

L. W. Higgins High School



Student Handbook 2026-2027

School Information

School Address	7201 Lapalco Blvd, Marrero, LA 70072
School Phone Number	504-341-2273
Fax	504-341-8110
Website	higgins.jpschools.org

School Personnel:

Administration and Student Support

Principal	Stephanie Dillon
Assistant Principal	Steven Christ
Assistant Principal	Wanda Jacob
Assistant Principal	Kaye Morrison

Deans of Students

Dean of Student Services	Albert Jones
Dean of Student Services	James Leal
Dean of Student Services	Windy Mobley
Behavior Interventionist	George Viellion

Front Office

Secretary	Jasmine Anthony
Assistant Secretary	Tiffany Firven
Discipline Clerk	Nichole Penn-Paul
Account Clerk	Ida Pierce
Plant Manager	Dwight Harris
Cafeteria Manager	Adrienne Gremillion

Guidance Department

		Last Names
Counselor	Donna Mashia	A - G
Counselor	Jasmine Scott	H - O
Counselor	Lisa Randall	P - Z

Vision Statement Raise academic achievement by raising the bar, putting students first, and making faster, wiser decisions that will help our school meet the needs of all students.

Mission Statement Our mission at L. W. Higgins High School community is to advance the character development of all learners by providing a rigorous education in a safe and culturally diverse environment. We strive to eradicate achievement gaps to motivate students to become life-long learners, civically engaged, and college and career ready, so they can reach their full potential; we have one principle:
Excellence is the only option.

- **Attendance (Absences and Tardies)**
 - Absences are divided into two categories (1) excused and (2) unexcused. The Louisiana Department of Education has established the following to be eligible for promotion to the next grade:
 - High School
 - High school students must be in attendance in a specific course for 7,515 minutes
 - No more than 7 unexcused days in each class in the 1st semester.
 - No more than 7 unexcused days in each class in the 2nd semester.
 - Students in a half-credit course (health and ½ PE) can miss no more than 3 unexcused absences.
 - **LA R.S. 17:4226 Extenuating Circumstances**
 - Extended personal physical or emotional illness as verified by a physician (in writing).
 - Extended hospital stays as verified by a physician (in writing).
 - Extended recuperation from an accident as verified by a physician (in writing).
 - Extended contagious disease within a family as verified by a physician (in writing).
 - Prior school system-approved travel for education (see principal).
 - Death in the family not to exceed one week (bring copy of obituary).
 - Natural catastrophe and/or disaster.
 - For any other extenuating circumstances, parents must submit a formal appeal in accordance with the LEA's due process procedures.
 - **NOTE: Students who are not in attendance for the school day may not participate in any school functions or extracurricular activities on that day (dances, plays, practices, sports, etc.).**
 - **Tardiness to School- Handled by Administration**
 - Students arriving after 8:30 AM are tardy to school and must obtain a tardy slip in the office. Instructional minutes that are missed due to excessive tardiness count toward absences. Students arriving to school after the tardy bell will be subject to progressive disciplinary action as follows:
 - **Tardiness Violation Consequences (Tardiness to School):** (Occurs Each Semester)
 - 1st Offense - Warning with signature on late arrival card
 - 2nd Offense - Warning with signature on late arrival card
 - 3rd Offense- Parent Conference/Refer to Counselor
 - 4th Offense- In-School Suspension
 - **Tardiness to Class- Handled by Teachers**
 - STUDENTS WHO ARRIVE LATE TO CLASS MUST BE MARKED TARDY BY THE CLASSROOM TEACHER AND WILL NOT BE ALLOWED TO OBTAIN A PASS FROM ANYWHERE, INCLUDING THE OFFICE. Administration will only Issue Detentions for tardies during class time. The office will only issue a pass to those students who have been detained by an administrator. Students arriving after the tardy bell will be subject to progressive disciplinary action as follows:
 - **Tardiness Violation Consequences (Tardiness to Class):** (Occurs each Semester)
 - 1st Offense- Warning with signature/time on late to class log.
 - 2nd Offense- Warning with signature/time on late to class log.
 - 3rd Offense- Contact parent
 - 4th Offense- Detention
 - 5th Offense- In-School Suspension
 - **Homework Requests for Absent Students**
 - If a student is unable to attend school for five days or more, please email the teachers for assignments. These may be picked up on the day following the request.
 - **ACCIDENTS/ EMERGENCY CARDS**
 - AN EMERGENCY CARD MUST BE ON FILE IN THE OFFICE FOR EACH STUDENT. It is the responsibility of the parent to have the emergency card updated as the need arises (change of address, phone number, etc.). Students should report all accidents to the nearest teacher or administrator who will then complete an accident/incident report, which will be kept on file. All accident reports will be completed within 72 hours of being reported.

ACTIVITIES/ATHLETICS

- o All activities such as athletic events, dances, group practices, etc., are extensions of the school day and all behavior expectations in the handbook apply. **Students who are suspended from school may NOT attend any school-related activity on the days they are suspended from school.** This includes but is not limited to athletic events, dances, and group practices. JP Schools and LHSAA academic eligibility guidelines are followed where applicable for participation. The following teams are currently active: Baseball, basketball, cheerleading, cross country, dance team, football, soccer, softball, track, volleyball, and wrestling.
- o **NOTE: Students must be in attendance for ½ of the school day to participate in any school functions or extracurricular activity on that day (dances, plays, practice, sports, etc.).**

● ARRIVAL

- o Students may not arrive on campus before 7:45 AM.
- o Breakfast is served in the cafeteria beginning at 7:45 AM and ends at 8:15 AM. Students are not allowed to wait on the front porch at any time unless they attend Cullier.
- o The 1st Block bell rings at 8:15 AM.
 - Students may enter the building at this time to report to their 1st Block class (Homeroom if scheduled).
- o Students who drive to school should be respectful by refraining from loud music and excessive honking of car horns. Please follow all traffic safety laws. Loitering in the parking lot or surrounding areas is not allowed. Students must exit their vehicle when they arrive on campus.

● ATTIRE FOR SPECIAL EVENTS

- o *If an outfit is questionable, a student is encouraged to provide administration with a front and back picture of the student in the outfit for review.
 - **PROM-** Formal Attire
 - Prom is a formal event, so students should dress accordingly. Additional information regarding prom dress code will be provided by the Senior and Junior class sponsors. (See JP Schools Procedures & Policies).
 - **HIGH SCHOOL AWARDS CEREMONIES, HOMECOMING DANCE, INDUCTIONS, RING NIGHT, GRADUATION, ETC.** –Semi-Formal Attire
 - **FEMALES-** Slacks or pantsuits (shorts/rompers/shorts with long skirt combos are not allowed to be worn). Dresses or skirts may be worn. The back of dress must be at or above the waistline. Sides and midriffs are to be covered. Slits should be no higher than mid-thigh. Dresses/skirts should not be excessively short as to create a disruption/distraction. Modern dress styles including halter tops, strapless, one shoulder, and spaghetti straps may be worn; however, excessively revealing cleavage will not be allowed. Appropriate undergarments must be worn and must not be visible. Dress shoes must be worn (preferably that are safe to walk in).
 - **MALES-** Slacks (no jeans/no shorts) and button-up collared shirts or polo-style shirts. Ties may be any color and are optional, but mandatory for graduation. Dress shoes must be worn (no tennis shoes).

● BUS BEHAVIOR

- o All school rules apply on the bus, at the bus stop, and on the way to and from the bus stop. Students may only ride the bus they are assigned by JP Transportation. Notes for changes have to be approved by administration and JP Transportation Department.

● CAFETERIA

- o Observance of all of the following rules will make eating in the cafeteria a pleasant experience for all.
 1. Arrive for lunch on time.
 2. Keep food on the plate.
 3. Make sure the table is clean when leaving.
 4. All trash should be placed in garbage cans.
 5. Students are not allowed in classrooms during breakfast or lunch unless they have a pass from the teacher.

6. Food and drink purchased from the cafeteria must be consumed in the cafeteria.

- **CELL PHONE POLICY**

- Students are allowed to possess cell phones on campus; however, they **must NOT** be visible or audible while students are on the school grounds or on the school bus. See exceptions at <http://jpschools.org/families/student-policies>. Social media posts during school hours are prohibited.
- Cell Phone Violation Consequences
 - 1st Offense- Teacher notifies parent (Confiscate phone until the end of the class period)
 - 2nd Offense- Parent Conference (Confiscate phone and return to parent)
 - 3rd Offense- Detention (Confiscate phone and return to parent)
 - 4th Offense - In-School Suspension (Confiscate phone and return to parent) (Group 2 Resolution)
- **Note: Students who fail to submit cell phones are subject to additional discipline consequences.**

- **CLUBS AND ORGANIZATIONS**

- Students are encouraged to participate in clubs/organizations. All academic eligibility requirements are strictly enforced.

- **DISCIPLINE PAPERWORK**

- Parent signatures are required on all disciplinary documentation issued to students. This includes, but is not limited to, behavior reports, detentions, parental conferences, and suspensions
- Detentions and parental conferences must be returned by the student, signed by a parent or guardian
- Detentions
 - Students who receive detentions are not allowed to attend the detention without the detention notice and a parent signature.
- Parental conferences and suspensions
 - A parent or guardian is required to attend a meeting at the school to discuss behavior concerns.
 - Students are not allowed to return to school without a parent/guardian.
 - Students who do not return paperwork or do not attend scheduled conferences are subject to further disciplinary action.

- **DISMISSAL**

- All students will be dismissed at 3:35 P.M.
- Students must remain in class until the sound of the bell. Any student found leaving their class before the bell will be subject to disciplinary action.
- Students must report directly to their assigned bus or exit campus at dismissal time unless they are participating in an extracurricular activity, athletic practice, tutoring, or serving a detention.
- Students are not allowed to wait for siblings/friends.
- Car riders are to be picked up on Lapalco Blvd in front of the school. Cars should park in the parking lane closest to the curb.
- Walkers should exit the gate on Hurricane Path.

- **EMERGENCY EVACUATION**

- The purpose of evacuation drills is to safeguard the students in the event of an actual emergency. Students who do not follow the guidelines for evacuation are subject to disciplinary action.
 1. An Emergency Evacuation Map is posted in each classroom/office with the exit route outlined by the teacher.
 2. Evacuation Drills will be practiced throughout the year for fire, tornado, lockdown, etc.
 3. When the Emergency Signal is given:
 - a. Students will leave the classroom in an orderly manner. Books should be left in the classroom.
 - b. Students will move quietly and quickly through the halls and out of the building.
 - c. Students will follow the teacher to the assigned area, stand quietly, and wait for the return signal.
 - d. Students will return into the building following their teacher.

- **EXCESSIVE PUBLIC DISPLAYS OF AFFECTION**
 - The school environment is not the place for displays of affection. Students are to refrain from kissing, hugging, etc. Failure to comply will result in a parental conference and further disciplinary action.
- **FIELD TRIPS**
 - Before participating in school-sponsored field trips, all students must return the completed field trip form signed by a parent/guardian. All students must report to school before leaving for the field trip and return to school after the field trip is over. Students are not allowed to order from any food delivery service while on a field trip.
- **FINANCIAL OBLIGATIONS**
 - All financial obligations must be met before students will be allowed to participate in field trips or any class function. This includes class dues.
- **FOOD DELIVERIES**
 - Food deliveries from restaurants, delivery services, family members, or friends are **NOT** permitted on campus during the school day. Failure to comply will result in disciplinary action.
- **GRADING POLICY/STUDENT PROGRESS CENTER**
 - A student's grade in a subject or course for nine weeks is determined by the Jefferson Parish Schools. The numerical equivalents of letter grades are:

▪ A	100 – 90
▪ B	89 – 80
▪ C	79 – 70
▪ D	69 – 60
▪ F	59 – 0
 - Parents who would like to monitor student grades on JCampus may do so on the JCampus Student Progress Center.
- **HALLWAYS**
 - Students are expected to demonstrate good manners in the hallways. There should be no running, pushing, whistling, loitering, etc. Students are not permitted in the halls before 8:15 AM, during lunch, or after 3:35 PM. Students must have a pass to be out of class during class time.
- **INCLEMENT WEATHER**
 - Students must report to the gym or cafeteria in the morning after arriving at school and during their lunch period. Students are to remain seated and remain in one location. They are not to move back and forth from the cafeteria to the gym, etc.
- **IN-SCHOOL SUSPENSION (ISS)**
 - High school students who are issued in-school suspensions must first report to the office with a parent/guardian on the following school day before 7:30 A.M. for a conference with an administrator
 - The parent will be issued a Notification of Suspension Form and an In-School Suspension Agreement.
 - Student must be checked into ISS by 8:30 AM
 - No Cellphones or electronic devices will be allowed in ISS, ONLY school-issued Chromebooks will be allowed.
- **INTERIM REPORTS/STUDENT PROGRESS CENTER**
 - Reports are issued to all students each grading period. Student grades are also available on the STUDENT PROGRESS CENTER. Parents are urged to contact teachers if their child is in danger of failing or failing. Parents are granted access to the STUDENT PROGRESS CENTER by contacting the secretary.
- **LOST AND FOUND**
 - Students finding any item at school should turn it in to the main office where it can be claimed by the owner. The school will not assume responsibility for missing items including textbooks and personal property. The lost and found will be cleaned out quarterly, and items will be donated to charity.

- **MEDICATION POLICY**

- If possible, the parent/legal guardian is advised to give medication to the student at home on a schedule other than during school hours. For complete details on medicine administered at school, please go to <http://jpschools.org/families/student-policies>. In brief, it states that no medicine, not even aspirin, Pepto Bismol, etc., may be taken by a child in school unless there are written instructions both from the doctor AND the parent. This includes inhalers. Medication in a student's possession will be confiscated, and he/she will be subject to disciplinary action.

- **PHYSICAL EDUCATION CLASSES**

- Students enrolled in PE classes are required to participate in class. Dressing out in a Higgins t-shirt and shorts does count as part of the grade. Students who are unable to participate in physical education classes must have a medical excuse on file in the office.

- **RESTROOM PASSES**

- Restrooms
 - During class time:
 - Specific times are designated for both boys and girls. Students must have a pass signed by a teacher to use the restroom
 - Students without passes will not be allowed to use the restroom.
 - During lunch:
 - Both the boys and girls restrooms are open and available during the scheduled lunch time with no pass needed.
 - Emergencies
 - In the event of an emergency, the teacher must call the front office to have the restroom opened. If a teacher does not call for an emergency, the restroom will not be available.
 - Medical Passes
 - A student in need of a medical restroom pass must have medical documentation on file to receive a medical restroom pass. These passes still require the teacher to call the front office and request the restroom to be available.

- **SCHOOL BAG/PURSE POLICY**

- All schoolbags and Purses must be clear as mandated by the Jefferson Parish School Board. Purses are allowed for girls, but they MUST NOT be large enough for a notebook to fit inside. Purses may not be used as schoolbags. Sports/cheering bags must be clear/mesh.

- **SCHOOL CLOSINGS**

- In case of severe weather- storms, low temperatures, etc.- official announcements for closing may be heard over television and radio stations, JP Schools app, or the JPSchools.org Website.

- **SIGN-OUT PROCEDURE**

- All students shall be signed out by an individual listed on the Emergency Card in the designated area before leaving the campus for any reason before the end of each school day. It is mandatory that the emergency card lists everyone who may need to check out the student. Those who check-out students must present photo ID to ensure the student's safety.
- For cases in which a person not listed on the emergency card is sent to pick up the student, such person must deliver to the principal/designee a note from the parent/legal guardian requesting a release of the student. The principal/designee shall verify the request by telephoning the parent/legal guardian. If the parent/legal guardian cannot be reached by telephone, the student will not be released from school. This includes students who are 18 years or older.
- See <http://jpschools.org/families/student-policies> for more information.

- **SINGLE POINT OF ENTRY/VISITORS**

- Jefferson Parish Schools have established a single point of entry for each school for the safety of all.
- When arriving at school
 - All students and visitors must enter through the double glass doors in the front of the school.
 - All students and visitors must check in with the front office. Please be reminded that items are not allowed to be exchanged with a student at the gate. This includes food, clothes, shoes, etc. All items **MUST** be brought to the office for distribution.
 - Failure to follow this policy will warrant disciplinary action against a student.
 - All visitors who attend or assist with an activity are required to sign in and wear a visitor's pass. Passes must be returned to the office when exiting the building. Students are not allowed to bring guests to school.

- **STUDENT BEHAVIOR CODE**

- Inappropriate behavior will result in disciplinary action, which may include detention, suspension, expulsion, and/or arrest.
- Inappropriate behaviors include, but are not limited to:
 1. Fighting, instigating a fight, disruption, or interference with curricular or extracurricular activities.
 2. Damage or destruction of school property or private property.
 3. Possession of a weapon or any items that may be used as a weapon.
 4. Possession or use of narcotics, alcoholic beverages, and other dangerous drugs while on school premises or while in the custody and control of the school, or school-related activity. Entering campus while under the influence of any controlled substance or alcohol.
 5. Violation of rules of conduct for school buses.
 6. Use or possession of cigarettes, e-cigarettes, vapors, coil tanks, lighters, matches, or fireworks.
 7. Stealing or possession of stolen or lost private property.
 8. Violation of attendance rules and/or truancy policy. Leaving campus/class or cutting class without proper permission.
 9. Violation of student uniform/dress code.
 10. Insubordination or disrespect toward a school board employee.
 11. Inappropriate display of affection while on school premises.
 12. Use of profanity or obscenity (written or verbal) including obscene gestures, signs, pictures, or publications.
 13. Turning the lights out in the classroom without permission.
 14. Inappropriate use of communication/electronic devices.
- Any acts that are not listed above but interfere with instruction or present a safety hazard are subject to disciplinary action.

- **STUDENT'S SIGNATURE**

- The student's signature on a behavior report, interim report, detention notice, suspension notice, etc.
- simply means that the student received a copy of the document. IT DOES NOT NECESSARILY INDICATE THAT THE STUDENT AGREES WITH THE CONTENTS OF THE DOCUMENT.

- **SUBSTANCE ABUSE POLICY**

- See <http://jpschools.org/families/student-policies>.

- **THREAT OF VIOLENCE/BULLYING/SOCIAL MEDIA**

- Any threat of violence shall be reported to administration during school hours immediately, and appropriate action will be taken.
- ALL threats of violence will be taken seriously. There are NO such things as jokes when it comes to a threat of violence or suicide. The police, school system, parents, and community will be notified. Parents will be required to have students assessed by a mental health professional. Students are subject to disciplinary consequences and/or arrest.

- o If a threat of violence, suicide, or incident occurs before school hours, after school hours, on the weekend, or at home, then contact the police at 911 for assistance. This will defer additional problems throughout the night and into the morning.
- o Avoid using social media for violence, drugs, sexually explicit information, and/or medical issues. This includes threats of violence, suicide, accidents, and/or incidents. As mandatory reporters, we are required to complete special reports as needed.
- o It is the responsibility of the student to report any hostile attempt directed at him/her immediately. See <http://jpschools.org/families/student-policies>.

- **UNAUTHORIZED AREAS**

- o Students are subject to disciplinary action when found in unauthorized areas. During class time, a student must have a pass to be in any area other than the classroom.

- **UNAUTHORIZED ITEMS**

1. Laser Pointers
2. Wireless headphones (example: AirPods)
3. Water/toy guns and/or other toy/look-a-like weapons
4. Skateboards, scooters, fidget spinners
5. Glass containers
6. Cigarettes, e-cigarettes, vapor cigarettes, chewing tobacco, alcohol, medication, drugs and drug paraphernalia of any kind
7. Weapons, including pocket knives, or look-alike weapons of any kind
8. Fireworks of any kind, lighters, matches
9. Obscene materials
10. Clothing, including socks, that depict alcohol, drugs, violence, or sexual content
11. Sums of money \$50 or more will be reported to parent/guardian
12. Any item not on this list and deemed inappropriate, distracting, or disturbing to others by administration

- **UNIFORM POLICY**

1. Collared Higgins uniform shirts are required Monday - Friday with khaki pants or shorts. Girls may wear navy plaid pants or shorts. Shorts must be knee-length and hemmed. No cut-off shorts of any kind will be allowed.
 2. Higgins spirit shirts may be worn on Fridays ONLY with proper uniform pants or shorts
 3. Tennis shoes must be worn every day
 4. Only Higgins sweatshirts are allowed. **Hoodies are NOT allowed.** Sweatshirts that do not follow uniform policy will be held and picked up on **Wednesdays after 4:00 pm**. A collared Higgins uniform shirt must be worn underneath a sweatshirt.
 5. Students may not wear a hat, cap, or hooded garment to school. We of course make exceptions during freezing temperatures
 6. Girls are allowed to wear fitted tights or leggings **underneath** (black, gray, or neutral color only). Skirts must be worn at an appropriate length and not rolled at the waistline.
 7. No sweatpants are to be worn under skirts.
 8. A student will not wear jewelry or accessories that create a distraction or a safety hazard. With the exception of pierced earrings worn in the ear lobe, a student will not wear any visible body piercing studs, ring, or hoops, i.e. nose, lip or eyebrow piercing. Student athletes may not wear jewelry of any kind while participating in athletic practice or athletic events.
 9. PE uniforms are sold throughout the year and are required for all students enrolled in a PE class.
 10. Cuillier students in electrical, machine shop, automotive, carpentry, and graphic arts wear a Cuillier T-shirt and Higgins uniform pants. Medical, nursing, cosmetology, barbering, and dental students wear scrubs. All others wear Higgins uniforms.
- o **Uniform Violation Consequences:**
 - 1st Offense= Verbal Warning and Confiscation (Hoodie)
 - 2nd Offense= In-School Suspension
 - 3rd Offense= Out of School Suspension

- **WITHDRAWAL FROM SCHOOL**

- o A parent must come to school to officially withdraw a student. A parent signature is required on the form.

