular courses for students to choose from.

Airline High School believes that student activities at school are a vital part of the total educational program and should be used as a means of developing wholesome attitudes and good human relations as well as knowledge and skills. Airline High School believes that school citizenship, as reflected in school activities, is a measure of the achievement of important school goals. The school recognizes that the greatest value to be derived from both

co-curricular and extracurricular student activities occurs when such activities are encouraged by the student body, interested members of the community, and the school staff.

Therefore, Airline High School directs that any program of student activities shall:

- (a) Provide that all student participation be on a voluntary basis.
- (b) Require that student activity funds be used for the purposes which benefit the student body of the school.
- (c) Require that the management of student activity funds be the responsibility of the building principal with the assistance of each organization's sponsor, and all procedures shall conform to state statutes and regulations of the State Board of Elementary and Secondary Education.
- (d) Permit the formation of student councils, clubs, and other student groups organized to promote and/or to pursue specialized athletics and school services.
- (e) Be reviewed from time to time by the superintendent to check for consistency with statutory provisions.

Co-curricular activities are those that are relevant, supportive and are an integral part of the course of study in which the student is enrolled and which are under the supervision and/or coordination of the school instructional staff. Eligibility for participation in co-curricular activities shall be determined by enrollment in the proper course(s).

100 United

Membership in this organization is by invitation only. This organization is dedicated to helping students develop the values and confidence needed to succeed in school and beyond. It offers mentorship and teaches leadership skills and goal-setting to help students develop integrity and discipline in themselves and in their lives.

4-H

4-H is an organization that provides experiences where young people learn by doing. Kids complete hands-on projects in areas like health, science, agriculture, and citizenship, in a positive environment where they receive guidance from adult mentors and are encouraged to take on proactive leadership roles.

Archery Club

Students will be given an opportunity to practice and learn the skills associated with archery. The purpose of this club is to introduce the sport of archery to students, faculty, staff, and the surrounding community. It will also help to improve student motivation attention, behavior, attendance, and focus.

Art Club

The Art Club is an organization for students interested in art. It emphasizes the importance of and appreciation for art in our community. The club enhances, enriches and fosters exposure to art and creativity. This club is open to all students who are interested in an outlet for their creative side in two and three dimensional art.

Askalada

This is the school newspaper that is run by students of Airline High School. The paper traditionally covers local and, primarily, school news. This paper gives the students the freedom to express themselves in a manner that is respectful, thoughtful, and accepted. Writing is a skill. Editing is a skill. Design and layout are skills. Working on the school newspaper can provide the basis to learn these skills, enhance these skills, or refine these skills. Students involved in creating the school newspaper can put into practical application the skills being taught to them in the classroom.

Band

The Viking Vanguard Band is the instrumental music organization that is comprised of both the marching band and the concert programs. Providing musical support and entertainment at various school and community events, the Airline Band is a visible and active part of the overall school program. The Viking Band proudly participates in competitions at the local, regional, and state levels. Band members are goodwill ambassadors for Airline, Bossier City and for the state of Louisiana.

Beta Club

The Beta Club is a service-oriented organization that works to improve the community through school projects and community involvement programs. Its purpose is "to promote the ideals of academic achievement, character, leadership and service among school students."

Choir

Providing music and entertainment at various school and community events, the Airline Choir is a visible and active part of the overall school program, participating in competitions at the local, regional, and state level.

Color Guard

The purpose of the color guard is to interpret the music that the marching band is playing via the synchronized work of flags, sabers, rifles, and dance. The color guard accompanies the marching band on many of their travels.

Destination Imagination

This club allows students to learn and experience creativity, teamwork, and problem solving. Student teams solve open-ended challenges and present their solutions at tournaments. Teams are tested to think on their feet, work together, and devise original solutions that satisfy the requirements of the challenges. Participants gain more than just basic knowledge and skills—they learn to unleash their imaginations and take unique approaches to problem solving.

Drama

The purpose of the Drama Club is to learn about acting, play production, and stage work culminating in several productions throughout the school year. It is made up of students that are a part of the auditorium crew, performers, and the backstage crews of hair and make-up, costumes, publicity, props, set construction, and painting. Students in Drama Club learn the basics of stagecraft, self-discipline and the importance of hard work, creativity and imaginative play, listening and observation skills, and self-confidence. The students enjoy the rewards that come with working together to achieve a common goal.

Fellowship of Christian Athletes

FCA is a voluntary organization that is affiliated with the national organization. Its purpose is to present to students, athletes, and coaches ways in which Christianity may benefit their lives. Through FCA, people help each other become better people and realize how God can strengthen their lives.

First Priority

First Priority is a student-led club that meets each Wednesday during all lunch shifts. First Priority is a national organization that follows a four-week strategy called HOPE (an acronym for Help, Overcome, Prepare, and Engage).

Future Business Leaders of America (FBLA)

A national vocational youth organization open to all students in business subjects, FBLA encourages each participant to excel in the business subject area. It is an integral part in helping students develop vocational and career supportive competencies and to promote civic and personal responsibilities.

International Thespian Society

This club is an honorary organization for theater students. The mission of the International Thespian Society is to honor student achievement in the theater arts.

Kitty Hawk Air Society

The Kitty Hawk Air Society is a national AFJROTC academic honor society that recognizes academic and military achievement by cadets, provides additional leadership/educational opportunities, and encourages excellence.

Mu Alpha Theta

Mu Alpha Theta is the National High School Mathematics Honor Society. This club is dedicated to inspiring a keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school. It provides methods for schools to recognize and encourage students who enjoy and excel in mathematics.

National Honor Society

The National Honor Society is an elite organization of students who have excellent academic standing as well as service to their school and or community. This club emphasizes leadership, academics and character in its criteria for student membership.

National Art Honor Society

The National Art Honor Society inspires and recognizes students with an outstanding ability and keen interest in the visual arts.

Photography Club

The purpose of this club is to provide opportunities to extend students' knowledge and practice of photography.

Quill and Scroll

The Quill and Scroll is an international high school journalism honor society that recognizes and encourages both individual and group achievements in scholastic journalism.

Robotics

The members of this club come together to think of, design, and develop creative solutions to a wide variety of challenges in the fields of science, technology, engineering, and mathematics. Students must work as a team to design, build, and program their own robot. Not only are students responsible for all aspects of project planning and preparing for competition, if a robot breaks or malfunctions while competing, students must think on their feet and work together to come up with a solution. This teaches students what it is like to work as a team to creatively solve problems under the pressure of a looming deadline.

StarBase 2.0 – Rocketry Club

STARBASE Louisiana, is a premier Department of Defense STEM (science, technology, engineering, and mathematics) program that services afterschool high school students with advanced STEM investigations and engineering projects designed to further them along the STEM education pipeline through our STARBASE 2.0 afterschool STEM mentoring clubs.

Students to Students (S2S)

This organization encourages 100% acceptance as a hallmark and brings military-connected and civilian kids together. The group welcomes incoming students to their new school, offers student-centered and student-led programs to ease transitions, and create a positive environment within the school and the program.

Student Council

Student Council is a group of students elected by their peers that plan and participate in areas of student government throughout the school year. The Student Council plans events, such as, homecoming week, AHS Most Beautiful Pageant, and the Sadie Hawkins Dance.

Valhalla Yearbook

This is the Airline High School, student produced yearbook that is published annually to highlight, and commemorate each school year.

VIKES

The VIKES program is being offered in conjunction with our School-wide Positive Behavior Support plan and our AHS ADVISORY Team. The program encourages participants to set an example for positive behavior by learning strategies that improve behavior management, organization skills, study habits, and other areas that will ultimately increase academic and social performance.

Viking Pride Freshman Mentoring Program

This program provides each freshman with a supportive environment that allows a smooth adjustment from middle school to high school, both academically and socially.

Wrestling Sweethearts

Wrestling Sweethearts is an organization which provides spirit and support for the Airline Wrestling Team. Activities include making spirit signs and goody bags for members of the team and assisting with score keeping and hospitality duties at all home matches and the Viking Invitational Tournament.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are those which are not directly related to the program of studies and which are under the supervision and/or coordination of the school instructional staff and are considered valuable for the overall development of the student. Eligibility for participation in extra-curricular activities shall be based upon the student having achieved, at a minimum, a passing grade in at least 2.5 previous semester subjects and an overall grade point average of 1.5 on a 4.0 scale for the previous semester. Some extra-curricular activities may require a higher minimum grade point average (GPA). **All students involved in extra-curricular activities shall be subject to random drug testing.**

ATHLETICS

Listed below are the sports offered at Airline High School. Announcements will be made as to the time and place of meetings for students interested in participation. Airline High School is a member of the Louisiana High School Athletic Association (LHSAA). The Vikings and Lady Vikings are classified as AAAAA (5-A), the largest classification in the state.

SEASON	BOYS' SPORTS	GIRLS' SPORTS	CO-ED SPORTS
FALL	Cross Country	Cross Country	Football
		Volleyball	Swimming
WINTER	Basketball	Basketball	Wrestling
	Soccer	Soccer	Powerlifting
	Indoor Track	Indoor Track	
SPRING	Baseball	Softball	Bowling
	Track	Track	
	Golf	Golf	
	Tennis	Tennis	

CHEERLEADERS

The Airline Cheerleaders are selected to promote school spirit and a sense of pride among the student body, as well as to encourage good sportsmanship. They serve all athletic groups during the school year. They plan pep rallies, make posters for the games, and cheer at all football and basketball games.

DANCE LINE

The Blue Angels Dance Line is the official dance team of Airline High School. The Blue Angels perform at school functions, sporting events, and pep rallies. Their purpose is to offer choreography, leadership instruction, performance opportunities and other beneficial programs for dancers in a professional atmosphere with a sincere effort to help each dancer discover their talents and abilities.

PEP SQUAD

The Pep Squad is known as the Valkyries. The purpose of the organization is to promote school spirit, cheer on the sports teams, and develop positive leadership and character development of the members

AIRLINE HIGH SCHOOL FEE SCHEDULE

PURPOSE OF FEE	AMOUNT OF FEE	USE OF FEE	COLLECTION METHOD
Adult Resp./Parenting	\$25	Includes classroom expenses associated with class	SAF Sheet is turned in with student name, method of payment, and deposit slip
AIM	\$10	Software for H/P mentorship, decathlon cost, and project materials	"
Advanced Placement classes	\$30	Cost of AP test at the end of the term (See AP schedule for testing dates)	"
Art I-II	\$20	Paper, clay, paint, and various supplies	"
Art III-IV	\$25	Paper, clay, watercolors, chalk, and various supplies	"
Art – AP Studio Art	\$30 each semester	This fee covers the higher volume of pieces created and higher quality of art supplies provided to advanced students.	"

Band	\$320	Instrument maintenance, entrance fees for contests and festivals, music arrangements, marching band props and staff, and travel expenses	“
Band Colorguard	\$550	Colorguard fees and materials	“
CLEP Test	\$30	The cost to take the test at the parish rate *	“
Clothing and Textiles	\$25	To cover the expense of the class including but not limited to material supplies and maintenance of equipment.	“
IBC Fees:		*During years of federal and state funding, students may be asked to pay a flat fee of \$30 that will include all national and state tests students take.	“
Customer Service	\$55		“
First Aid	\$5		“
Micro Enterprise (with Credit Card)	\$10		“
OSHA 10	\$25		“
WorkKeys	\$27	*See below for description	“
Introduction to Business Computer Application and Business Computer Application	\$10	Software, printer supplies, and instructional materials	“
Chemistry/Physics AP	\$15	Notebook	“
Choir	\$30	Festival fees and sheet music (does not include price of performance outfit)	“
Debate	\$30/\$20	First time students will pay \$30 to cover the following expenses: expandable files, pens, timer, highlighter, and paper, also there will be additional costs of tournament fees and lodging expenses for those tournaments, and state and national dues. Returning students will pay \$20 for the state and national dues.	“
Driver's Education	\$400	Includes cost for instructors, car maintenance, and handouts	“
Family Consumer Science I and II	\$25	Food items, cooking supplies, and expendable items (does not include sewing supplies)	“
Journey to Careers/Quest for Success	\$10	Computer and project supplies	“
Nutrition/Food	\$25	Food items and cooking supplies needed for class	“
PE	\$30	Uniforms for class - \$15 for shirt, \$15 for short	“
ROTC	\$25	\$25 class fee for supplies and regulations	“
Senior Fee	\$25	Senior graduation processing, all graduation event expenses, senior awards ceremony expenses, and all senior communication expenses	“
Technology Fee for ALL students	\$10	To cover technology expenses throughout the campus and classrooms (all students pay)	“
Theatre/Speech	\$15	Play books, royalty fees, and stage props	“
Violin	\$25	Instrument maintenance, music, and consumable materials	“
Wood Tech (Basic/Advanced)	\$40	Wood glue, spray adhesive, replacement saw blades, sandpaper, set of earplugs, nails and screws (does not include fee for wood)	“
Word Processing	\$10	Software, printer supplies, and instructional materials	“
WorkKeys	\$27	Cost to complete each of the three subtests	“

Yearbook Staff	\$25	Software, printer supplies, and design materials	“
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The Bossier Parish School Board has committed \$10.00 for every student in every school to reduce the cost of fees paid by parents. These funds eliminate the need for fees in the core curriculum areas. However, it is necessary to assess fees in the various elective courses to secure expendable materials used in the classroom. The administration realizes that, due to certain circumstances, paying the required fee may place a financial burden on some. If this is the case, parents may submit a letter to the principal identifying the problem and arrange a method of payment.

STUDENT OF THE YEAR

The Student of the Year Awards Program is designed to recognize outstanding high school students. This program is an excellent opportunity to recognize those students in 12th grade who have demonstrated excellent academic achievement, leadership ability, and citizenship. The Students of the Year Awards Program is sponsored by the Louisiana State Superintendent through the State Department of Education and the State Board of Elementary and Secondary Education.

Selection Procedures:

Each school will form a Student of the Year Committee, comprised of the principal, assistant principal, counselor, and no less than two teachers. The committee will first qualify semi-finalists based on the criteria below:

- Minimum cumulative grade point average of 3.75
- Standardized test scores pertinent to grade level (ex. ACT and EOC)
 - Minimum of 3 Advanced labels on high school EOC tests
 - Minimum of 28 on ACT

Interested students who meet the criteria will submit:

Provided application

High School Resume

Headshot/Picture (in color)

A rubric provided by the district/school will be used to score and rank students in all of the above categories. Semifinalist will participate in a timed writing prompt and an interview with a panel of community stakeholders.

The student with the highest combined resume, writing, and interview score will be selected as Student of the Year at the school level. In the event of a tie, the committee will conduct a second interview to make the final determination. The school based winner will compete at the district level.

The student selected as Student of the Year at each school will be required to assemble an academic portfolio which will be used as part of the selection process at the district, regional, and state levels. The school level committee will assist the candidate in assembling and submitting the academic portfolio to the district Student of the Year coordinator. A list of portfolio requirements will be provided to the Student of the Year and his/her parents.

Selection Procedures at the District, Region, and State Levels:

The names of students selected at the school level are submitted to the district Student of the Year coordinator. Each school is responsible for ensuring that the candidate's portfolio is delivered to the district coordinator by deadlines established each year.

The district committee will consist of the following:

- One elementary district coordinator
- One middle school district coordinator
- One high school district coordinator
- One central office administrator/supervisor
- Three community members representing business/industry/labor/civic organization/military or similar.

The committee will review and score each of the candidate's portfolios. The combined scores of the committee judges will be used to determine the semi-finalists at the district level. The list of semi-finalists will be announced to all school principals via e-mail before the end of the school day on the day of judging. Principals at the schools whose candidates are semi-finalists will also be telephoned by the district coordinator before the end of the school day on the day of judging.

Students competing at the district level will be invited to the Bossier Instructional Center where they will complete a writing sample, based on a question provided by the district coordinator. They will also be interviewed by the district selection committee.

Each candidate's portfolio score will be combined with scores on the writing sample and interview, and the top-scoring candidate at each grade level will be selected as the Bossier Parish Student of the Year.

District winners will be announced to all school principals via e-mail before the end of the school day on the day of judging. Principals at the schools whose candidates are selected as the district winners will also be telephoned by the district coordinator before the end of the school day on the day of judging.

District winners will compete at a regional competition and will be notified of the location and date of that competition by the principal of his/her school. Parents of students who move on to compete at the state level of competition will be contacted directly by the state coordinator with details and dates for the state competition.

District, regional, and state winners from the Bossier Parish Schools district will be officially recognized at a Bossier Parish School Board meeting. Parents and students will be notified in advance of the date, place, and time.

Procedure for Resolving Issues and Disputes:

A dispute at the school level may be brought to the attention of the school principal for resolution. The issue or dispute must be submitted to the principal in writing within five days of the final selection of the candidate at the school. The principal will have five days to respond. If the principal's decision does not resolve the issue or dispute, the decision can be appealed in writing to the district school superintendent or superintendent's designee within five days of the decision rendered by the principal.

Religious Expression and Activities on Campus and at School Events

Bossier Parish schools educate students from a variety of religious and non-religious backgrounds, and it is the intent of this policy to respect the Constitutional rights of all students. In order to do so, the following guidelines are established:

(Click on link from Bossier Parish School Board)

[Religious Expression and Activities](#)

AMENDMENTS

AIRLINE HIGH SCHOOL ADMINISTRATION RESERVES THE RIGHT TO MAKE CHANGES AND AMENDMENTS TO THIS HANDBOOK AS NECESSARY. AS THESE CHANGES ARE MADE, WE WILL ATTEMPT TO KEEP AN UPDATED VERSION ON OUR WEBSITE AT ALL TIMES.

NOTE: THIS HANDBOOK IS **NOT** INTENDED TO BE A COMPLETE LEGAL EXPLANATION OF EVERY LOUISIANA, BOSSIER PARISH, AND AIRLINE HIGH SCHOOL REGULATION. IT IS INTENDED TO BE A GUIDEBOOK TO HELP STUDENTS AND PARENTS GENERALLY UNDERSTAND WHAT IS REQUIRED OF STUDENTS AND OFFER INFORMATION TO GUIDE STUDENTS DURING THE SCHOOL YEAR.

