

CADDO MAGNET HIGH SCHOOL



MUSTANGS

STUDENT HANDBOOK

- Motto** In our hands we hold today. In our minds we hold tomorrow.
- Magnet Goal** To share what we know, what we have, who we are with others.
- Colors** Red and yellow-gold
- Mascot** *Mustang*-This hardy, wild horse once roamed the American Southwest. It descended from the Spanish horses brought to America by Cortez. The pioneers saw the worth of the beautiful, bold animals and sought to preserve them for the nation. In the same way, the faculty and staff of Caddo Magnet have faith in every student who attends the school and strive to challenge all to realize their full potential.

Mailing Address

Caddo Magnet High School
1601 Viking Drive
Shreveport, LA 71101

Phone Number

318.221.2501

Fax Number

318.227.1393

Website

www.caddomagnet.net

Michael Ilgenfritz, Principal
Bryan Gallant, Assistant Principal for Administration
Queen Snyder, Assistant Principal for Instruction
Sheryl Thomas, Assistant Principal for Instruction

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General Information

HISTORY

Caddo Magnet High School opened in August 1980 with an initial maximum enrollment of 600 ninth and tenth graders. With each succeeding year, a new freshman class was added so that within two years Caddo Magnet High became a full, four-year program. The school has maintained a four-year program since that time. The school has been fully accredited by the Southern Association of Colleges and Schools since 1983.

The campus is situated on the site of a former middle school that was disbanded due to declining enrollment in the late 1970s. There are five educational classroom wings and our newest wing opened in August 2007 with 18 new classrooms. Magnet High has a library, a cafeteria, a lecture hall, a main gymnasium, a dance room, tennis courts, specially-equipped gymnastics and fencing rooms, and a separate JROTC building with classrooms and offices. Magnet High also has specialized classrooms for band, orchestra, pottery, and visual arts. The school has a performing arts center that includes an auditorium with a stage, a dramatic arts classroom, and specially designed choir room that includes smaller ancillary rooms for individual music and vocal rehearsal.

MISSION

Caddo Parish Magnet High School is a college preparatory school for the academics and the visual and performing arts. The motto: *In our hands we hold today; in our minds we hold tomorrow* sets the tone for the school. As the name implies, Caddo Magnet High *draws* or *attracts* students who desire to reach beyond what is normally provided by the neighborhood schools. Our mission is to provide excellence in education through the diverse curriculum and in-depth studies, offering college preparatory courses and fostering lifelong learning for all students in a nurturing, safe school environment.

General Information

OUR BELIEFS

- Students learn basic skills through interdisciplinary curricula.
- For curricula to meet the changing needs of our students and the community, it must be evaluated regularly and adjusted as necessary.
- Students benefit from opportunities to develop skills necessary for the attainment of academic success in advanced levels of all academic disciplines.
- Curriculum and instructional practices should incorporate a variety of learning activities to accommodate varying learning styles and abilities.
- Students need opportunities to develop effectiveness in thinking independently, analytically, and creatively.
- Writing is a priority in a well-rounded education, and students need a variety of opportunities to develop writing skills.
- On a college-preparatory level, students need a balance between the academics and the arts, both visual and performing.
- An understanding and nurturing of our culturally pluralistic society helps students accept differences in themselves and others.
- Students can develop a sense of self-worth and an opportunity for self-actualization through Advanced Placement and Dual Enrollment course offerings, Gifted and Talented programs, innovative curricular offerings, lifetime sports, and extracurricular activities.
- A safe and physically comfortable environment promotes student learning.

REGULAR BELL SCHEDULE

8:25	Bell rings for students to report to 1st period
8:30	1 st Period tardy bell
8:30-9:23	1st Period (53 minutes)
9:23-9:27	Homeroom (4 minutes)
9:27	Dismiss to 2 nd Period
9:32-10:25	2nd Period (53 minutes)
10:30-11:23	3rd Period (53 minutes)
11:28-12:51 lunch time)	4th Period (53 minutes of class time/30 minutes of
	11:23-11:53 1st lunch shift (30 minutes)
	11:58 1 st lunch tardy bell
	12:21-12:51 2nd lunch shift (30 minutes)
12:56-1:49	5th Period (53 minutes)
1:54-2:47	6th Period (53 minutes)
2:52-3:45	7th Period (53 minutes)
	END OF SCHOOL DAY

ACTIVITY PERIOD SCHEDULE

8:25	Bell rings for students to report to 1st period
8:30	1st Period tardy bell
8:30-9:19	1st Period (49 minutes)
9:19-9:23	Homeroom (4 minutes)
9:28-9:51	Activity Period
9:56-10:45	2nd Period (49 minutes)
10:50-11:39	3rd Period (49 minutes)
11:44-1:03 lunch time)	4th Period (49 minutes of class time / 30 minutes of lunch time)
	11:39-12:09 1st lunch shift (30 minutes)
	12:14 1 st lunch tardy bell
	12:33-1:03 2nd lunch shift (30 minutes)
1:08-1:57	5th Period (49 minutes)
2:02-2:51	6th Period (49 minutes)
2:56-3:45	7th Period (49 minutes)

END OF SCHOOL DAY

General Policies

ATTENDANCE

Absences can never really be made up. For this reason, regular attendance is important. You are expected to be in school all day—every day. ***Secondary students must be present a minimum of eighty-one (81) days per semester to be eligible to receive credit for the courses taken.*** Check in and out only in emergencies.

School approved activities

Students participating in school approved activities, which necessitate their being away from school, shall be considered to be present and shall be given the opportunity for make-up work. The student will be reported as being absent from class but not absent for accounting purposes.

Types of absences

Excused absences—students will be considered excused from school for personal illness, serious illness in the family as verified by a Physician or Dentist, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith and will be given the opportunity for make-up work.

Unexcused absences—students will not be excused for any absence other than those listed. Students will be allowed to make up work for absences for personal illness without a Physician's verification. Students will not be excused from school to work on any job including domestic service even in their own homes or for their own parents.

Absences due to suspensions—students missing school as a result of any suspension will be counted as absent and will be given failing grades for those days with no make-up allowed.

Extenuating circumstances—exceptions due to delineated extenuating circumstances must be verified by the supervisor of Child Welfare and Attendance.

What to do if you are absent

Within three (3) days of your return to school, bring a note signed by a parent or a doctor's statement if you were seen by a

physician. The note should state the reason for your absence and the date(s) of the absence. The note should be given to the attendance secretary. All notes are kept on file.

Parents may call the office the day of your absence to notify the secretary of the reason for your absence. A note must be presented to the attendance secretary when you return to school.

If you know that you will be absent from school to attend a religious event or academic function, you must bring a note to the principal's secretary three days prior to the absence. The note will be reviewed by the principal, and the absence will be marked excused or unexcused.

Make-up work

Make-up work will be allowed for ***excused absences only***. ***It is the responsibility of the student to contact the teacher regarding make-up work and to appear at the time scheduled.***

If a student did not miss any instruction, the student is expected to take a test missed on the absence date or turn in an assignment that was due on the absence date when he returns. If instruction was missed, a student is allowed three (3) calendar days to make up tests and assignments. If the student is absent more than three days, then he is allowed the number of days equal to the number of consecutive absences to make up work.

In order to be eligible to pass a class, students must be in attendance at least 81 days per semester. On the block schedule, each class meets 45 days per semester, and a student may have no more than 3 unexcused absences per class per semester. On a student's 3rd unexcused absence, the parent will receive a letter requesting a conference concerning attendance. Failure to meet the minimum attendance requirements will result in a failing grade for a class.

You must check out any time you leave the school grounds—even before school. Failure to do so will result in your being subject to disciplinary guidelines.

Check-in

If you arrive late to school (after the 8:30 tardy bell), you must check in at the attendance area. Do not report to class without coming to the office.

Check-out

If you become ill in class and want to check out, your teacher should call the office. The office will contact your parent/guardian and, upon the parent's arrival, you will be called from class. If you are too ill to

stay in class, you should be referred to the attendance area with a hall pass.

If you have prior knowledge of the need to check out (doctor/dentist appointment), you are to report to the attendance clerk before school. Parent or guardian contact will be made and you will be given a check out permit, which is to be shown to your classroom teacher at the time of check out. If you are a non-driver, you will be called from class when your parent arrives.

TARDY POLICY

Students shall be in their seats or assigned places when the tardy bell rings. This practice preserves instructional time and is necessary for maintaining an orderly environment conducive to learning and educational accountability. If a student fails to report to class on time, the following procedure will be used for unexcused tardies:

<i>First tardy</i>	Warning from the classroom teacher and recorded
<i>Second Tardy</i>	Parental contact with documentation from the classroom teacher
<i>Third Tardy</i>	Referral to the administration or designee for a warning and parental contact
<i>Fourth Tardy</i>	One day After School Detention or its equivalent with parental contact
<i>Fifth Tardy</i>	Two days After School Detention or its equivalent with parental contact
<i>Sixth Tardy</i>	Suspension with a parent return
<i>Seventh, Eighth and Ninth Tardy</i>	One day suspension
<i>Tenth Tardy</i>	Suspension pending a hearing

Parental contact must be made and documented prior to an out of school suspension for tardies.

To help reduce tardiness:

- After getting materials from lockers, students should report immediately to class.
- Students cannot remain in a class without prior notification/permission from the next period's teacher.

Students are not permitted in the halls while classes are in session without a written hall pass from the excusing teacher stating the time, date and destination.

DISCIPLINE

Good discipline is necessary for good instruction. Caddo Magnet High strives to develop self-discipline in a school environment that will be conducive to learning and free of distraction or disruption. Caddo Magnet High fully adheres to the Caddo Parish School Board Blue Book on Discipline Policy. All students will receive a copy through their homeroom, where rules will be discussed. Students will also have class assemblies at the beginning of the school year to discuss the discipline policy as well as school procedures. Detention/In School Suspension will be utilized for infractions of rules where, in the opinion of the administration, the interest of the school and of the students will be served. Saturday detention is from 8:00-12:00 AM. Students are required to stay busy with school assignments the entire time and may be subject to further disciplinary action for failure to do so.

In School Suspension

ISS is a supervised detention held during the regular school day. Class work is to be obtained by the student from his/her teachers. ISS is a restrictive environment designed to deal with students who have been assigned for behavioral problems at school. Students remain in the ISS room all day and have lunch separate from the rest of the student body.

ISS Rules

1. Students shall report directly to the ISS room upon arrival to school.
2. Students shall bring all textbooks, notebooks, materials and supplies and will be expected to complete assignments. Locker visits will not be permitted.
3. Students will be expected to be quiet and to remain in their seats at all times. Daydreaming and sleeping are unacceptable behavior.
4. Passes to see teachers, counselors or to visit the Library will not be issued.
5. Restroom breaks will be arranged by the facilitator.
6. Students will quietly eat lunch at a special time under the supervision of the facilitator. All food, beverages and gum are prohibited in the ISS room.

DRESS CODE

1. Attire must not be destructive to school property.
2. Shoes must be worn for health reasons. Hosiery is required for closed shoes.
3. Only tops designed to be worn outside of pants, shorts, and skirts, etc. may be worn in that manner.
4. Pants, shorts and skirts must be worn at the waist. No "sagging" is permitted. Belts should be buckled at all times.
5. Head wear or hair rollers are prohibited in the buildings.
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 may be no shorter than 4 inches above the knee.
8. Sunglasses, are prohibited in the building unless they are prescribed.
9. Bare midriffs, 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 allowed in clothing on the 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. Cut-off 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 and/or provocative pictures on clothing or jewelry are prohibited.
12. Satanic, cult or gang related symbolism in any form is prohibited.
13. Drug related symbols in any form, including advertisement or promotion of alcohol or tobacco, are prohibited.
14. Principals 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.

For safety reasons when climbing stairs, flip-flops (flat, backless shoes consisting entirely of rubber soles and rubber thongs between the first and second toes) are prohibited.

Teachers are allowed to restrict the 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.

Penalties for Dress Code violations follow CPSB Discipline guidelines:

- 1st violation* Review of dress code policy and opportunity to change; parent contact
- 2nd violation* 2 days after school detention; parent contact
- 3rd violation* 3 days suspension; parent return and counseling referral
- 4th violation* 4 days suspension; parent return and counseling referral

PERSONAL LISTENING AND COMMUNICATION DEVICES

No student shall use or operate any electronic telecommunication device, including cell phones, in any public school building or on the grounds between 8:25 a.m. and 3:45 p.m.

Violators of this policy shall face the following consequences:

1st offense: The device is confiscated for three(3) school days and returned to the parent.

2nd offense: The device is confiscated for three (3) school days and returned to the parent; student is assigned two (2) days of In-School Suspension and parental contact is made.

3rd offense: The device is confiscated for three (3) school days and returned to the parent; student will be barred from attending two (2) extracurricular activities at the discretion of the principal.

4th offense: The device is confiscated for three (3) school days and returned to the parent; students is suspended for three (3) days with a parent return and referred for counseling.

School phones are for office use only. Because we value instructional time and because of staffing, we ask that parents not call the school to speak with students or to leave messages unless it is an **extreme emergency**.

PARKING /DROPOFF POLICY

Because the school is part of the community, students must always be courteous and respectful of the neighborhood. Extreme caution must be taken to ensure the safety and well being of children and adults. Failure to follow established school rules, proper speed limits and city parking ordinances can result in the revocation of on campus parking privileges.

The school bus loading and unloading zone is that area in front of the school from the cafeteria to A-wing. Parental drop-offs must occur at A-wing near the north end of the driveway. Those who drop students off in the mornings are asked to leave the campus in a safe and efficient manner and drive slowly and cautiously through the surrounding neighborhood. After school students may be picked up in front of the school after all school buses have left, usually after 3:40 pm.

Vehicles parked on campus must adhere to the following:

- Each private vehicle parked on the school grounds must have a Magnet High parking sticker.
- Students should park in the south parking lot. The north parking lot is available for overflow and emergencies.
- Students may not return to the parking lot until school is dismissed.
- The area in front of the school is not for student parking.
- The maximum speed limit is 5 MPH on campus.
- Vehicles are to be vacated immediately upon arrival and should be re-entered only at the time of authorized departure.
- The parking of privately owned vehicles on campuses by students constitutes consent by the students to the search of such vehicles by the school principal or his/her designee.

Students are not to leave the school grounds or enter the parking lot at any time without permission from the principal or an assistant principal. This includes before school and during lunch. Teachers cannot give you permission to go to the parking lot—only a principal may do so.

VISITORS

Students are not allowed to invite or bring visitors to the campus without prior administrative approval. All visitors to our campus must sign in with the front office and wear a visitor's pass while on campus. Front office personnel will handle visitor sign-ins and give each visitor a numbered pass. The visitor is asked to return the pass to the office once their business is completed. No former students may remain on our campus to visit with friends or teachers unless prior approval has been given from an administrator. School students may not visit Caddo Magnet during the school day.

VALUABLES

Students are cautioned not to bring large amounts of money or valuable items such as rings, watches, electronic devices, etc., to school. The school will not be responsible for personal property.

LUNCH and CAFETERIA

Every student on campus will have the opportunity to eat lunch during one of two, thirty-minute lunch shifts during the 4th period class. Three separate lunch lines in the cafeteria are available for students to purchase their lunches. Students, however, may bring their own lunches to campus and eat outside the cafeteria provided they dispose of their trash properly and keep the campus clean. Students who have second lunch shift are asked to bring their lunches and school materials with them to their 4th period class. *No student will be allowed in any classroom hallways during the lunch periods without a hall pass.*

Students are expected to conduct themselves in a mature, adult manner in the cafeteria.

- Remove caps and headgear upon entering.
- Step to the end of the line and wait your turn.
- Select a seat and remain seated until you are done eating.
- Clean your area, place chairs under the table, and carry trays to the disposal areas.
- Exit cafeteria quickly upon completion of your meal.

MEDICATION

All prescribed and over-the-counter medication must be turned in to the office. Students must report to the office to take medication, which is to be dispensed and recorded by a trained professional. Students must have appropriate forms filled out by their doctor to take medication. These forms may be picked up in the front office. Possessing medication, over-the-counter and prescription, is a grave violation of the CPSB discipline policy and subjects students to suspension, pending an expulsion hearing.

Personal medication can neither be possessed nor used by students on the school grounds or at any school related activity.

LOCKERS

Lockers and combination locks are issued to students at the beginning of the year. Lockers should be kept locked at all times. Students are reminded to memorize their combinations and not to share these numbers with others. Each student is responsible for keeping the assigned locker clean both inside and outside. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuable items in lockers.

ACTIVITY PERIOD

Activity Period is a twenty-five minute period every Wednesday between 2nd/3rd period or 6th/7th period classes. Activity Period is not an extended second hour class. Students are excused at the end of the second period class for the following reasons:

- Club meetings are held on the first and third Mondays and class meetings are held on the second Monday as necessary.
- Students may use the library for research purposes. Students must have a pass from the second period teacher.
- Students may talk with teachers, get assistance with class work, and may make up tests.
- Students may see counselors, assistant principals or the principal during this time.

Students are asked to remain at their designation for the entire activity period.

Students who must leave their designation before the end of activity period must have a hall pass, and must move rapidly around the grounds.

ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct may include talking, inattentiveness, or engaging in distracting behavior during a program.

OVERDUE ACCOUNTS

Students who do not return all school property (library books, athletic equipment, band uniforms, fees for specific uniforms, textbooks, etc) or pay fees will be notified.

Personal checks are accepted for payment of all fees. If a check is returned for any reason, account closed, nonsufficient funds, etc., there will be a \$10 return fee charged. If the bank makes a mistake the refund of the \$10 fee is between the check issuer and the bank.

INSURANCE

School insurance is available to all students. Purchase is optional.

Academics

Excellence in education is the basis for the existence of Caddo Magnet High School. The administration and faculty are intent on meeting this ideal. Through its diverse curriculum and in-depth studies, Magnet provides opportunities for developing the individual student. Believing that we must encourage a generation of thinkers and leaders, we teach students how to learn. Challenging students to want to learn and encouraging them to develop their potential—these are our priorities, for we want our students to think for themselves and to give of themselves throughout their lives. At Magnet, we are shaping students of strong character who appreciate the uniqueness of individuals and who are socially responsive. We are promoting excellence as a lifestyle while teaching skills to be used a lifetime.

GRADING POLICY

It shall be the policy of the Caddo Parish School Board that the Grading Scale be a percentage-based grade. If homework is considered as a portion of a student's grade, it shall not count for more than 10% of the grade. The semester/EOC examination will count twenty-five percent (25%) in computation of the semester grade. At the high school level, **grades accumulate until the end of the semester.** If, at this time, the percentage of the scores reflect a passing grade according to the grading scale, the student shall receive the appropriate Carnegie credit. Grades on the report card ultimately reflect scores earned from the first day of the semester through the last day of the semester (or course for full year courses).

*GRADING SCALE

<u>G Phase</u>	<u>E/H/GT/AP/DE</u>	<u>WEIGHTED GRADING FOR PHASES in HIGH SCHOOL</u>	
		<u>E/H/GT/AP/DE</u>	<u>GENERAL</u>
93-100 A	90-100 A	A-5	A-4
85-92 B	80-89 B	B-4	B-3
75-84 C	70-79 C	C-3	C-2
67-74 D	60-69 D	D-2	D-1
0-66 F	0-59 F	F-0	F-0

*Grading scale effective beginning 2014-2015 school year.

ELIGIBILITY REQUIREMENTS

- Students must maintain a **cumulative 2.5 grade point average to remain in good standing** at Caddo Magnet High. Students' grade point averages are evaluated yearly after final report cards are issued.
- According to Caddo Magnet High school policy, only 9th grade students entering high school and adjusting to a Magnet curriculum can have a 2.25 GPA at the end of the first year. Freshmen who do not have the required minimum 2.25 GPA at the end of the school year are ineligible to return to Caddo Magnet High.
- Sophomores with a 2.25-2.49 GPA must attain a 2.5 GPA by the end of the first semester. Sophomores who do not have the required GPA at the end of the first semester will be placed under academic advisement. Sophomores must attain and maintain a cumulative GPA of 2.5 or higher by the end of the Sophomore year to be eligible return for the Junior year.
- GPAs will not be rounded for eligibility status. Summer school grades and correspondence course grades earned after the close of the regular school year will not be used to determine eligibility.
- Averages and eligibility statements that appear on report cards refer to eligibility for extracurricular participation only as set forth in Caddo Parish School Board policy, not a student's eligibility to return to Magnet High.

Students who attend Magnet High are valued and the school supports their efforts to pursue their educational goals. Therefore, clear guidelines for supporting students who are under academic advisement are in place:

- A parent-teacher conference must be held.
- Strategies are implemented to help students.
- The counselor will periodically review the student's grades for improvement.

Caddo Parish School Board policy states that a student must pass at least 5 subjects with a 2.0 grade point average each semester in order to be eligible for participation in extracurricular activities. Students who fail to meet this requirement the first semester are on probation for extracurricular participation the next semester. If the standard is not met by the end of the next semester, the student is ineligible for extracurricular participation for a least one semester, at which time eligibility is re-evaluated. A statement of extracurricular eligibility appears at the bottom of the report card.

ACADEMIC HONESTY

Believing that students should work to their potential and that excellence must be encouraged, the Caddo Magnet High faculty and staff promote honesty and integrity in school work.

Students should refrain from:

- Copying from another student's test paper or computer file.
- Using unauthorized materials during a test.
- Collaborating during a test with any other person by giving or receiving information in any manner including electronic technology.
- Stealing, buying, or otherwise obtaining all or part of an unadministered or unauthorized test
- Selling, giving or otherwise supplying to another student all or part of an unadministered or unauthorized test, theme, report, term paper, painting, drawing, sculpture or other artwork.
- Submitting as your own, in fulfillment of academic requirements, any theme, report, term paper, essay, computer program, other written work, painting, drawing, sculpture, or other artwork prepared totally or in part by another.
- Submitting as your own any information obtained from computer sources.
- Plagiarism is using another writer's words or ideas without acknowledgment. All sources used in any research paper must be documented in order to distinguish your ideas and words from those in your sources.
- Any other attempts to misrepresent information.

If academic dishonesty is found, the teacher will handle the situation as he/she deems necessary. The student may receive a zero for the assignment and a parent conference may be scheduled. Depending on the situation, a student cited for academic dishonesty may not be allowed admittance to the Student Government Association, the National Honor Society or other clubs or organizations.

GUIDANCE

The purpose of the Guidance Program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. Caddo Magnet's three professional counselors and four administrators assist students and parents with a wealth of resource materials and maintain an open door policy. Counselors will help with information on graduation requirements, TOPS, grades, schedules, courses, career goals and personal problems when necessary. Students may see counselors before school (8:15-8:24), during lunch, activity period and after school (3:33-4:00). It is imperative that students develop a relationship with their counselor.

TESTING

Caddo Magnet High understands the value of tests and test-taking skills. Therefore, the school encourages all students to take seriously all tests and always do their best. Every school participates in a school accountability system based on student achievement as approved by the Board of Elementary and Secondary Education. In keeping with this requirement, the school administers two state tests. The state-mandated iLEAP is administered to ninth graders and is aligned to state content standards. The iLEAP is also used to compare student performance to students across the nation. The GEE21, or Graduate Exit Exam, is a criterion referenced test used to determine graduation from high school. It is administered to tenth and eleventh graders.

The school administers several tests to help students learn as much as possible about their capabilities.

- The EXPLORE is administered to ninth graders and is a precursor to the PLAN test.
- The PLAN is administered to tenth graders and is used to predict score ranges for the ACT.
- The PSAT is administered to tenth and eleventh graders and is used to predict score ranges for the SAT and to identify qualified National Merit Finalists, National Merit Achievement Finalists, National Hispanic Scholars, and National Merit Commended Students.
- The ACT is taken by eleventh and twelfth graders, and scores are used for college admission requirements and TOPS qualification.
- The SAT is taken by twelfth graders and is used by colleges for admission requirements.
- Advanced Placement exams are offered in thirteen core subjects and qualify students for college credit. **Students enrolled in AP courses must take the AP exam to receive the AP designation on their transcripts.**
- The ASVAB is administered to eleventh graders by the Army and provides a profile on interests and career goals.

LIBRARY

- Library hours are from 8:00 am to 4:00 pm each school day.
- In order to use the library computers, all students must have on file a signed internet use policy.
- Students using the library during activity period or lunch should have a library permit signed by their second or fourth period teacher for specific course study.
- The library should be left neat and orderly. Please reshelve books, magazines, and encyclopedias.

- Books borrowed by students for two weeks and not returned on time will incur a fine of ten cents per school day.
- Reference books borrowed overnight and not returned before first period the following day will incur a fine of one dollar per school day.
- Report cards will be held if a student owes fines to the library.
- Students must pay the full price for lost and/or damaged books.
- There is a copy machine located in the library. Black and white copies cost ten cents each and should be paid in advance. Color copies cost one dollar each and should be paid in advance.

ADVANCED PLACEMENT COURSES

Caddo Magnet High offers many opportunities to earn college credit by taking Advanced Placement courses. Advanced Placement courses allow students to study subjects in greater depth and detail; at the end of the course students may take an exam and possibly earn college credit depending on your exam score. Certain course prerequisites and GPAs may be needed to enroll in specific AP courses.

EARLY START (DUAL ENROLLMENT) COURSES

This program allows high school students to take college courses at Caddo Magnet High through local college and university programs. Dual Enrollment prerequisites may include a minimum ACT Composite score and cumulative GPA, depending on the college or university program, and a minimum course grade must be maintained to receive credit. Details needed to enroll in AP and Dual Enrollment courses are provided in the registration booklet, and through information provided by instructors and assistant principals. ***Students enrolled in Dual Enrollment courses must be cognizant of the fact that grades earned in these courses in high school become part of their permanent college record and are factored into their college GPA. ONLY JUNIORS AND SENIORS MAY EARN COLLEGE CREDIT IN THESE COURSES.***

CONCERNS ABOUT STUDENT ACHIEVEMENT

Teachers send progress reports home during the fifth (5th) week of each nine weeks (dates are published in the school newsletter). Parents/guardians who have concerns about student achievement should *first* contact the teacher. The teacher may recommend contacting the counselor for further assistance. Counselors will arrange conferences with teachers on request from parents. The Assistant Principals for Instruction and the Principal are available for consultations after teacher and counselors have been contacted. Tutoring is offered through the National Honor Society and other service organizations.

MINIMUM REQUIREMENTS FOR HIGH SCHOOL GRADUATION LA Core Four Curriculum

ENGLISH	4 Units
English I, II, III, and IV, in consecutive order	
MATHEMATICS	4 Units
Algebra I, Geometry, and Algebra II One unit of the following courses: Advanced Mathematics I, Advanced Mathematics II, Pre-Calculus, Calculus, Algebra III	
SCIENCE	4 Units
Biology, Chemistry Two units of the following courses: Physical Science, Physics, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II	
SOCIAL STUDIES	4 Units
1/2 Unit of Civics, 1/2 Unit of Free Enterprise, American History One unit of the following: World Geography, World History, AP European History, Psychology AP, 1/2 Unit of Psychology/ 1/2 Unit of Sociology, or African American Studies	
PHYSICAL EDUCATION	1 1/2 Units
Shall be Physical Education I and Physical Education II, or Adapted Physical Education for eligible Special Education students (Note: The substitution of JROTC is permissible.) A maximum of four units may be used toward graduation.	
HEALTH EDUCATION	1/2 Unit
FOREIGN LANGUAGE	2 Units
Two Units of the Same Foreign Language Spanish, French, German, Italian, Latin, or Speech	
ARTS	1 Unit
One unit of Fine Arts Survey, Art, Music, or Drama	
ELECTIVES	3 Units
TOTAL REQUIRED FOR GRADUATION	24 Units

The following constitutes graduation with honors from Caddo Magnet High School:

4.5+ GPA	Summa Cum Laude
4.0 – 4.49 GPA	Magna Cum Laude
Top 5% of remaining	Cum Laude

TOPS

Louisiana’s Tuition Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation.

Basic Requirements for Applying for TOPS:

- 1. Begin planning early.** Choose your course selections so that you will complete a minimum of two years of foreign language and other required courses for TOPS. (see TOPS curriculum)
- 2. Take the ACT** and score at least the prior year State ACT average. You must indicate Caddo Magnet High School code 192679 on your ACT registration form.
- 3. Complete the FAFSA in the senior year after January 1.** Priority deadline for submitting the FAFSA is April 15 of the senior year. Final deadline for receipt of a student’s application is July 1 of the high school academic year in which the student graduates.

Meet the GPA as required. The cumulative high school grade point average shall be calculated by using only the course grades achieved for those courses included in the core curriculum and recorded on the official transcript reported to the Louisiana Department of Education. A weighted GPA is used to give additional value to enriched courses even though it is reported on a 4.0 scale. *Please note: The GPA that will be used for TOPS does not appear on your transcript (SA12).*

TOPS CORE CURRICULUM At Magnet High 2016 and 2017 graduates

English I, II, III, and IV	4 units
Algebra I & II	2 units
Geometry, Advanced Math-Functions, Pre-Calculus, or Calculus	2units
Biology I or II	1 unit
Chemistry I or II	1 unit
Physical Science, Earth Science, Environmental Science, Physics	2 units
American History	1 unit
World History, World Geography, or European History	2 units
Civics	1 unit
Fine Arts Survey	1 unit
(Or substitute one unit of performance courses in music, theater, or visual/studio art	
Foreign Language (units must be completed in the same language)	2 units
TOTAL	19 UNITS

Please Note: The cumulative high school grade point average shall be calculated by using the course grades achieved for those courses included in the core curriculum as listed above.

Beginning with students entering the 9th grade in 2014-2015 and graduating in the 2017-2018 school year and thereafter, the calculation of the TOPS Core Curriculum grade point average (GPA) will use a five- (5.00) point scale for grades earned in certain designated Advanced Placement (AP) courses; International Baccalaureate (IB) courses; Gifted courses; Dual Enrollment courses, Honors courses and Articulated courses offered for college credit by the Louisiana School for the Math, Science and the Arts used to complete the TOPS Core Curriculum. The courses currently designated to be calculated on the 5.00 point scale can be viewed at <https://www.osfa.la.gov/5scale>.

This is not a comprehensive explanation of TOPS. Please visit the website at www.osfa.state.la.us or call LOSFA at 1-800-259-5626 ext. 1012 for more details.

OFF CAMPUS PROGRAMS

Caddo Magnet High students wishing to attend off-campus academic programs must complete an application. Bus transportation is provided for all programs except Marketing in the Mall. Before selecting an off-campus class, make sure you will have met all requirements (including GPA) for TOPS and the Regent's Core Curriculum.

Grades 9 & 10:

Medical Careers Magnet students take math, science, and a medical elective during the first three periods of the day in this program housed at Fair Park High School.

Grades 11 & 12:

Medical Careers Magnet students attend Fair Park during the afternoon for math, science, and a medical elective.

Computer Science Magnet students may attend three hours at the computer science center housed on the campus of Booker T. Washington High School.

The Caddo Education Telecommunications Network

Magnet Program introduces students to all facets of telecommunications. Students receive three enriched credits for either morning or afternoon classes at Booker T. Washington High School.

Caddo Career and Technology Center students may take a two-hour, two-credit class in the morning or a three-hour, three-credit class in the afternoon in a wide variety of career and technical courses. Students may earn dual enrollment credit and/or industry certification depending on the course(s) taken.

All students:

Off-Campus P.E.

Students who enroll in off-campus P.E. are involved in sports not offered for credit on campus at Magnet, and are taken during the 1st /5th or 4th /8th period class. Some examples include swimming, ballet, or equestrian sports. Students receive one credit and a general phase letter grade based on course objectives and attendance.

Transportation is not provided, and off-campus P.E. programs must be approved by the Caddo Parish School Board. Forms for off-campus P.E. are available during registration.

OTHER COURSES

Courses offered by various universities are available to students who are interested and who qualify. Students must check with the individual universities to learn of requirements and offerings. **Students earn a letter grade in courses taken off the campus, and the letter grade is averaged into the student's cumulative GPA. Students must have prior permission from the principal to take any course not a part of the Magnet High curriculum.**

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be covered, kept clean and handled carefully. Please be sure your name is written on the book label in case the book is misplaced. Students will be required to pay for lost or damaged books.

Clubs, Organizations, and Academic teams

STUDENT GOVERNMENT ASSOCIATION

The SGA's principal purposes are to unify student activities and promote the activities of the school. Officers and senators are elected in April for upperclassmen and in September for Freshmen. The Senate is composed of officers (President, Vice President, Secretary and Historian), four senators-at-large elected by the student body and one senator for every twenty-five members of each class.

NATIONAL HONOR SOCIETY

The NHS is one of the most prestigious organizations available to high school students. Membership is a privilege and an honor. Students do not apply for membership; instead, they provide information to be used by the local selection committee. The committee selects CMHS students with a 3.8 GPA who are in 10th, 11th, or 12th grade and demonstrate outstanding performance in scholarship, leadership, service and character. Participation in service projects is required.

Z CLUB

Z Club is a service organization sponsored by Zonta International. Membership is open to sophomores and juniors with a minimum of 2.5 GPA and who are in good disciplinary standing. Projects include district Z Club conferences, Make a Difference Day walk, Zonta Antique Show, tutoring for Providence House, Violet Run, Food Bank and the Sadie Hawkins Dance.

KEY CLUB

Key Club is a service organization sponsored by the Kiwanis Club. Membership is open to students in good disciplinary standing who have a 2.5 GPA. Projects include canned food drives, clean street projects and various other community service projects.

INTERACT

Interact is a service organization sponsored by the Rotary Club of America. Membership is open to all students who are service minded, maintain a 2.5 gpa, and who are in good disciplinary standing. Service projects comprise the bulk of their activities.

RED CROSS CLUB

The Red Cross Club is associated with the American Red Cross. Membership is open to all students interested in the work of the Red Cross. Projects include providing Care Kits for victims of disaster, working in the Red Cross office, and taking CPR and first aid and disaster relief classes.

SPANISH CLUB

Membership is open to all students enrolled in Spanish classes. Members learn about the culture of Spanish speaking countries and are involved in service projects.

LEADBELLY SOCIETY

Membership is open to all students. The Leadbelly Society celebrates creativity and provides a forum for student writing, art and song. Students produce essays, short stories, poetry, song lyrics and recordings, photographs, sketches, paintings, etc.

LATIN CLUB

Latin Club is affiliated with American Classical League and Louisiana Junior Classical League. Membership is open to all students who are or have been enrolled in Latin courses

ASIAN STUDIES

Membership is open to students interested in the culture, art, music, food and other aspects of Asian countries.

JROTC

JROTC offers several activities as part of its program. These include Pathfinder, Drill Team, Rifle Team, Color Guard, Academic Team, and Orienteering. Members of JROTC participate in the regional competitions for each area.

FELLOWSHIP OF CHRISTIAN ATHLETES

Membership is open to all athletes who are interested in maintaining good sportsmanship. Activities are in association with the district and college level FCA.

SCI FI CLUB

Membership is open to all students interested in science fiction. Members watch science fiction movies, discuss science fiction novels, and play science fiction games.

CADDO MAGNET PLAYERS

Membership is open to all students enrolled in drama. The purpose of the group is to promote the appreciation and performance of the theater arts.

YACA

Youth Arts Council of America membership is open to all students interested in the visual arts, including painting, calligraphy and pottery. Students participate in community wide art projects and the Red River Revel.

MU ALPHA THETA

Mu Alpha Theta membership is open to all students in Algebra II or higher level math courses. Activities include guest lecturers, preparation for American Math Competition exams, and participation in math competitions.

BLACK STUDIES ASSOCIATION

BSA membership is open to all students interested in topics related to Black Studies. Activities are planned for Black History Month in February.

TEENAGE REPUBLICANS

Membership is open to students who support the ideas and policies of the Republican Party. Activities include political debates and discussions as well as patriotic displays.

MOCK TRIAL TEAM

The Mock Trial Team includes a varsity and junior varsity team sponsored by the Shreveport Bar Association. Membership is an excellent way to learn about law, to develop critical thinking skills, and to practice public speaking. Mock Trial is open to students interested in law.

QUIZ BOWL TEAM

The Quiz Bowl Team competes on the local, state and national levels. Students with broad knowledge and an interest in academic competition participate at tournaments throughout the year. Practice is held after school.

GREENS CLUB

Membership is open to anyone interested in environmental issues. The purpose is to inform and educate the student body about issues related to our environment. Members are involved in recycling paper used on campus. Activities include campus beautification and work with Shreveport Green.

SCIENCE OLYMPIAD

Students develop teamwork and cooperative learning strategies to emphasize the problem-solving aspects of the major science disciplines, and compete in regional and state level competitions.

YOUNG DEMOCRATS

The Young Democrats consists of students who are interested in the policies and ideals of the Democratic party. Members seek speakers and forums where their ideals are displayed.

INTERNATIONAL CLUB

The International Club fosters cultural appreciation and understanding. Members visit various ethnic restaurants and have guest speakers from different countries. They also view foreign films and attend festivals in the area celebrating different cultures.

FRENCH CLUB

The French Club represents students who are enrolled in French courses, and members learn about French Culture and hone their French skills.

JAPANESE CLUB

The Japanese Club focuses on appreciation of Japanese culture. The club studies the language, customs, art, film, fashion, etc. of Japan. Membership is open to all students.

PRO BONO PUBLICO

Pro Bono works for the good of the public and is open to anyone interested in service to the school and community. Projects include the Race for the Cure, visits to animal shelters, tutoring, Habitat for Humanity, neighborhood cleanup, etc.