

North Caddo Magnet High School  
201 Airport Drive Vivian, La 71082  
318-375-3258

**THIS HANDBOOK BELONGS TO:**

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

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

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

**PHONE:** \_\_\_\_\_ **ADVISOR:** \_\_\_\_\_

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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 must 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 Titan 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 offer many Career and Technical Education (CTE) courses, which allow students to get a head start on their career by earning both dual enrollment credits and Industry-Based Certifications (IBCs). 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](http://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:** TITANS – *voted on by the student body in September 2020*

**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.
- ❖ To provide quality post-high school experiences in academics through dual credit and advanced placement classes where students can begin earning college credit while still attending high school.

- ❖ To provide quality career-technical education that allows students the opportunity to earn Industry-Based Certifications and begin exploring career choices before graduating.

## BELL SCHEDULES 2021-2022

North Caddo’s school day is from 7:50 AM until 3:30 PM. **Unless under the direct supervision of a coach or sponsor, students are not supervised on the school campus before 7:30 AM or after 3:45 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 window from 7:55 AM until the end of the 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.

<u>DAILY SCHEDULE</u>	<u>ACTIVITY PERIOD</u>	<u>PEP RALLY SCHEDULE</u>
	<b>Clubs/Groups - 1st &amp; 3rd Wednesday Advisory - 2nd &amp; 4th Wednesday</b>	
Morning Bell 7:50AM	Morning Bell 7:50 am	Morning Bell 7:50 a.m.
Tardy Bell 7:55 AM	Tardy Bell 7:55	Tardy Bell 7:55
Morning Assembly 7:55-8:00	Morning Assembly 7:55-8:00	Morning Assembly 7:55-8:00
1st period: 8:00-9:00	1st period: 8:00-8:50	1st period: 8:00-8:50
Transition 9:00-9:05	Transition 8:50-8:55	Transition 8:50-8:55
2nd period: 9:05-10:00	2nd period: 8:55-9:45	2nd period: 8:55-9:45
Transition 10:00-10:05	Transition 9:45-9:50	Transition 9:45-9:50
3rd period: 10:05-11:00	3rd period: 9:50-10:40	3rd period: 9:50-10:40
Transition 11:00-11:05	Transition 10:40-10:45	Transition 10:40-10:45
4th period: 11:05-12:00	4th period: 10:45-11:35	4th period: 10:45-11:30
<b>**Lunch Shift 12:00 – 12:30</b>	<i>Lunch Shift 11:35-12:05 Activity Period 12:10-12:50</i>	<i>Lunch Shift 11:30-12:00</i>
Transition 12:30-12:35	Transition 12:50-12:55	Transition 12:00-12:05
5th period: 12:35-1:30	5th period: 12:55-1:45	5th period: 12:05-12:55
Transition 1:30-1:35	Transition 1:45-1:50	Transition 12:55-1:00
6th period: 1:35-2:30	6th period: 1:50-2:30	6th period: 1:00-1:50
Transition 2:30 -2:35	Transition 2:30-2:35	Transition 1:50-1:55
7th period: 2:35-3:30	7th period: 2:40-3:30	7th period: 1:55-2:45
Dismiss 3:30PM	Dismiss 3:30 pm	Transition 2:45-2:50
		Pep Rally 2:50-3:30
		Dismiss 3:30 pm

## ATTENDANCE & TARDIES

**PLEASE SEE THE NEW ATTENDANCE MATTERS INCENTIVE PROGRAM WE ARE IMPLEMENTING THIS YEAR!!**

**\*Please see the CPSB Student Handbook at [www.caddoschools.org](http://www.caddoschools.org) for the entire board policy.**

The Compulsory School Attendance Law (R.S. 17:221) is designed to protect and guarantee the rights of children to take advantage of educational opportunities provided by the State of Louisiana. The basic responsibility for regular attendance is assigned by law to the parents of

the child. The school board is keenly aware that it shares with parents or guardians this responsibility. The school board recognizes that each day's absence interrupts the learning process and results in delays and deficiencies in the child's attainment of skills and knowledge. (R.S. 17:221 requires that children attend school each day scheduled by the school system).

In order to be eligible to receive grades, high school students shall be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six hour school days) per semester.

**TRUANCY:** A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the **fifth unexcused** absence or **fifth unexcused occurrence of being tardy** within any school semester. The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned. The parent or legal guardian of any student age 7 through age 18 who is considered habitually absent or habitually tardy shall be punished by a court of competent jurisdiction.

**SUSPENSION OF A DRIVERS LICENSE:** If a student is less than eighteen years of age and is habitually absent or tardy, the Department of Public Safety and Corrections may, upon notification from the school board, deny or suspend the driver's permit or license of the student in accordance with the provisions of R.S. 32:431.1.: La. Rev. Stat. Ann. § 17:221; 17:233

**NOTE:**

- *Students who wish to obtain a driver's license or learner's permit must provide the DMV a Certificate of Required School Attendance from the school where they attend. **North Caddo will NOT grant this letter to students who are habitually tardy or absent** (see definition of habitual above), has serious discipline issues, or is any other way not in "good-standing" with the school.*
- *Under Section 11-146 of the Town of Vivian city ordinance in accordance to the provisions of R.S. 17:233, violations of this Section could result in fines, imprisonment, probation, or community service.*

**ABSENCES:** All excuses should be brought to the office before 7:55. Absences due to a doctor's appointment, court dates, school-sponsored events are excused. Parent notes are also excused for makeup work purposes but count toward the attendance count. An excuse must be brought in within THREE (3) days after returning back to school.

**NOTE: Students are not allowed to participate in practice or school co-curricular or extra-curricular activities unless they are in attendance for at least half the school day.**

**ASSIGNMENTS WHEN ABSENT:** Attendance is a crucial component in academic success for every child. When an absence occurs, it is the student's responsibility to check Canvas for make-up work and make arrangements to take 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

**CHECK-OUTS:** 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, the following procedure must be followed in order to ensure the safety of all students:

1. Parents/guardians/other people listed on the check-out list must come to the attendance window to check out a student.
2. Person checking student out may be asked to show a picture I.D.
3. Person checking student out must be listed on student information sheet that has been completed and signed by parent/guardian.
4. If official paperwork is received that changes custody or does not allow a parent access to the child, that information shall be listed on student information card and JCAMPUS. Official court papers must be signed by a judge.
5. If there is any doubt as to whether the person checking the student out has the appropriate authorization, the student will not



be allowed to check out and security could be called for assistance.

6. PHONE CALLS TO CHECK A STUDENT OUT WILL NOT BE ACCEPTED.
7. Parents may write a note for students who drive, but all notes will be verified with a phone call home.

**STUDENTS LEAVING CLASS OR SCHOOL GROUNDS WITHOUT FOLLOWING THE CHECK OUT PROCEDURES AND WITHOUT PERMISSION WILL BE SUBJECT TO DISCIPLINARY MEASURES IN ACCORDANCE WITH CPSB POLICY.**

**NOTE:** Any note written for a student to check out will be verified.

**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 from the classroom teacher and recorded.

2nd Tardy: Parental contact with documentation from the classroom teacher.

3rd Tardy: Refer to the administration or designee for a warning and parental contact.

4th Tardy: One day After School Detention or its equivalent with parental contact.

5th Tardy: Two days After School detention or its equivalent with parental contact.

6th Tardy: Suspension with a parent return.

7th-9th Tardy: One day suspension

10th Tardy: Suspended pending a hearing

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.

**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. **TAPE ON PAINTED SURFACES IS NOT ALLOWED.**

**BULLYING AND HARASSMENT**

Bullying, Harrassment, or misconduct of any kind will not be tolerated. Any student who is bullied or harassed or intimidated emotionally, physically, or sexually **MUST** report the behavior immediately to a teacher, counselor, and/or an administrator.

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

**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 throw all trash away. Students will immediately exit through the back set of double doors into the breezeway area and proceed to the courtyard. 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 in the mornings. Bottled water is permissible in classrooms and on buses. Food and drinks from fast food restaurants or other stores are not allowed (excluding special and PBIS events/fundraisers). **Deliveries of such food or drink 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 Titan Canteen during the last ten minutes of lunch shift in accordance with CPSB policies. Products from fast food restaurants are **Not Allowed** on campus. 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. Students cannot use tape on any painted surfaces when hanging posters. All other information needing to be posted outside of the classroom must be approved by administration.

### **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. Senior dues are \$150.00. **\*Half of the senior dues and past debts must be paid by September 17 in order to participate in homecoming activities.** (This fee does cover cap, gown, or diploma cover)

## **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 or other activities or prom their Junior or Senior year unless class dues are paid. Dues are \$25.00 and should be paid by 9/17.

## **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 or other activities unless class dues are paid. Dues are \$25 and should be paid by 9/17.

## **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 9/17.

## **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

and all past debts must be paid in order to attend school-sponsored dances. 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 age 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. 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 asked 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.

NOTE: Suspensions could be used to determine whether or not a student is allowed to participate in future school activities or organizations. See school and individual groups' constitutions.

### **NCMHS STUDENT DRESS CODE**

**IT'S ALL ABOUT BEING TITAN 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 CPSB guidelines:

1. Attire must not be destructive to school property.
2. 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. Bare midriffs, see-through garments, white undergarment type Tshirts, bare backs, halter tops, tank tops, tube tops and cutoffs cannot be worn.
9. 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 middle of the knee when standing.
11. All shorts must be hemmed. Cutoff shorts, sweats, athletic or spandex shorts cannot be worn.
12. Obscene, profane language or provocative pictures on clothing or jewelry are prohibited.
13. Satanic, cult or gang related symbolism in any form is prohibited on school campuses.
14. Drug related symbols in any form including advertisements or promotion of alcohol or tobacco are prohibited on school campuses.

15. 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.

16. 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 (*visit our website for a powerpoint presentation*)**

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, 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 gym 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.
7. *Jeggings have pockets on the back and ARE allowed. Leggings or workout pants do not have pockets and are NOT allowed unless the shirt or dress measures at least 4 inches or longer from the knee.*
8. *"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.*
9. There are to be no holes or tears that expose skin in clothing. *Jeans that have small areas of texture made by the manufacture are acceptable within reason.*
10. No pajamas or sleep wear are acceptable at any time (*except for special dress up days*).
11. Sheer or crocheted blouses and sweaters may be worn with a wide tank only and must be worn at all times. (undergarments should never show).

12. Button up, collared sleeveless blouses or dress blouses are acceptable. (NO tanks, razorbacks, spaghetti straps, or regular sleeveless t-shirts. Undergarments should never show)
13. School-Issued IDs are to be worn at all times.

### **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**

#### **GRADE CLASSIFICATION:**

9th grade            0 – 4.5 credits

10th Grade        5 – 10.5 credits

11th Grade        11 – 16.5 credits

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 = D	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, PreACT Scores of 18 or above in subject  
EOC Scores of EXCELLENT

Enriched: ACT, PreACT Scores ranging from 16-17 in subject  
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.

**NOTE: YOUR CUMMULATIVE GPA BEGINS THE FIRST DAY OF YOUR FRESHMAN YEAR! CUMMULATIVE GPAs ARE USED TO DETERMINE ELIGIBLITLY FOR ACADEMIC ORGANIZATIONS, SCHOLARHIPS, AND TOP GRADUATES.**

**EXAMS:** Semester Exams count 15% of the semester grade. In classes that offer EOC tests, the EOC test counts as your semester exam (still 15%). 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.

## ELECTION CRITERIA

Please see the new policy for all elected positions for 2021-2022 located in your first day packet.

## ELECTRONIC DEVICES POLICY

- \*Cell phones **ARE** allowed before school and during lunch in the cafeteria, courtyard, and concession
- \*Cell phones are **ARE** allowed to be used in the hallways and breezeways while students are walking to each class.
- \***Classrooms are NO PHONE ZONES!!!** (unless the teacher has directed it for instructional use and has properly documented in his/her lesson plans.) Teachers will provide a safe place for students to store their phones during class. Students who use their phones in class will be held accountable to the consequences below.
- \*Speakers are not allowed at any time.
- \*Selfie sticks should not be brought to school.
- \*The CPSB Policy must be followed at any of the above authorized usage times

**If the guidelines listed above and in the CPSB BYOD policy are not followed, the following consequences will be administered at NCMHS:**

- 1<sup>st</sup> Offense:** The device is confiscated, given to an administrator, and returned to a parent/guardian after three (3) days.
- 2<sup>nd</sup> Offense:** The device is confiscated for (3) school days and returned to parent/guardian. The student is assigned two days of ISS
- 3<sup>rd</sup> Offense:** The device is confiscated for (3) school days and returned to parent/guardian. The student is prohibited from attending two school extra-curricular activities
- 4<sup>th</sup> Offense:** The device is confiscated for (3) school days and returned to parent/guardian. The student is suspended for 3 days and referred to counseling
- 5<sup>th</sup> Offense:** The device is confiscated and returned once a behavior plan will be developed with students, parents, counselor, and behavior specialists. The student may be required to turn his/her phone in to the office each morning.

\*If the student refuses to surrender the device to administration/ security at any time, he/she will be sent home with a parent and device return.

**NOTICE TO PARENTS:** *Please do not contact or communicate with students during instructional time via cell phones. This is a violation of CPSB policy. All emergency contact should go through the main office (318) 375-3258 when necessary.*

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 \***

### **ENROLLING/WITHDRAWING STUDENTS**

To obtain records as well as information on enrolling and withdrawing students, contact the school's counselor.

### **PROCEDURES FOR SCHEDULE CHANGE**

Students desiring a schedule change must complete the google form within the first five days of each semester. If approved, the counselor will change the schedule. If not approved, the student will be notified of the decision. Parent permission is required on schedule change request.

**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.**

### **ID POLICY**

- IDs are required as a safety measure to easily identify NCMHS students and are 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 attendance 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 \$3.
- If a student comes to school without an ID, he/she will be sent to ISS for the day. An option will be given for students to purchase a temporary ID for \$1.
- If a student is found during the day not wearing an ID, a dress code violation will be issued.

### 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 library 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. NOTE: AR tests and AR checkouts are done through English classes only.

### 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 electronic devices 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

Students are not allowed in the hallways or classrooms before school. From 7:30 until 7:50, students will be monitored in three areas: the office area breezeway, concession area, or the cafeteria. **Students should not arrive on campus before 7:30.** 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. The courtyard, concession area, and cafeteria breezeway are the designated lunch-time areas. In inclement weather, students will wait in the gym. Students should take care not to walk across the gym floor.

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.

### MR & MISS NCH

The faculty & staff at North Caddo Magnet High School will choose one senior male and one senior female each year to represent NCMHS based on a list of criteria (list of criteria can be obtained in the office). A committee will work to carefully go through the records of students to make sure an accurate list is presented to the faculty and staff. The faculty and staff will vote on the seniors who they feel best represent the values and qualities of our school and who have followed our motto: Dream Big, Work Hard, Achieve Greatness. Being named Mr. & Miss NCH is one of the highest honors bestowed on a student at NCMHS, and the selection process will be taken very seriously. In the event there is a tie, the student body will be included to break the tie.

### 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 Titan membership, which includes coupons to sporting events and discounts off school items (please see membership form for more information). 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**

Caddo Parish offers student accident insurance through a company named Markel for very low rates. Please visit Caddo's website for more information. (available in first-day packets)

### **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 purchase permits by Sept. 3

1. 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 laws.
2. Speed on campus, ALL LOCATIONS, will not exceed 10 miles per hour.
3. Drivers will follow arrows for direction of travel entering and departing student parking lot to the school building.
4. Cars will be parked in marked spaces only. **NO PARKING ALONG THE FENCE.**
5. 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 fast food or drinks of any kind will be brought on the campus. Lunch containers are acceptable.
6. 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.
7. Driver or owner of the car is responsible for all passengers.
8. Students must park in the **STUDENT PARKING LOT ONLY.** Students must not park anywhere else on campus unless authorized by administration.

### **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.

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..

**\*END OF THE DAY CAR RIDERS ARE TO 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. Note: students who are failing classes will not be allowed to attend field trips or leave early for games.

### **TEXTBOOKS**

Textbooks may 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. NOTE: Lost textbooks are considered a debt until the cost of replacing the book is paid.

### **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.

## **MOST COMMONLY USED PREFIXES, ROOTS, & SUFFIXES**

### **PREFIXES**

anti-  
aqua-  
astro-  
auto-  
bene-  
bio- bi-  
chrono-  
circum-  
con-  
contra-  
counter-  
deca-  
deci-  
dia-  
dys-  
equi-  
geo-  
hector-  
hemi-  
hetero-  
homo-  
hyper-  
hypo-  
inter-  
intra-  
intro-  
kilo-  
macro-  
mal-  
manu-  
mega-  
micro-  
mini-  
mis-  
mono-  
multi- -

oct-  
omni-  
ortho-  
pan-  
para-  
pent-  
photo-  
physi-  
poly-  
post-  
pre-  
pro-  
psycho-  
quad-  
re-  
retro-  
semi-  
stereo-  
sub-  
super-  
tele-  
theo-  
therm-  
trans-  
tri-  
ultra-  
un- uni-

### **ROOTS**

act aud  
capt  
centr  
chrome  
chron  
cide claim  
clude cred

cycle  
demo, dem  
dic, dict duc,  
duce, duct  
flect, flex flu,  
fluct, flux fort  
fuse gen  
graph, gram  
ject  
junct, join, joint  
leg, legis therm  
tract vert,  
vers vis,  
vise, vid  
vita, viv, vive

### **SUFFIXES**

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## How can I get ready for leaving high school?

- Be college or career ready (or BOTH):
- Take the ACT as many times as possible. Use all of the FREE ways you qualify to take it. Normally, it costs \$50.50 for the exam.(Free to every Junior during their Junior year in March (Paid by the State of Louisiana)
- Free twice to Juniors and Seniors who qualify for Free and Reduced Lunch services.
- Take the Workkeys test to show that you will make a great employee. This test is required by many local businesses
- The test has 3 parts: (each part can be taken separately, on different days or even retested separately)
  - Applied Math: Critical thinking, Mathematical reasoning, and Problem solving situations that actually occur in the workplace
  - Graphic Literacy: Locating information, Synthesizing information, and Using information
  - Workplace Documents: Ability to understand a written text to do a job, Examples are: memos, letters, directions, signs, notices, bulletins, policies, and regulations of a job.

**Levels:** Silver, Gold, and Platinum

**\*\*\*TOPS TECH Scholarship:** Silver or above on WorkKeys earns a scholarship to technical school

## How can I get at least my first year of college completed (mostly for free) before I leave high school?

- **DE (Dual Enrollment)**-You must send the transcript from the university or community college to the school you wish to attend.
- **AP(Advanced Placement)**-All students in an AP course must take the exam. You must send your scores to the school you wish to attend.
- **CLEP(College-Level Examination Program)**- Gives the final exam of the college course. Great for use if AP exam score is not acceptable.
- **ACT subscores**- Each subscore on the ACT could give credit of certain courses required at the college. You must have your ACT scores sent to the college.

## What help is available to me to prepare for each of these?

1. DE: You need to have a qualifying ACT score for the DE courses. Inquire with the Mrs. Arbuckle or Ms. Channell to see the requirements for these courses.
2. AP: College board is providing online resources for you to use this year. Your teacher will have information on login and assignments. Also [www.modernstates.org](http://www.modernstates.org) has AP reviews available to students who sign up on their website.
3. CLEP: [www.modernstates.org](http://www.modernstates.org) will allow you to test for FREE when you complete their CLEP coursework online. Sign up is free and you will receive a voucher at the end of the course to test.
4. ACT help: <https://academy.act.org/> is a free ACT service designed to help you prepare for the exam.
5. Workkeys: Workkeys curriculum will be set up for all juniors and seniors. See Mrs. Arbuckle for details.
6. March2Success: March2Success is sponsored by the US Army but is a free service to students who sign up for their website. The website gives help to students in Math and Science courses as well as ACT and other College/Career Readiness tools.

<b>2021-2022 Test Dates (National)</b>		
<b>Test Date</b>	<b>Regular Registration Deadline</b>	<b>Late Registration Deadline Late Fee Applies</b>
September 11, 2021	August 6	August 20
October 23, 2021	September 17	October 1
December 11, 2021	November 5	November 19
February 12, 2022	January 7	January 21
April 2, 2022	February 25	March 11
June 11, 2022	May 6	May 20
July 16, 2022	June 17	June 24

**North Caddo Magnet High School CODE:**

**192940**

