



## HOME OF THE MUSTANGS

**Magnet Goal:** To share what we know, what we have, and who we are with others.

**Magnet Mission:** The school community of Caddo Parish Magnet High School will provide excellence in education through its diverse curriculum and in-depth studies, offering college preparatory courses and fostering lifelong learning for all students in a nurturing, safe environment.

**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.

**Yearbook:** *Odyssey*

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# GENERAL INFORMATION

## **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](http://www.caddomagnet.net)*

## **Administration**

Michael Ilgenfritz, Principal  
Dr. Cedric Ellis, Assistant Principal  
for Administration  
Schannon Lanclos, Assistant Principal  
for Instruction  
Keri Miles, Assistant Principal  
for Instruction

# CADDO MAGNET HIGH SCHOOL ALMA MATER

Hail to our Magnet High School, our Alma Mater true.  
To the red and gold our voices raise;  
Magnet High, we sing to you.

Loyalty and honor, this shall be our quest.  
In arts and academics, Magnet is the best!  
Now, as we stand together in unity and pride,  
We'll always remember dear Caddo Magnet High.

<https://drive.google.com/file/d/0B6LRI4nQqKCTUWZSVmYtNWpnNVE/view?usp=sharing>

## **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 and has been so ever since. 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, a courtroom, 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.

## **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 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.

# **Caddo Magnet High School**

## **Regular Bell Schedule**

8:05	Teachers report/in classroom by 8:10
8:15	Bell rings for students to report to 1 <sup>st</sup> period
8:20	1 <sup>st</sup> Period tardy bell
8:20-9:15	<b>1st Period</b> (55 minutes)
9:15	Dismiss to 2 <sup>nd</sup> Period
9:20-9:25	Announcements (5 minutes)
9:25-10:20	<b>2<sup>nd</sup> Period</b> (55 minutes)
10:25-11:20	<b>3<sup>rd</sup> Period</b> (55 minutes)
11:25-12:50	<b>4<sup>th</sup> Period</b> (55 minutes of class time/30 minutes of lunch time)
	11:20-11:50 <b>1<sup>st</sup> lunch shift</b> (30 minutes)
	11:55              1 <sup>st</sup> lunch tardy bell
	12:20-12:50 <b>2<sup>nd</sup> lunch shift</b> (30 minutes)
12:55-1:50	<b>5<sup>th</sup> Period</b> (55 minutes)
1:55-2:50	<b>6<sup>th</sup> Period</b> (55 minutes)
2:55-3:50	<b>7<sup>th</sup> Period</b> (55 minutes)

**End of School Day**

## **Caddo Magnet High School Activity Bell Schedule**

8:05	Teachers report / in classroom by 8:10
8:15	Bell rings for students to report to 1st period
8:20	1st Period tardy bell
8:20-9:11	<b>1st Period</b> (51 minutes)
9:11	Transition to activity period sites
9:16-9:39	Activity Period (23 minutes)
9:39	Transition to 2nd Period
9:44-9:49	Announcements
9:49-10:40	<b>2nd Period</b> (51 minutes)
10:45-11:36	<b>3rd Period</b> (51 minutes)
11:41-1:02	<b>4th Period</b> (51 minutes of class time/30 minutes of lunch time)
	11:36-12:06 <b>1st lunch shift</b> (30 minutes)
	12:11            1st lunch tardy bell
	12:32-1:02 <b>2nd lunch shift</b> (30 minutes)
1:07-1:58	<b>5th Period</b> (51 minutes)
2:03-2:54	<b>6th Period</b> (51 minutes)
2:59-3:50	<b>7th Period</b> (51 minutes)

**End of School Day**

# 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 reflects a passing grade according to the grading scale, the student shall receive the appropriate Carnegie credit. Grades on the report card reflect scores earned from the first day of the semester through the last day of the semester.

## **Grading Scale**

<b><u>G Phase</u></b>	<b><u>E/H/GT/AP/DE</u></b>
93-100 A	90-100A
85-92 B	80-89B
75-84 C	70-79C
67-74 D	60-69D
0-66 F	0-59F

## **WEIGHTED GRADING FOR PHASES IN HIGH SCHOOL**

<b><u>GENERAL</u></b>	<b><u>E/H/GT/AP/DE</u></b>
A-4	A-5
B-3	B-4
C-2	C-3
D-1	D-2
F-0	F-0

## **Honor Graduate Categories and GPA Requirements**

The following constitutes graduation with honors from CMHS:

Summa Cum Laude    GPA Range 4.75 – 4.99

Magna Cum Laude    GPA Range 4.50 – 4.74

Cum Laude            GPA Range 4.00 – 4.49

## **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. At the end of the year, students must return the book that reflects the barcode issued to them. Students will be required to pay for lost or damaged books.

## ELIGIBILITY REQUIREMENTS TO ATTEND MAGNET

- 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.
- All PE/ROTC requirements for graduation must be completed before the start of senior year.

### Academic Advisement

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.

## ELIGIBILITY REQUIREMENTS TO PARTICIPATE IN ATHLETICS

Caddo Parish School Board policy states that a student must pass at least 5 subjects with a 2.0 grade point average each semester to be eligible for participation in extracurricular activities. Students who fail to meet this requirement the 1st 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.

### 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, administering all required state tests. In addition, all 11th graders will take the ACT. Scores from the ACT are used for college admissions requirements and for TOPS qualification.

The following standardized tests are also offered:

- 9th graders may opt to sign up and pay for the PSAT or pre-ACT.
- The PSAT is administered to 10th and 11th graders who sign up to take the test for a fee 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.
- CLEP testing (may earn advanced college credit with passing score) is available in some subjects.
- Advanced Placement exams are offered in numerous core subjects as well as electives and qualify students for college credit. **Students enrolled in AP courses are expected to take the AP exam.**

Students wishing to take the ACT ([www.actstudent.org](http://www.actstudent.org)) again or to take the SAT ([www.collegeboard.org](http://www.collegeboard.org)) for college admissions purposes can find preparation materials and general information in the counselor's office.

## 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 that grades earned in these courses in high school become part of their permanent college record and are factored into their college GPA. Only certain grade levels and courses are eligible.*

## 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.

## OFF CAMPUS PROGRAMS

**Caddo Magnet High students wishing to attend off-campus academic programs must complete an application. Before selecting an off-campus class, make sure you will have met all requirements (including GPA) for TOPS and the Regent's Core Curriculum. Transportation is not provided.**

**Caddo Career and Technology Center** students may take classes in three shifts of two class periods each. Students may earn dual enrollment credit and/or industry certification depending on the course(s) taken. Transportation is provided.

## 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 7th hour 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.

## GUIDANCE

The Guidance Program aims 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 help with information on graduation requirements, TOPS, grades, schedules, courses, career goals, and personal problems when necessary. Students may see counselors before school (8:00-8:15), during lunch, during activity period, and after school (3:50-4:00).

# MINIMUM REQUIREMENTS FOR HIGH SCHOOL GRADUATION

## TOPS UNIVERSITY DIPLOMA REQUIREMENTS 2018 and Future Graduates

### ENGLISH

English I, II, III, and IV, in consecutive order

4 Units

### MATHEMATICS

Algebra I, Geometry, and Algebra II

One unit of the following courses:

Advanced Mathematics I, Probability and Statistics

Pre-Calculus, Calculus, Algebra III

4 Units

### SCIENCE

Biology, Chemistry

Two units of the following courses:

Physical Science, Physics, Biology II, Chemistry II,

Earth Science, Environmental Science

4 Units

### SOCIAL STUDIES

Civics, American History

One unit of the following courses:

[World Geography AP OR Human Geography], World History, AP European History, Psychology AP

One unit of the following:

[World Geography OR Human Geography], World History, AP European History, Psychology AP

4 Units

### PHYSICAL EDUCATION/HEALTH EDUCATION

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.

1.5 Units

### HEALTH EDUCATION

.5 Units

### FOREIGN LANGUAGE

Two consecutive units of the Same Foreign Language

Spanish, French, German, Italian, Latin

2 Units

### ARTS

One unit of Fine Arts Survey, Art, Music, or Drama, AP Art History

1 Unit

### ELECTIVES

3 Units

### TOTAL REQUIRED FOR GRADUATION

24 Units

## **LIBRARY OPERATIONAL PROCEDURES:**

1. Library hours are from 7:45 a.m. to 4:45 p.m. each school day.
2. No food or drinks (including water) are allowed in the main library.
3. Individual students who come to the library during the school day must have a standard hall pass signed by the teacher.
4. Students must always sign in at the sign in computer unless they are with a class.
5. On activity period days, students may reserve space in the library by picking up a library pass before school. Students with passes will receive priority; other students will be allowed in as space allows.
6. **Small groups** of students may be sent to the library without teacher supervision under these conditions:
  - \*Students must bring a standard hall pass signed by the teacher.
  - \*Scheduled classes receive priority for using computers.
  - \*If the library is already full, students will be asked to return to class.
  - \*Students must be prepared to work quietly and independently.
7. Students may check out up to four books for a period of two weeks. Reference books may be checked out overnight. Students may borrow periodicals and DVD's for two days.
8. Books borrowed by students for two weeks and not returned on time will incur a fine of ten cents per school day.
9. Reference books borrowed overnight and not returned before first period the following day will incur a fine of ten cents per period or \$1.00 per school day.
10. With a few exceptions, up to two video materials may be checked out by students for up to three days. An overdue fine of \$1.00 per day will apply to late materials.
11. Students must pay the cost for replacement of damaged or lost materials.
12. Students owing \$2 or more or who have overdue books in their possession will be placed on the debt list and will not be eligible to attend extracurricular activities.
13. Equipment is checked out to teachers on a short-term basis. Equipment will not be checked out in a student's name. See a librarian to reserve equipment.
14. Teachers may reserve space in the library by contacting one of the librarians. Please see the calendar link on the library web site to view availability, and contact one of the librarians to be placed on the calendar.
15. Conference rooms (fishbowl & coffee house) are available by reservation. Please see a librarian.
16. The library clerk is responsible for laminating. Please allow 24-48 hours to complete.
17. Students may use the coffee house to work on their laptops, play games, or talk or study quietly. Noise levels should not interfere with the needs of others using library spaces. Violations will result in loss of privileges.

## **BEAN ME UP COFFEE HOUSE POLICIES:**

- Bean Me Up is open during library hours before and after school and at lunch (see below). Coffee pods, cocoa, and cups are available for purchase.
- No sales will be made after the 8:15 bell. Beverages will not be sold during class exchanges.
- Noise levels in the coffee house must be compatible with the work taking place in the main library.
- Food and drink may be consumed in the coffee shop, but students are responsible for neatly disposing of any trash.

**Lunchtime policy:** The coffee house is not an extension of the cafeteria. Coffee house is open for those who wish to read or study or work on the computer quietly. Tables and laptop plugs are for this purpose. Quiet group study (2 or 3 people) is appropriate. Food may be consumed, but this privilege may be revoked.

The rules can be boiled down to **quiet and cleanliness!** The coffee house is a privilege that can be revoked if students do not show courtesy and consideration for others in their behavior and in helping maintain standards of cleanliness.

## Academic Honesty: Statement of Caddo Magnet High School Policy

*“In an academic institution, few offenses against the community are as serious as academic dishonesty. Such behavior is a direct attack upon the concept of learning and inquiry and casts doubts upon all measures of achievement.” (Beloit College).*

As a college preparatory high school, we believe that members of campus should conduct themselves in accordance with high standards of academic honesty. The statements below delineate the expectations CMHS holds for its academic community.

A student may be charged with academic misconduct for the following acts or omissions

### Excerpted from the LSUS Student Handbook:

**A. Collaboration:** Unauthorized interaction between 2 or more individuals on any academic work by giving, receiving, or otherwise sharing information without permission of the instructor;

**B. Collusion:** Communicating with another student(s) or other individual(s) during an examination or assignment without the permission of the instructor;

**C. Copying:** Copying from another student's academic work; assisting with copying by making answers or other completed assignments available, in whole or part, to another student, whether or not the recipient's intentions to copy were known to the student prior to the sharing;

**D. Failure to Follow Course Requirements:** Failure to adhere to standards of conduct for academic integrity that are promulgated by an academic unit and/or instructors;

**E. False information:** Falsifying and/or fabricating any information, data, or citation in any academic work;

**F. Misrepresentation:** Misleading an instructor as to the condition under which the work was prepared including, **but not limited to**, substituting for another student or permitting another person to substitute for oneself on any academic work;

**G. Other Academic Misconduct:** Attempting to commit, or assisting someone in the commission or attempted commission of an offense defined in this section, or any other act of academic misconduct;

**H. Plagiarism:** Lack of appropriate citation, or the unacknowledged inclusion of someone else's words, **structure**, ideas, or data; failure to identify a source, or the **submission of essentially the same work for two** (2) assignments without permission of the instructor(s);

**I. Unauthorized Materials:** Using materials, techniques or devices on an academic assignment that are prohibited; having any forbidden and unauthorized material in sight during a test/quiz will be considered utilization of the material.

### More on Plagiarism:

Houghton Mifflin's *The Pocket Writer* elaborates on the definition: “When you use source material in your research paper, you must be sure that your reader knows which words and ideas are yours and which are someone else's. Plagiarism is using another writer's words or ideas without acknowledgment. Plagiarism is stealing, and people who plagiarize the work of others have no defense. How much of another writer's work can you borrow without acknowledgment? None. Using one clause [or phrase] from another writer's work is plagiarism. Rearranging the clauses [or words or phrases] of another writer's sentences is still plagiarism. Substituting a few words of your own in another writer's sentence is still plagiarism.”

**\*All teachers should review this page with all students and keep signatures on file for the entire academic year.**

## **Further definition of Terms:**

from [https://www.beloit.edu/studentaffairs/assets/Academic\\_Honesty\\_Policy.2014.pdf](https://www.beloit.edu/studentaffairs/assets/Academic_Honesty_Policy.2014.pdf)

**“Cheating** is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered. For example, intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise is considered cheating.

**Fabrication** is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

**Plagiarism** is the representation of someone else’s words, ideas, or data as one’s own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. By placing his or her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.”

## **Consequences of Academic Honesty Violation**

- The teacher observing, or having become aware, of an apparent violation of the Academic Honesty Policy shall document this in writing on a referral form to be sent to the assistant principal. Any evidence shall be attached to the forms. All apparent violations must be referred.
- The teacher is to handle the grade, assignment, or test as he/she deems necessary and inform the student that a record of this violation will be sent to the office.
- The teacher will notify the parents or guardians of the incident by phone or in writing.
- Student will have an opportunity to respond to the referral in a meeting with the assistant principal (and teacher, if needed) after which the assistant principal will take appropriate action.
- A record of the infraction will be kept in the assistant principal’s office.
- If the assistant principal feels that the situation calls for further attention, the actions may include detention, restriction (exclusion from a particular activity for a specified period of time), disciplinary probation, or suspension. During the senior year, actions may also include the retraction of letters of recommendation for scholarships or college admission.
- Violation of the Academic Honesty Policy will prevent a student from being admitted to National Honor Society (or other societies) at the next induction and will be grounds for dismissal of current members of honor societies. Should a student appeal this decision, a hearing will be held by the Faculty Council, whose decision is final.

# 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-three and one half (83.5) days per semester to be eligible for 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 physician. In the case of personal illness, the physician or parent note must be presented within three days and 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. Students will be allowed to make up work for absences for personal illness without a Physician's verification. Absences are not considered for purposes of truancy.

### Unexcused absences/Non-exempted, excused absences

Students will not be excused for any absence other than those listed. 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. They may turn in missed work and earn UP TO 50% of the credit they earn for the assignment.

### 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 3 days of your return to school, bring a note from a parent or physician to the attendance secretary indicating the reason for your absence. 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/unexcused makeup allowed 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 83.5 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) or check in after a doctor's appointment, 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.

## **STUDENT ABSENCES DUE TO PERSONAL ILLNESS AND/OR SERIOUS ILLNESS IN THE FAMILY**

A. The days absent shall include **non-exempted, excused; exempted, excused, unexcused absences, and suspensions**.

B. ***Non-exempted, excused absences*** are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

Parent notes shall be evaluated and recorded in a timely manner in the JCAMPUS system, which signifies that the day is excused and will not count toward truancy. Parent notes will be accepted by the school administration for no more than three (3) consecutive days at a time. If a student is absent for more than three (3) consecutive days at a time, a physician's excuse must be presented or the parent note must be presented to the Director of Attendance or his/her designee for a determination as to whether the parent note is valid or not. The decision of the Director of Attendance and/or his/her designee shall be final and not subject to appeal.

School administration shall contact the Director of Attendance and/or his/her designee for a determination as to whether the absence will be excused if school administration believes that (1) a parent note is forged; (2) the note is not being provided by a parent due to personal illness of the student or serious illness in the family; or (3) if the student has a pattern of habitual absences. The decision of the Director of Attendance and/or his/her designee shall be final and not subject to appeal.

In addition, failure to provide a parent note within 3 days of a student's return to school will result in the day(s) being counted as unexcused and counted towards truancy. Otherwise, the parent must appeal the school's decision to the Director of Attendance within 5 school days of the school's decision. The decision of the Director of Attendance and/or his/her designees shall be final and not subject to appeal.

C. **Unexcused Absence**—any absence not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including but not limited to absences due to any job unless it is part of an approved instructional program. Students shall be given failing grades on those days missed and shall not be given an opportunity to make up work.

D. **Suspension**—non-exempted absences in which a student is allowed to make up work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence is not considered for purposes of truancy. Students shall be allowed to make up missed work for a minimum of 50% credit.

## **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 or students from other schools may remain on our campus to visit with friends or teachers unless prior approval has been given from an administrator.

## **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.

## **FEES & OVERDUE ACCOUNTS**

Fees may be paid through Payforit.net or with a check. ***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.***

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. A debt list is maintained throughout the year. Students on the debt list are not allowed to participate in field trips, dances, and other optional extracurricular activities.

## **LOCKERS**

Lockers and combination locks are issued to students at the beginning of the year for a fee of \$1. 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.

## **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, doing schoolwork, using a cell phone, or engaging in other distracting behavior during a program.

## **LUNCH and CAFETERIA**

Every student on campus will have the opportunity to eat lunch during one of two, thirty-minute lunch shifts during the 4<sup>th</sup> 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 of 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 4<sup>th</sup> 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 finished eating.
- Clean your area, place chairs under the table, and carry trays to the disposal areas.
- Exit cafeteria quickly upon completion of your meal.

## **PARKING /DROPOFF POLICY**

**Because the school is part of the community, students must always be courteous and respectful of the residents of our 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 3:55 p.m. Please do not wait for students on the street directly in front of the school as this tends to block traffic.

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 or re-enter their vehicles until school is dismissed. **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 may not give students permission to go to the parking lot—only an administrator may do so.**
- The area in front of the school is not for student parking.
- The maximum speed limit is 5 MPH on campus.
- 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.

## **ONE-DAY BUS PASS**

One-Day Bus Passes may be used to students who need to ride a different bus other than the one they are regularly assigned or those who may only need to get off at a different location. The One Day Bus Pass process must follow the following procedure:

- A written and signed note from the parent must be sent to the Principal.
- The Principal must sign the note, complete a one-day pass form, and give to the bus driver.

(One-day pass forms are available on the Transportation website)

- The student will only be allowed to ride for one (1) day to an existing stop to the route.
- Appropriate space must be available on the alternate bus and the capacity must not exceed the legal capacity of the bus.

## **ACTIVITY PERIOD**

Activity Period is a 23-minute period every Wednesday between 2<sup>nd</sup>/3<sup>rd</sup> periods. Activity Period is not an extended first 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 chosen activity for the entire activity period.***

***Students who must leave their chosen activity before the end of activity period must have a hall pass, and must move rapidly to their next destination.***

# DISCIPLINARY POLICIES

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 Public Schools Student Handbook (available at the Caddo Schools web site). Students also 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. 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.

## 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.**

## **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.**

However, a parent may come to the office to administer student medication.

## **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 8:15 a.m. and 3:50 p.m. unless the student has been given permission to use the device as part of an academic endeavor (at the teacher's discretion).**

**Violators of this policy shall face the following consequences:**

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

**2<sup>nd</sup> 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.

**3<sup>rd</sup> 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.

**4<sup>th</sup> 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.

**Students needing to contact a parent may do so from the office. Parents may contact students in the same way.** Because we value instructional time and because of demands on our staff, we ask that parents not call the school to speak with students or to leave messages unless it is urgent.

## **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. Headwear 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 4 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 (no more than four inches above the knee when standing) may be worn by students. 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.
15. *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.*
16. *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:**

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

# CLUBS AND ORGANIZATIONS

## SERVICE CLUBS

### STUDENT COUNCIL

The Caddo Magnet Student Council (StuCo) is made up of elected officers voted on by the school, and general council members who met application requirements. All students are focused on service to our school and to the community. StuCo is dedicated to upholding the Caddo Magnet High School's motto: *In our hands we hold today; in our minds we hold tomorrow*. StuCo continues to help the school grow and move forward with a student-minded perspective. It promotes a sense of Magnet community by preserving traditions and helping to create new traditions to foster unity among the students. Magnet's StuCo members hold themselves to the highest standards of leadership by leading with integrity and selflessly serving their fellow students, their faculty and the local community.

### 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 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade and demonstrate outstanding performance in scholarship, leadership, service and character. Participation in service projects is required.

### 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.

### KEY CLUB

Key Club is a service organization sponsored by the Kiwanis Club. Membership is open to 10-12<sup>th</sup> graders. Dues are \$25 and that covers local, state and national memberships. Students must do 15 hours of service per semester to maintain membership. The Key Club has one project per semester for the benefit of the school. It serves any non-profit group and meetings are on the 3rd Wednesday during Activity Period in the gym.

### 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.

### GREENS CLUB

Greens Club is a very active club that heads up the Magnet Goes Green recycling program, regularly volunteers at the Valencia Community Center and Urban Youth Farm, participates in various community service projects, and encourages environmental education and sustainable living.

### ANIMAL HOUSE

Animal House is a service organization dedicated to promoting responsible animal and pet care. It provides community service opportunities for students to support and provide supplies for pet rescue programs and services. It is open to all students.

## **ACADEMIC COMPETITION ORGANIZATIONS<sup>1</sup>**

### **ACADEMIC DECATHLON**

Academic Decathlon is an interdisciplinary academic competition predominantly for 10-12th grade students. Each year members study literature, art, music, history, economics, science, and math organized around a different theme. Students also give prepared and impromptu speeches and hone their resume and interview skills. Mid year, a competition decides which 9 students form the core team for the state and national competitions. Individuals may continue competing through an on-line individual competition.

### **QUIZ BOWL TEAM**

Quiz Bowl is a club devoted to academic competition. Any student is welcome to join. Practice sessions are held on Wednesdays after school in room C7. Students engage in a 4-person team quiz game similar to Jeopardy. All categories of questions are included. Top players engage in competitions with teams from other schools all over Louisiana.

### **MOCK TRIAL TEAM**

Caddo Parish Magnet High School's Mock Trial team introduces students to the court system while developing critical thinking as well as public speaking skills. Teamwork is also emphasized. Magnet's Mock Trial team has competed in the regional and state tournaments for the past 20 years. In 2015 Caddo Magnet's Mock Trial team won the State Competition and traveled to Raleigh, NC, for Nationals. Local attorneys coach the team.

### **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.

### **DEBATE**

Students research diverse points of view on various topics for participation in debate tournaments at local, regional, and even national level competitions.

## **ACADEMIC/CULTURE CLUBS**

### **STUDENT LIBRARY ASSOCIATION**

The SLA is a group of students interested in learning about libraries and library careers. Our activities include maintaining and improving our school library, reading to children, sponsoring an annual book fair, and attending the Louisiana Teen Library Association conference in Alexandria.

### **LOUISIANA TEEN READER'S CHOICE BOOK DISCUSSION GROUP**

This club meets bi-monthly during lunch to discuss the Louisiana Teen Reader's Choice books. Students bring a lunch, and dessert is provided.

### **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.

### **GERMAN AND ITALIAN CLUB**

The German and Italian Club represents students who are enrolled in these language courses. Members can hone their language skills and do a further study of culture.

### **JAPANESE CLUB**

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<sup>1</sup> This section of the handbook is under revision.

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

### **ASIAN STUDIES**

Asian Studies Association is a student organization made up of young people from diverse ethnic backgrounds. Different Asian cultures are the focus of activities such as the annual lecture.

### **HISTORY CLUB**

History Club conducts local area and school history research, goes on local and regional historical field trips, and participates in local community service projects, including cultural celebrations, dance and music presentations, and experiences with Asian cuisine. The club meets at activity period on the first-Wednesday rotation in room C-7.

### **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 African American History Month in February.

### **CADDO MAGNET PLAYERS/DRAMA CLUB**

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.

### **TECHNICAL THEATER CLUB**

Explore the wonder of stage technology, special effects, sound and lighting design, staging and backstage management, all in a relaxed atmosphere in the Lecture Hall, on first rotation. Guest speakers, large-screen videos, and student testimonials and experiences make up the bulk of what we do in Technical Theater Club!

### **NATIONAL HISTORY DAY**

**National History Day** (NHD) is a non-profit education organization that involves students in conducting original research on historical topics of interest. These research-based projects are entered into contests at the local and affiliate levels, where the top student projects have the opportunity to advance to the National Contest at the University of Maryland at College Park. In addition to facilitating the discovery of the past, NHD also helps students develop the following attributes that are critical for future success:

- Critical thinking and problem-solving skills,
- Research and reading skills,
- Oral and written communication and presentation skills,
- Self-esteem and confidence, and a sense of responsibility for and involvement in the democratic process.

### **OTHER CLUBS**

#### **FIRST PRIORITY**

First Priority is a student-led non-denominational Christian club that meets weekly during both lunch shifts. Students meet to support and encourage each other in their faith as they focus on sharing the love of Christ with their peers and on being a positive influence on their campus.

### **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.

### **CHESS CLUB**

The Chess Club is open to all students interested in playing chess. We gladly accept students with a wide range of skills. From the expert to the beginner, everyone is welcome to join. We occasionally have weekend tournaments, but our goal is to simply have fun. The Chess Club meets weekly during activity period.

### **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.

### **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.

### **MILITARY DEPENDENTS CLUB**

Our mission is to embrace military students, giving them a chance to get to know people with similar life experiences and assisting with the transition in to and out of Magnet life. We also seek to give back to those who dedicate themselves to American values.

And more!

We also have clubs for people interested in Harry Potter, Hockey, Hackysack, Origami, Spoken Word Poetry, and Electronics. Clubs are added every year depending on student interest.