

# North Caddo Magnet High School

201 Airport Drive

Vivian, La 71082

318-375-3258

## THIS AGENDA BELONGS TO:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ HOMEROOM: \_\_\_\_\_

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## FROM THE ADMINISTRATION

This student handbook is designed to inform students and parents of the school's activities and regulations. We sincerely hope that this book will help make high school life a pleasant learning experience for students. Our vision for NCMHS is to rank among the top high schools in the state. In order to do that, we have to make sure we create a safe environment conducive to the academic challenges we're going to be asking all students to perform. The items outlined in this handbook, along with the partnerships we hope to obtain with family, will help in making sure students are Rebel Ready each and every day.

We believe that our faculty is one of the strongest to be found and are committed to helping you obtain the best education possible. We are committed to making sure all students are challenged and receive rigorous instruction that will prepare all of them for life's challenges ahead. We encourage students to take advantage of the AP courses we offer as well as the courses that will help them prepare for the many CLEP tests they can take. We also encourage students to take advantage of the extracurricular programs we offer. There are many ways to be active and involved at North Caddo Magnet High School. In addition to being a source of enjoyment and a means to meet new friends, extracurricular activities add a dimension to your education that employers and colleges like to see in applicants.

Remember that **you** determine how worthwhile and enjoyable your high school years will be by the effort **you** put forth and your attitude and approach to your high school career. Our wish for each of you is that this will be a most enjoyable and successful year. We are here for you if you need us in any way. Welcome to the North Caddo family! DREAM BIG, WORK HARD, ACHIEVE GREATNESS!!!

**www.northcaddo.com**

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## **THE MEANING OF THE ALMA MATER**

The term ALMA MATER literally means fostering mother; hence one's university, college, or school. The school's alma mater is an important part of the North Caddo Magnet High School student experience. It is sung at assemblies, pep rallies, athletic events, and graduation. All students are encouraged to learn the words to the school's ALMA MATER.

**Hail to thee, North Caddo High  
In our hearts you'll never die.  
Hail to thee we honor you  
Red and Black our colors true.  
Alma Mater, lend us your hand  
So united we may e'er stand.  
Fond memories ever true  
N. C. H. we honor you.**

North Caddo's Alma Mater is the cherished class song that reflects the love and devotion we have for our school. It shall be treated with seriousness, with dignity, with honor, and with loyalty whenever it is sung.

Mascot: REBELS  
Colors: RED AND BLACK

## **VISION**

North Caddo Magnet High School will rank among the top high schools in Louisiana!

## **MISSION STATEMENT**

North Caddo Magnet High School will provide diverse and exceptional academic and vocational opportunities ensuring all students graduate ready to achieve their full potential.

## **NORTH CADDO PHILOSOPHY AND OBJECTIVES**

WE, THE FACULTY AND ADMINISTRATIVE STAFF OF NORTH CADDO MAGNET HIGH SCHOOL, believe the school's function is to aid each student in becoming valuable to society, the community, the family, and to him/herself.

We recognize education to be a continuous process, which yields competent individuals capable of taking an active part in the growth and future of our rapidly changing society. To accomplish this, we believe that our role is to provide quality instruction by guiding and directing learning activities and by serving as adult models for the students.

We, therefore, strive to enrich the student's life by providing a challenging well-balanced curriculum to fit the potential needs of all students.

By having a working relationship between the NCMHS staff, the school, and the community, we produce the harmony needed to provide maximum growth of the individual, as well as continually addressing the specific concerns of the students themselves.

## OBJECTIVES

- ❖ To provide a safe, nurturing educational environment where students can excel academically, vocationally, socially, and spiritually.
- ❖ To encourage support among students, teachers, parents, and the community through involvement in all areas of school life: academics, extra-curricular activities, and school organizations.
- ❖ To assist students in making wise choices about careers and leadership for the future by providing sufficient knowledge and insight for making decisions and understanding possible consequences of those decisions.
- ❖ To provide experiences and activities that develop well-rounded personalities.
- ❖ To provide social, educational, and vocational guidance to meet the needs of individual students.
- ❖ To motivate students toward continuous self-improvement and to encourage them to cultivate positive feelings of personal worth, acceptance of self, and the need for self-discipline.
- ❖ To help students develop the ability to think critically and logically and to solve problems.
- ❖ To prepare students to cope with success and failure in our rapidly changing society.
- ❖ Provide quality post-high school experiences in academics through dual credit and advanced placement classes where students can begin pursuing career choices while still attending high school.

## BELL SCHEDULES 2016-2017

North Caddo's school day is from 7:55 AM until 3:24PM. **Unless under the direct supervision of a coach or sponsor, students are not supervised on the school campus before 7:30 AM or after 3:40 PM.** Students should be in the auditorium with their homeroom class by 7:55 AM. Students who are late to school must check in at the check-in desk from 7:55 AM – End of the day. Student absentee excuses are issued in the front office from 7:30 – 7:55 each day. Unless there is a scheduled meeting with a faculty member, all students must be cleared of the buildings by 3:30 PM. Loitering after school is not permitted.

### **NORMAL SCHEDULE**

Morning Bell	7:50 a.m.
Tardy Bell (attendance taken)	7:55
Morning Assembly	7:55-8:00
Transition	8:00-8:05
1st period:	8:05-9:00
Transition	9:00-9:04
2nd period:	9:04-9:59
Transition	9:59-10:03
3rd period:	10:03-10:58
Transition	10:58-11:02
4th period:	11:02-11:57
<b><i>Lunch Shift 11:57 – 12:27</i></b>	
Transition	12:27-12:31
5th period:	12:31-1:26
Transition	1:26-1:30
6th period:	1:30-2:25
Transition	2:25-2:29
7th period:	2:29-3:24
Buses Depart	3:29 p.m.

### **ACTIVITY SCHEDULE**

Morning Bell	7:50 a.m.
Tardy Bell	7:55
Morning Assembly	7:55-8:00
Transition	8:00 – 8:05
1st period:	8:05-8:54
Transition	8:54-8:58
2nd period:	8:58-9:47
Transition	9:47-9:51
3rd period:	9:51-10:40
Transition	10:40-10:44
4th period:	10:44-11:33
<b><i>Lunch Shift 11:33 – 12:03</i></b>	
<b><i>Transition 12:03- 12:07</i></b>	
<b><i>Activity Period 12:07-12:44</i></b>	
Transition	12:44-12:48
5th period:	12:48-1:37
Transition	1:37-1:41
6th period:	1:41-2:30
Transition	2:30-2:34
7th period:	2:34-3:23
Buses Depart	3:28 p.m.

## .PEP RALLY SCHEDULE

Morning Bell	7:50 a.m.	Lunch Shift	11:37 –12:07
Tardy Bell	7:55	Transition	12:07- 12:11
Morning Assembly	7:55-8:00	5th period:	12:11-1:01
Transition	8:00 – 8:05	Transition	1:01-1:05
1st period:	8:05-8:55	6th period:	1:05 – 1:55
Transition	8:55-8:59	Transition	1:55-1:59
2nd period:	8:59-9:49	7th period:	1:59-2:49
Transition	9:49-9:53	Transition	2:49-2:53
3rd period:	9:53-10:43	Pep Rally	2:53-3:24
Transition	10:43-10:47	Buses Depart	3:28 p.m
4th period:	10:47-11:37		

## ATTENDANCE & TARDIES

**\*SEE THE CPSB STUDENT HANDBOOK FOR THE POLICY ON SCHOOL ATTENDANCE, TRUANCY, AND SUSPENSION OF DRIVERS LICENSE\***

**ASSIGNMENTS WHEN ABSENT:** Absenteeism is the number one cause of poor grades and academic failures; therefore, all students should attend class every day. Attendance is a crucial component in academic success for every child. When an absence occurs, it is the student's responsibility to ask for the make-up work and make arrangements to make up tests at a time other than class time (before or after school). Assignments are due within three class meetings after the student returns from the absence. Arrangements or alternate assignments are left to the discretion of the teacher. **If a student is failing a class, the student cannot participate in any off campus activity that causes the student to miss that class.** If a student is suspended, the student has the right to request make-up work and may turn it in for 50% credit according to CPSB policy. The student has three class meetings from the day he/she returns to turn in the assignments. Zeros are extremely detrimental to a student's grade. It is imperative that students complete all assignments to achieve maximum academic success

**LEAVING CLASSES OR SCHOOL GROUNDS (Check-out):** Student should not leave class without the written permission of the teacher in charge. Student cannot leave the school grounds without being checked out by the office. Students are strongly encouraged to stay in school all day so that valuable instructional time is not lost. However, in cases where parents want a student to leave school, a written request from the parent should be presented to the office before school, including the phone number where the parent may be reached. The office will verify and give its approval and issue an authorized permission check out slip to leave campus. The student will be called to checkout. If a student is severely ill, a teacher may send the student to wait in the office until the checkout process is completed. ***ALL CHECK-OUTS will require the parent/guardian to enter the building/office area to sign the student out.*** If a student drives, a phone call to the parent will be made to verify permission to checkout. This procedure is put in place for the safety of our students. **STUDENTS LEAVING CLASS OR SCHOOL GROUNDS WITHOUT PERMISSION WILL BE SUBJECT TO DISCIPLINARY MEASURES IN ACCORDANCE WITH CPSB POLICY.**

**NORTH CADDO HIGH SCHOOL TARDY POLICY:** Students are expected to be in all classes promptly and in their seats or assigned places before the tardy bell rings. A teacher or administrator may excuse a tardy if unusual/exceptional circumstances occur which are consistent with the Caddo Parish Student Policy. All other tardies shall be unexcused and documented when the teacher takes attendance through JCampus. Check-ins will be considered “Late to School” and will be documented through the office. **The office will record and manage 1st Period Tardies/Check-Ins.** Tardies will start over for the second semester.

- 1st Tardy—Warning and documented
- 2nd Tardy—Parental Contact and documented
- 3rd Tardy—Refer to the administration or designee
- 4th Tardy—One day Lunch Detention
- 5th Tardy—Two days Lunch Detention with Parent Contact
- 6th Tardy—Parent Return with the student for a Conference
- 7th Tardy—Two days After School Detention with Parent Contact
- 8th Tardy—One day ISS with Parent Contact
- 9th Tardy—Two days ISS with Parent Contact
- 10th Tardy—ISS with Parent Return
- 11th or More—One day Suspension

Administration has the right to revoke parking permits and/or submit tardy reports to the DMV for possible Driver’s License suspension. Parental contact must be made and documented prior to an out of school suspension for tardies.

**TARDY LOCK-OUTS:**

Lock-outs will be used throughout the school year at the discretion of the Administrative Team. When lock-outs are called the regular tardy policy will be suspended for that time. Students who are not in class when the tardy bell rings will automatically (with administrative discretion) report to detention for that class period and receive Detention for 1-Day. Students who get locked-out three times will receive a 1-Day ISS with parent return.

**ASSEMBLIES**

PEP RALLIES– Pep rallies held either in the Gym or Courtyard will be called as the need arises, usually prior to a game. **STOMPING ON THE GYM SEATS IS PROHIBITED.** These seats are counter-leveled and stomping on them in UNISON may cause them to collapse. Teachers will follow pep rally class schedules, and students must remain with their teachers during the assembly.

SPECIAL ASSEMBLIES – Special assemblies are held for special groups and certain invited classes. Students will attend assemblies with their teacher unless otherwise instructed. Students must sit with teachers.

**BULLETIN BOARDS (OUTSIDE)**

North Caddo’s Administration must approve signs, posters, and banners posted outside of the classrooms. The main student announcement center is located in the main breezeway of the school.

**\*SEE CPSB STUDENT HANDBOOK FOR MORE INFORMATION CONCERNING BULLYING AND HARRASSMENT.**

**HARASSMENT:** Any student who is harassed or intimidated emotionally, physically, or sexually MUST report the behavior immediately to a teacher, counselor, and/or an administrator.

### **CAFETERIA/LUNCH SHIFTS**

All students are invited to eat in the cafeteria. Any student suspected of breaking/skipping in the cafeteria line(s) will be sent to the end of the line. All students are asked to carry their trays to the tray disposal station immediately after finishing their lunch. Students will immediately exit through the back set of double doors into the breezeway area and proceed to the courtyard or gym. Because of the number of students eating lunch in the cafeteria, it is imperative that you conduct yourselves in an orderly manner and observe all rules.

Students who are not eating in the cafeteria will proceed to the courtyard and remain there for the entire lunch shift. In case of inclement weather, students will go to the gym instead of the courtyard. Students are to use the restrooms in the gym foyer. When the bell rings to end lunch break, students are to put away ALL electronic devices and move to class in a timely manner. \*See Electronic Devices Policy for use during lunch.

**OUTSIDE FOOD ON CAMPUS:** Food and drink items must be consumed before going to class. Bottled water is permissible in classrooms and on buses. Food from fast food restaurants is not allowed.

**CONCESSIONS:** You are STRONGLY encouraged to eat breakfast and lunch. Eating well-balanced meals will help your overall concentration and performance in class. Concessions are sold at the Rebel Canteen the last ten minutes of lunch shift in accordance with CPSB policies. Students are not allowed to purchase beverages or concessions except during lunch shifts or after school. Products from fast food restaurants are **Not Allowed** on campus without the consent of the administration. Food deliveries to students are **Not Allowed** and will be confiscated.

FOOD ITEMS CANNOT BE SOLD UNTIL 10 MINUTES BEFORE LUNCH SHIFT IS OVER!! IF AN INDIVIDUAL IS CAUGHT SELLING AN UNAPPROVED ITEM OR SELLING AT AN UNAPPROVED TIME, THE ITEM(S) WILL BE CONFISCATED AND RETURNED TO THE STUDENT OR A PARENT/GUARDIAN AT THE END OF THE SCHOOL DAY. A SECOND VIOLATION WILL RESULT IN CONFISCATION AND ITEM(S) WILL NOT BE RETURNED. (A TEACHER, STAFF MEMBER, OR AN ADMINISTRATOR MAY CONFISCATE ITEMS.)

### **CARE OF THE BUILDING**

Students are required to cooperate in keeping the buildings and grounds clean and orderly. Containers are placed in the corridors and breezeway for the disposal of waste paper. It is every student's responsibility to see that the halls are not littered. For campaigns that require posters and signs, the sponsor of the campaign needs to approve all posters and signs. All other information needing to be posted outside of the classroom must be approved by the assistant principal.

### **CHANGE OF ADDRESS, TELEPHONE NUMBER, OR NAME**

To change a name, telephone number, or address, the student needs to see the office clerk. Documentation showing the new address will be required on any changes to the student's current address.

## **CLASS DUES**

### **SENIOR CLASS DUES**

Senior class dues are collected to cover the cost of homecoming activities, yearbook, yearbook pages, senior social, class legacy, special incentives, graduation, and graduation photo. Seniors must pay **All Debts** (Past and Present) in order to participate in the graduation ceremony. Seniors may not attend prom unless Junior dues are paid. Senior dues are \$100.00. **\*Half of the senior dues and past debts must be paid by September 30 in order to participate in homecoming activities.** (This fee does NOT cover cap, gown, or diploma cover which is \$45 due in Nov.)

### **JUNIOR CLASS DUES**

Part of the junior class dues is used to sponsor the Junior/Senior Prom each year. Junior dues are used for Junior Homecoming Attendants and Homecoming Activities, Ring Ceremony, Yearbook pages, and special incentives. Juniors cannot participate in homecoming activities or prom their Junior or Senior year unless class dues are paid. Dues are \$50.00 and should be paid by 9/30.

### **SOPHOMORE CLASS DUES**

Sophomore class dues are used for Homecoming Activities, Yearbook pages, and special incentives with the balance following the student to their junior year. Sophomores cannot participate in homecoming activities unless class dues are paid. Dues are \$25 and should be paid by 9/30.

### **FRESHMAN CLASS DUES**

Freshman class dues are used for Homecoming Activities, Yearbook pages, and special incentives with the balance following students to their sophomore year. Freshmen cannot participate in homecoming activities unless class dues are paid. Dues are \$25.00 and should be paid by 9/30.

## **CONFERENCE REQUEST PROCEDURES**

Parents desiring a conference with a teacher or teachers should contact the assistant principal of instruction or the counselor to schedule an appointment. Twenty-four hour notice is required.

## **DANCE GUIDELINES**

Attending a North Caddo High dance is a privilege. Dances are sponsored by NCMHS as part of a complete school program. Class dues must be paid in order to attend school-sponsored dances (except for the BTS Dance, which will require past debts to be paid). The following guidelines apply for dances:

- All CPSB policies concerning student behavior are in effect.
- North Caddo students and their guests must have a valid school ID card or another appropriate form of ID (i.e. Driver's License, etc.) to attend a dance.
- All off-campus dates must be registered with the Assistant Principal of Administration at least one week before the dance for approval.
- Suspended students, expelled students, and middle school students are prohibited.
- Guests must have a good disciplinary standing with their home school or local law authority.
- North Caddo Magnet High School Students are responsible for their guests' behavior.
- No outside dates over 19 will be permitted.

## **DEBT LIST**

No student will be eligible to participate in homecoming activities, dances, spring fling, prom, graduation, and possibly lunch concessions if a debt, fine, fee, or due is owed to North Caddo Magnet



High School. All students will be given a specified amount of time and deadline to have their classroom fees, lab fees, club memberships, and grade classification dues paid.

### **DISASTER PROCEDURES**

When a signal is given to evacuate the classroom or the building the teacher is in charge, and the student is to follow the directions of the teacher. Reminder: Always remain CALM. We will practice certain drills throughout the year.

## **DISCIPLINE POLICY FOR CADDO PARISH SCHOOLS**

**\*SEE CPSB STUDENT HANDBOOK FOR PHILOSOPHY AND RESPONSIBILITIES CONCERNING DISCIPLINE\***

**CPSB INFRACTION LIST:** The following infractions constitute offenses for which students shall be held strictly accountable in all schools and on school buses or at school sponsored events. Students suspended for 10 days or more or expelled shall remain under the supervision of the Caddo Parish School Board using alternative educational programs.

#### **Infractions:**

1. Possessing weapons or using any tool or instrument to do bodily harm.
2. Battery of a teacher or any other school personnel (a student shall be removed permanently from a classroom or school bus for striking a teacher, bus driver, or school personnel.)
3. Threatening a teacher or any other school personnel.
4. Initiating or instigating a fight.
5. Participating in a fight. (If it can be clearly determined that a participant engaged only in self-defense, that participant shall be eligible to have the suspension rescinded).
6. Possessing or using any controlled substance or alcohol on any school campus, school bus or at school-sponsored events (refers to Policy JFCI, Policy Manual).
7. Defacing, stealing or destroying school or personal property.
8. Initiating any false alarms and/or bomb threat.
9. Bullying, threatening or hazing students.
10. Committing an act of sexual harassment.
11. Loitering on any school campus or school bus while under suspension or during truancy.
12. Possessing tobacco, lighters or matches or using tobacco on any school campus, school bus or at school sponsored events.
13. Possessing or using fireworks on any school campus, school bus or at school sponsored events.
14. Possessing or using any electronic communication device, unless authorized by the principal.
15. Refusing to comply with any reasonable request of a teacher or any school personnel while they are performing their official responsibilities.
16. Committing an act of defiance either in language or action, on any school campus, school bus or at a school sponsored event.
17. Using forged notes or forged official forms.
18. Leaving any class and /or school campus without permission.
19. Violating the parish/school dress code on any school campus or school bus.
20. Violating traffic and safety regulations.
21. Using profanity toward other students.

22. Failing to attend all assigned classes/skipping.
23. Possessing dice.
24. Participating in gambling.
25. Engaging in mutual displays of affection.
26. Committing immoral practices or acts.
27. Using profanity toward school personnel.
28. Making unfounded charges against school personnel.
29. Violating any publicized rule, approved by the superintendent that is unique to the individual school provided the school rule is not in conflict with the policies of the local school board and the laws of the State of Louisiana.

NOTE: Upon a second suspension, the principal shall require that the school counselor or designee hold a counseling session with the student and parent. A third removal from the same class requires that a principal and teacher confer before disciplinary action is imposed and that conference be held with the teacher, parent and principal or designee prior to the student's admission to class as provided in RS.17: 416 (1).(v).

**CONDUCT ON BUSES:** Bus safety is of great importance to the people of Caddo Parish. Disruptive or destructive behavior that interferes with the school's safety cannot be tolerated. Bus riders will be responsible for their actions at the bus stops as well as on the bus. The bus driver has the right to assign seats and take reasonable action to ensure the safety of students. Drivers are in complete charge of buses and will report students who refuse to cooperate in carrying out safety and conduct regulations. Students and parents should realize that school bus transportation is a privilege not a right. Students may lose bus-riding privileges for their inappropriate behavior. **SEE CPSB POLICY ON TRANSPORTATION**

**IN SCHOOL SUSPENSION (ISS) AND IN SCHOOL DETENTION (ISD) ASSIGNMENT PROGRAM:** In School Suspension (ISS) and In School Detention (ISD) is a CPSB alternative to suspending students for various infractions. Part of the ISS/ISD program deals with attendance. A student is not marked absent from school or a specific class while attending ISS or ISD. Another part of the ISS/ISD program is class work. A student has the right to make-up assignment(s) missed while in ISS/ISD.

ISS/ISD lunch and breaks are scheduled separately from the student body. Students assigned to ISS/ISD, should report to the ISS for the day or ISD for the period before tardy bell rings. Students should arrive on time with books, paper, and a writing utensil. Students who are given ISD DURING 4TH PERIOD may be given lunch break detention. Hall Passes are not given. Assignments attempted/completed in ISS/ISD are given to the facilitator and placed in the teacher's box in the lounge at the end of the school day.

Any student referred to the office for violation of ISS or ISD rules may result in suspension.

**LUNCH DETENTION:** Lunch detention is another alternative to suspending students for various infractions. Lunch detention is held daily during lunch shift. Students will report straight to lunch detention and will be if they plan to eat. If so, the ISS facilitator or designee will pick up lunch for the student. Those students who are late may be required to attend lunch detention the next day. Students are to comply with all rules and regulations while in lunch detention (Violators will be subject to another day added to lunch detention, ISS, or Suspension.)

**SUSPENSIONS, EXPULSIONS AND OTHER DISCIPLINARY ACTIONS:** The following rules and policies are followed at North Caddo Magnet High in an attempt to provide a safe campus and an environment conducive to learning. Students will be held accountable for their decisions and their actions as a result of those decisions.

North Caddo Magnet High, along with Caddo Parish, uses a progressive discipline policy system outlined in the Caddo Parish Student Handbook. Students who continually violate the same rule or regulation can/will be suspended. Parents/Guardians are required to meet with an Assistant Principal in order for student to return to school after the second or third suspension. On the fourth suspension, a student may be suspended pending a Caddo Parish School Board Hearing. **Note:** As prescribed in state law, a pupil who is suspended or expelled may receive 50% credit for completed school work that he/she missed while suspended or expelled. It is the student's responsibility to get the work from his/her teacher upon return. North Caddo Magnet High enforces "a zero tolerance" policy for drugs, weapons, alcohol, and fighting. Students committing an infraction will be punished by suspensions, expulsions or other disciplinary actions, and/or will be provided with an alternative educational setting.

Students on suspension are prohibited from attending school, being on any school campus, attending any school sponsored activities, and participation in any school sponsored activities on or away from campus. Failure to comply with these restrictions may result in additional days of suspension and charges filed for trespassing.

**THEFT:** Because the policy for CPSB on theft/stealing sends a student to a school board hearing almost immediately without regard for value of item(s) taken, North Caddo has put in place the following policies:

**Item(s) valued at \$300 or less**

- 1st Offense—Two Days ISS with restitution
- 2nd Offense—Two Day Suspension with restitution and counseling
- 3rd Offense—Suspension pending hearing with restitution and charges filed.

**Items(s) valued at more than \$300**

- 1st Offense—Five Day Suspension with restitution and charges filed.
- 2nd Offense—Suspension pending hearing with restitution and charges filed.
- \*\*\* (Parent/Guardian of victims may file charges at any time and if restitution is not made within 48 hours student will automatically be suspended pending hearing )\*\*\*

**NCMHS STUDENT DRESS CODE**

**IT'S ALL ABOUT BEING REBEL READY!!** Students are to dress in apparel that is modest, tasteful, and that does not interfere with or distract from the educational process or rights of others. Students and their clothing should be neat, clean, and well-groomed and must meet the following guidelines:

1. Attire must not be destructive to school property.
2. For health reasons, shoes must be worn.
3. Only tops designed to be worn outside of pants, shorts or skirts shall be worn in that manner.
4. Pants, shorts and skirts must be worn at the waist. No "sagging" is permitted.
5. Headwear or hair rollers are prohibited in the building.
6. Body piercing jewelry cannot be worn except in the ears.
7. Shirts, sweaters, jackets, and other tops worn over leggings must be no shorter than four inches above the knee. Skirt length should be no more than four inches above the knee.
8. Sunglasses are prohibited in the building unless they are prescribed.

9. Bare midriiffs, see-through garments, white undergarment type T-shirts, bare backs, halter tops, tank tops, tube tops and cutoffs cannot be worn. There are to be no holes or tears in clothing on school campus.
10. Loose-fitting shorts may be worn by students that are no more than four inches above the knee when standing. All shorts must be hemmed. Cutoff shorts, rolled-up jeans, sweats, athletic or spandex shorts cannot be worn. No other article of clothing can be worn beneath the shorts for viewing.
11. Obscene, profane language or provocative pictures on clothing or jewelry are prohibited.
12. Satanic, cult or gang related symbolism in any form is prohibited on school campuses.
13. Drug related symbols in any form including advertisements or promotion of alcohol or tobacco are prohibited on school campuses.
14. Principals, after consultation with their School Improvement Committee, have the discretion to adjust the dress code to fit unique situations as long as the decision does not interfere with the requirements of Title IX.
15. A teacher will also be allowed to restrict manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific area. (EX: wearing hair up during labs)

### **Addendums to Caddo Student Dress Code (*Revised June 2015*)**

\*The items added in italics below are a result of an administrator meeting with parents and students. Some items that we have been having issues with have been modified with the belief that ALL students will follow the guidelines.

1. No house shoes, shower shoes, or slippers are to be worn. *Athletic slides are acceptable.*
2. All shirts must be buttoned unless the exposed undergarment is suitable for outerwear.
3. No hats/bandanas/hoods/head wraps are to be worn in the building during the school day. *Headbands no wider than 1" are acceptable.*
4. Prescriptions for eyeglasses with tinted lenses must be on file in the attendance office.
5. Tank tops, cutoffs, spaghetti straps, sleeveless shirts, and tattered clothing are prohibited.
6. No form fitting shorts, pants, skirts, or dresses may be worn. All shorts and skirts must be hemmed or cuffed. No athletic shorts, spandex shorts, biker shorts, wind shorts, or boxers are to be worn. Nothing should be showing through from underneath the shorts. Flesh must not be exposed more than four inches above the knee (front and back) in a standing position. No mini-skirts or hot pants are to be worn. *Jeggings have pockets on the back and ARE allowed. Leggings do not have pockets and are NOT allowed unless the shirt or dress measures at least 4 inches or longer from the knee. "Joggers" are the fashionable pants that are fitting with the cuffs at the bottom and ARE allowed. Jogging pants are baggy and slouchy with or without an elastic hemming and are NOT allowed.*
7. There are to be no holes or tears in clothing. *Jeans that have small areas of texture made by the manufacture are acceptable within reason.*
8. No pajamas or sleep wear are acceptable at any time.
9. *We recognize the latest fashion of the sheer or crocheted blouses and sweaters. They may be worn with a wide tank only and must be worn at all times. (undergarments should never show).*
10. *Button up, colored sleeveless blouses are acceptable. (NO tanks, razorbacks, spaghetti straps, or regular sleeveless t-shirts. Undergarments should never show)*

### **DRESS CODE DISCIPLINARY ACTION**

Students are responsible for adhering to CPSB and North Caddo Magnet High School's dress code policy. Students who do not follow policy are subject to the following disciplinary actions:

- 1st Offense—Student is given opportunity to change or correct dress code violation.
- 2nd Offense—Same as Above and Parent Contacted
- 3rd Offense—Same as 1st Offense and student given Lunch Detention
- 4th Offense—Same as 1st Offense and student given 2 days Lunch Detention
- 5th Offense—Student will be given opportunity to change or correct violation and receive 1-Day After School Detention or its equivalent. Parent Contacted
- 6th Offense—Student will be given opportunity to change or correct violation and receive 2-Days After School Detention or its equivalent. Parent Contacted

- 7th Offense—Student will be given opportunity to change or correct violation and receive 1-Day ISS. Parent Contacted
- 8th Offense—Student will be given opportunity to change or correct violation and 2-Days ISS with referral to Counselor
- 9th Offense—Student will be placed on Parent Return
- 10th or More Offense—One day Suspension per occurrence

### **GRADES/PHASING**

<b>GRADE CLASSIFICATION:</b>	9th grade	0 – 4 credits 0-4 ½
	10th Grade	5 – 10 credits 5 – 10 ½
	11th Grade	11 – 16 credits 11 -16 ½
	12th Grade	17 or more credits

\*Students must have the required number of qualifying Carnegie units at the beginning of the semester to participate in activities associated with that grade level.

### **GRADING SCALES** *(revised Jan. 2016)*

<b>General</b>	<b>Advanced Placement, Honors, and Enriched</b>
93 – 100 = A	90-100 = A
85 – 92 = B	80-89 = B
75 – 84 = C	70-79 = C
67 – 74 =	60-69 = D
Below 66 = F	Below 59 = F

### **MULTIPHASAL PROGRAM (Points for GPA):**

Enriched: A = 5; B = 4; C=3; D=2; F=0

General: A=4; B=3; C=2; D=1; F=0

### **PHASING**

All phase changes will be implemented at the conclusion of each school year. Listed below is the criteria used to determine phasing for North Caddo:

Honors: ACT, PLAN, EXPLORE Score of 18 or above in subject area  
EOC Scores of EXCELLENT

Enriched: ACT, PLAN, EXPLORE Score ranging from 15-17 in subject area  
EOC Scores of GOOD

Teacher recommendations will be taken into account when moving students to different phases but student placement will be strongly based on test scores.

**EXAMS:** Semester Exams count 25% of the semester grade. In classes that offer EOC tests, the EOC test counts as your semester exam (still 25%). Exams must be taken on the day prescribed by the CPSB. Students absent on the day of exams must bring a doctor’s excuse to be eligible for make-ups. Make up exams will be administered according to a preset schedule provided to students and parents from North Caddo Magnet High School.

Any student who scores “NEEDS IMPROVEMENT” on an EOC exam and is not repeating the course may be placed in a study skills class in that area to help prepare them to retake the test the following year.

## **ELECTRONIC DEVICES POLICY**

NCMHS has adopted a policy that allows you to use your cell phone before school, during lunch, and after school. Our hallways, breezeways, and classrooms are considered Academic Zones where cell phones, earbuds, speakers, or any other electronic devices are not allowed. CPSB rules for Bring Your Own Device must be followed.

**NCMHS IS NOT RESPONSIBLE FOR THE THEFT, DAMAGE, LOSS OR RECOVERY OF ANY ELECTRONIC OR COMMUNICATION DEVICES BROUGHT ONTO CAMPUS. THE OWNER ASSUMES ALL RISKS AND RESPONSIBILITY FOR SUCH ITEMS.**

**\*SEE THE CPSB STUDENT HANDBOOK FOR POLICY ON  
BRING YOUR OWN DEVICE\***

## **GUIDANCE SERVICES**

Guidance services constitute an important part of the educational program at North Caddo Magnet High School. The guidance program seeks to assist all students to mature in self-understanding, self-responsibility, decision-making ability, development of values, and attainment of the attitudes and skill for productive citizens in our society. The counselor provides information on various tests for aptitude, mental maturity, and achievement; provides for individual or group conferences concerning student problems, college information and scholarships; schedule parent-teacher conferences and assist students in any way deemed appropriate.

## **PROCEDURES FOR ENROLLING STUDENTS DURING THE SCHOOL YEAR**

1. The student AND parent report to the front office. Caddo Parish School Board policy determines eligibility to enter North Caddo Magnet High School, based upon necessary documentation regarding residence, age, etc.
2. The school secretary records census information.
3. The counselor takes other necessary information.
4. The student then sees the counselor who determines the necessary program deficiencies, or suggests a program comparable to the one he/she was enrolled in at the previous school.
5. The counselor then places the student in classes based upon the suggested program.
6. Students must complete a magnet application to enroll in a magnet program. This application is in addition to the regular registration form.
7. Academic and disciplinary records may be requested prior to/ or upon enrolling.
8. Intake interviews with administrative staff are also part of new student registration.

## **PROCEDURES TO WITHDRAW FROM SCHOOL**

A parent or guardian must fill out the withdrawal form and sign it. The form must state where the student is going to attend school. **Parents will not receive any records from the school. When the student enrolls in school, the new school will request records and the information will be sent to the requesting school.** \*Permission from the principal must be granted before process of withdrawal begins.

1. The counselor must inquire and document the reason for clearing and ascertain that parental permission is obtained.

2. Each teacher of the student will sign the withdrawal form and list his/her grades. The student must turn in all materials and textbooks to each teacher. The teacher will indicate on the forms whether all materials are cleared.
3. The librarian will sign the withdrawal form. If the student owes a fine or has lost a library book, the librarian will state so on the forms.
4. The bookkeeper will check for money owed for lost books and sign the forms.
5. The principal will check the form to see if the procedure has been followed and sign the forms.
6. The counselor will check for correct student grade classification, sign the forms, and give one to the departing student and the other to the person in charge of dropping the student from the computer listing.

### **PROCEDURES FOR SCHEDULE CHANGE**

Students desiring a schedule change must pick up a schedule change request form from the main office within the first five days of school. The form must be filled out completely and returned to the counselor for approval. If approved, the counselor will change the schedule. If not approved, the student will be notified of the decision. Parent signatures are required on schedule change request forms.

**Because students earn Carnegie units in high school, students must be present in each class they are enrolled in. For this reason, students who wish to change schedules must submit the completed schedule change form to the office within the FIRST 5 days of each semester. Schedule change will NOT be accepted after the fifth day of classes each semester.**

### **HALL PASSES**

HALL PASSES – Students should have his/her signed agenda when leaving class. Students found on the hallway without his/her signed agenda will be escorted back to class. HALL PASSES ARE INSIDE THE STUDENT AGENDA. Each student will be given an agenda free of charge. Replacements are \$5.

SPECIAL PASSES - Students enrolled in the Cooperative Education or other special programs must have an identifying pass in order to leave the campus.

### **ID POLICY**

- IDs are required as a safety measure to easily identify NCMHS students and is necessary on a daily basis as well as in an emergency. All students will be required to wear the appropriate North Caddo Magnet High School ID card. The first ID card and clip will be provided at no cost. ID cards are needed to enter the school building, check-in, check-out, purchase breakfast and lunch, check out library books, purchase tickets to school activities, attend dances and to identify students who leave campus during the school day.
- The ID must be worn on the upper half of the body with an approved clip where it is plainly visible. ID may be removed for P.E. classes or science labs, but must be put back on BEFORE leaving the classroom.
- The ID card is not to be defaced in any way including writing, cutting or placing stickers on the picture side of the card. Students are required to purchase a new ID card if it is defaced in any manner and cannot be returned to the original state.
- NO STUDENT is to be allowed on campus, except as specified as above, without the ID being properly displayed. If a student is found without an ID, he or she will be sent to the office. The penalties are the same for not having an ID as well as NOT WEARING an ID.
- Replacement IDs will be made in the office. The cost is \$5 for the entire set-up or \$3 for card, \$1 for clip, or \$1 for plastic sleeve.

- If a student comes to school without an ID or is found not wearing his/her ID throughout the day, he/she will be sent to ISS for the day.
- An option will be given for students to purchase a temporary ID for \$1.

### **LIBRARY**

Students must have their ID card to check out books. Most circulating resources are checked out for two weeks and may be renewed for another two weeks. Non-circulating materials (certain reference books, current magazines, and reserve books) must be used in the library. Materials checked out for overnight use must be returned by 7:50 AM the next school day. Students will be charged 5 cents per school day for overdue books. This fee will not exceed \$5.00. Lost or damaged books MUST be paid for! The fee for using the library to make copies or print materials will be 10 cents per page.

In-depth class orientation sessions on basic LMC policies and procedures, how to use Accelerated Reader, and how to use other programs and resources are held at the beginning of the school session and whenever needed throughout the session. If you miss your orientation session, let the librarian know that you need a make-up session.

### **LOCKERS**

Lockers have been provided by the school board for the convenience of the students. Students must provide their own combination lock to be issued a locker. The combination must be given to the assistant principal in order to be issued a locker. It is the student's responsibility and duty to take care of the locker and students should not share lockers. Students are not to give their combinations to anyone else or let another student watch them operate their lock combination. All lockers are subject to search at any time.

### **LOST AND FOUND**

All lost and found articles, including books, should be turned into the front office. The Assistant Principal of Instruction will receive the textbooks. All other items not claimed within two weeks will be discarded.

### **MEDICAL HISTORY**

If a student has a serious illness, the parent should notify the office. The telephone number of the physician and instructions as to what should be done in case of serious and chronic illness should be included. All students must supply the front office with phone numbers where parents may be reached in case of an emergency. This includes the home phone number and the number of the telephone at the parent's place of employment. This information should be presented to the homeroom teacher and the attendance office. **THIS IS A MUST.** In the event a student is unable to provide either of the above, he/she must provide the number of a relative or neighbor that may be reached in an emergency. If medication is to be given at school, a doctor approved form must be on file in the office.

### **MEDICAL EMERGENCIES**

Accidents and medical emergencies must be reported to the school nurse or office personnel immediately. During after school hours, accidents and medical emergencies must be documented by coaches, sponsors, or school administration.



## **MONEY AND VALUABLES**

The school is not responsible for money and other valuables lost or stolen from lockers or other areas in the school building. If ipods, iphones, cell phones, MP3 players, etc are stolen on campus, the school is not responsible or required to conduct a search for the item(s). Money collections (fundraisers) are permitted on campus provided they are for **approved** school purposes. No outside solicitations will be permitted on campus

## **MONITORED AREAS**

No one will be allowed in the hallways or classrooms before school. From 7:30 until 7:50 students will be monitored in two areas: the gym/auditorium or the cafeteria. Students are to avoid walking on and across the gym floor. **Students should not arrive on campus before 7:30**

Students are to move into the gym or cafeteria upon arriving to school. Students who do not eat breakfast are to move to the Morning Assembly area and remain there until dismissed to move to class. Students are not allowed in any other areas without a note from a teacher, counselor, or an administrator. The Cafeteria is open at 7:30 AM and the restrooms in the concession area are open to students before the admit bell at 7:55.

Lunch: Students are to move outside the cafeteria after eating lunch. In inclement weather, students will wait in the gym. After School: Students are required to vacate the premises unless they are under the direct supervision of a school sponsor. Bus riders should wait at the bus pickup area in front of the main entrance. **Car riders are to be picked up in the student parking lot.** Students are not to re-enter the building after school unless they are attending a school activity and are under supervision.

Certain areas are off limits to students during the school day including lunch shifts. These areas are:

1. All parking areas and driveways.
2. Teacher's lounge.
3. Behind or beside the school where there is no supervision.

## **PTSA - Parent Teacher Student Association**

The PTSA is excited about this school year. The PTSA is a group of parents, students, faculty, staff, and friends who encourage involvement and participation in school life. The goal of the PTSA is to get all parents, guardians, grandparents, community leaders, business leaders, and churches to become more involved in our school life and culture. Membership to the PTSA is \$5.00 for adults and students or \$10 for the Rebel membership, which includes coupons to sporting events and discounts off school items (please see membership form for more information). Our organization cannot grow without your support. Through your support and involvement, we do all the things necessary to support the students and faculty of North Caddo Magnet High School. The parents and friends of North Caddo Magnet High school are the greatest fans and volunteers in Caddo Parish. Thank you for your continued support, and we encourage you to become members. Applications will be available on Back-to-School Night and on the school's website.

## **SCHOOL INSURANCE**

North Caddo Magnet High School does not have an insurance policy to cover students. Parents may secure coverage from a local insurance representative at the beginning of the year for a nominal fee.

## **STUDENT PARKING LOT**

All cars of high school students must be registered in the office each school year. The cost of a parking permit is \$10.00. All cars on campus are subject to search. Students must have permits purchased by August 29.

2. Only vehicle drivers who are students of North Caddo Magnet High School and plan to attend classes on campus will be allowed to enter and /or park. Vehicles and drivers entering the high school campus must be in compliance with all state law.
3. Speed on campus, ALL LOCATIONS, will not exceed 10 miles per hour.
4. Drivers will follow arrows for direction of travel entering and departing student parking lot to the school building.
5. Cars will be parked in marked spaces only. **NO PARKING ALONG THE FENCE.**
6. Upon parking, the driver and all passengers will immediately unload and move off the parking lot to the school building, taking all required items. No food or drinks of any kind will be brought on the campus. Lunch containers are acceptable.
7. Students may not return to the vehicles or parking lot until the end of the day or when properly checked out with a pass from the office.
8. Driver or owner of the car is responsible for all passengers.
9. Students must park in the STUDENT PARKING LOT ONLY. Students must not park anywhere else on campus.

### **DEPARTING THE STUDENT PARKING LOT**

1. Drivers will follow directions of arrows and will depart campus in an orderly manner.
2. There will be no lingering or sitting in vehicles remaining in the parking lot after 3:30 PM.
3. Drivers are responsible for all passengers in their vehicles.
4. Any unsafe act (speeding, reckless driving, etc.) will be reported to the office and the SRO.
5. Any type of accident or damage to vehicles and/or students will be reported to the office immediately and to the School Resource Officer.
6. Only students of North Caddo Magnet High School will be allowed to be on the student parking lot after school; no outside people will be allowed to be on the parking lot unless picking up a student from school.
7. Driving and parking on the school campus is a privilege and may be withdrawn at any time.
8. High school parking permits are required on all student vehicles entering and parking on the campus. Parking permits must be purchased from Mr. Tyler.

Any automobile entering the student parking area or other property belonging to the Caddo Parish School Board is subject to search by school officials or police. Search may include the passenger compartment, engine compartment, and trunk, any or all containers locked in or upon the automobile. Purchase of a parking permit and subsequent use of Caddo Parish School Board property constitutes permission to search. Caddo Parish School Board will maintain reasonable security measures during the school day. Caddo Parish School Board will not be responsible for physical damage to any automobile. Automobiles should be locked at all times.

**\*See the list of CPSB Infractions to see possible violations.\***

Do not leave valuables in your car. Schools are not responsible for articles taken from automobiles. No animals are allowed on campus; this includes that they are not to be left in vehicles.

**\*End of day car riders should be picked up in the student parking lot.**

## **STUDENT PROGRESS REPORTS**

The Caddo Parish School Board adopted a nine-week grade reporting period with the stipulation that parents of pupils who are not achieving a “C” level be notified through progress report by the end of the fifth week of the nine week period. Positive progress reports (students achieving at “C” and above) may also be sent home. Parents may request student evaluation reports at any time that includes the student’s current grade and descriptive comments or can view current grades on JCampus at any time. In between the 4 ½ and 9 week period, if the student falls below a D, the teacher will send a notification.

## **TEXTBOOKS**

Textbooks will be issued during the second full week of school. Teachers will do a textbook check each nine-week progress report period to keep students aware of the consequences of losing textbooks. Any lost book must be paid for and a receipt must be presented to get a replacement book.

## **VISITORS ON CAMPUS**

Any visitor to the NC campus must report directly to the front office for a visitor’s pass. Former students are welcomed to visit teachers, but it must be on the teacher’s planning period or at lunch with a visitor’s pass. Students will not be called out of instructional time for deliveries or messages that are not emergencies. A search by use of a metal detector or by the principal or designee(s) may be conducted on reasonable suspicion.