



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

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Phone Number

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Fax Number

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Website

www.caddomagnet.net

Administration

Amanda Dolph, Principal
Paul Redding, Assistant Principal
for Administration
Schannon Lanclos, Assistant Principal
for Instruction
Jesnita Williams, 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 the differences between 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

7:45	Students may begin entering campus
8:15	Teachers report to classrooms
8:25	Students report to class
8:30-10:10	1st Block (100 minutes)
10:15- 11:55	2nd Block (100 minutes)
12:00- 1:20	3rd Period (50 minutes)
11:55-12:25	1st Lunch (30 minutes)
	*All afternoon Caddo Career Center students eat on 1st lunch
12:50-1:20	2nd Lunch (30 minutes)
1:25- 2:15	4th Period (50 minutes)
2:20- 4:00	5th Block (100 minutes)

*Announcements will be made during the first two minutes of 1st Block.

Revised 8/2/25

Caddo Magnet High School
Activity Bell Schedule
(Friday Only)

7:45	Students may begin entering campus
8:15	Teachers report to classrooms
8:25	Students report to class
8:30-10:05	1st Block (95 minutes)
10:10- 11:45	2nd Block (95 minutes)
11:50- 1:05	3rd Period (45 minutes)
11:45-12:15	1st Lunch (30 minutes)
	*All afternoon Caddo Career Center students eat on 1st lunch
12:35-1:05	2nd Lunch (30 minutes)
1:10- 1:55	4th Period (45 minutes)
2:00- 3:35	5th Block (95 minutes)
3:40- 4:00	Activity period

*Announcements will be made during the first two minutes of 1st Block.

Revised 8/2/25

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 for a lifetime.

Grading Policy

It shall be the policy of the Caddo Parish School Board that the Grading Scale be a percentage-based grade. The semester/LEAP examination will count twenty-five percent (15%) 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

90-100 A

80-89 B

70-79 C

60-69 D

0-59 F

WEIGHTED GRADING FOR PHASES IN HIGH SCHOOL

<u>GENERAL</u>	<u>E/H/GT/AP/DE</u>
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

Caddo Magnet High

Enrollment Requirements for 2025-2026

The following policies are part of the enrollment requirements for Caddo Magnet High School. If you have any questions, please contact us at 318-221-2501. We are so pleased that you have decided to attend Magnet!

1. Upon return of an acceptance letter to Caddo Magnet High School for the upcoming school year, I understand that I am considered to be under contract. I may change my mind and be released to another Caddo Parish public high school until June 1, 2024.
2. I must maintain a 2.5 grade point average for each school year. Summer school grades will not be included for determining eligibility status for the following year.
3. I will not be released to another Caddo Parish public school magnet program during the school year. The enrollment contract will be voided only if I violate Caddo Parish School Board policies which result in expulsion or if serious extenuating circumstances can be documented and approved by school or school board personnel.
4. If I withdraw from Magnet High, voluntarily or due to failure to meet academic, attendance, or discipline requirements, I will not be readmitted.
5. I am required to enroll in courses that meet T.O.P.S. University Diploma requirements
6. I understand that I will be held accountable for my online behavior and that I am expected to represent myself and the school appropriately at all times.
7. I must take a P.E. class my freshman year.
8. I must take seven (7) courses per academic year.
9. I must take physical science unless I take the Magnet Physical Science proficiency exam and test out of the course.
10. My attendance and discipline records will be reviewed annually to determine eligibility for the following school year. Poor attendance or discipline will result in being exited from Magnet High.
11. I understand that summer school and correspondence courses will only be allowed for the purpose of repeating a class due to a failing grade unless previously approved by the principal.
12. I understand that I must remain on track for graduation with my cohort each year at Magnet High. If I do not have sufficient credits for graduation per year, I will be exited from Magnet High.
13. I agree to complete all of my PE/Health requirements for graduation by January 1st of my junior year.
14. I understand that in order to attend social events sponsored by CMHS, I must remain in good standing. This includes if I am no longer a student at Caddo Magnet High School.
15. Students without an ACT score of 20 or higher going into their senior year must be enrolled in the ACT Prep course until a qualifying score is met.

Please sign this form and return it to your counselor with your registration packet.

Student Name (please print): _____

Student Signature: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date: _____

TECHNOLOGY

Technology is loaned to students for their use during the school year. Technology is loaned to be covered, kept clean, and handled carefully. Students will be required to pay for lost or damaged technology.

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/EXTRACURRICULAR ACTIVITIES

Caddo Magnet High follows the LHSAA guidelines concerning student eligibility in athletics.

Students must be in good standing to participate in athletics and extracurricular activities. Students who have Ds and Fs will not be allowed to participate or travel until grades improve.

Sponsors have the right to make adjustments to participation based on attendance, discipline, grades, and other factors.

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. All 9th graders take the pre-ACT at no cost through the school.
- 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 a 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) again or to take the SAT (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 their 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 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. No core classes are allowed off campus.

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 5th block 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 two 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 (4:00-4:10).

MINIMUM REQUIREMENTS FOR HIGH SCHOOL GRADUATION

TOPS UNIVERSITY DIPLOMA REQUIREMENTS

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

Financial Literacy (beginning with the class of 2028)

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,

African American History

One unit of the following:

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

African American History

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, Latin

2 Units

ARTS

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

1 Unit

ELECTIVES

Class of 2027 and forward will be required to take Financial Literacy as one of their 3 Electives.

3 Units

TOTAL REQUIRED FOR GRADUATION

24 Units

LDOE Link for most up to date graduation requirements: <https://louisianabelieves.com/courses/graduation-requirements>

LIBRARY OPERATIONAL PROCEDURES:

1. Library hours are from 8:00 a.m. to 4:00 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 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 Google Calendar on the library website to view availability and contact one of the librarians to be placed on the calendar.
15. Conference rooms are available by reservation.
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.

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

“**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. 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, a 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 due to personal illness without a Physician's verification. Excused absences are not considered for purposes of truancy. Doctor's note can be presented anytime, (preferably the next day). Keep in mind the longer you fail to turn in a doctor's note, the student absences will remain unexcused. **You are only allowed three parent excuses per semester.**

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 absences or at the teachers' discretion. It is the responsibility of the student to contact the teacher regarding make-up work and meet discussed deadlines.*

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 they return. 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.

Failure to meet the minimum attendance requirements may 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 inform the office and send the student to the office to call a parent. 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 checkout. If you are a non-driver, you will be called from class when your parent arrives. Parents or designees must come inside to check out students. Bring a valid ID for safety purposes. If a student is checking out and drives to school, the parent must call the front office to check the student out at the time of checkout. Students must report to the office to sign out.

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 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. If a student loses personal item(s), please stop by the front office to check the Lost and Found storage box.

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 no charge. 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 3rd period class. Two separate lunch lines in the cafeteria are available for students to receive 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. *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 the 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 the 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 safely and efficiently 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 4:05 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 it 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 on 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 20-minute period every Friday at the end of 5th block. Students are excused at the end of the 5th-period class for the following reasons:

- All students must have somewhere to go during activity period.
- 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 website). Students 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. 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 8:30 a.m. and 4:00 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:

1st offense: The device is confiscated for three (5) school days and returned to the parent.

2nd offense: The device is confiscated for three (5) school days and returned to the parent; the student is assigned two (2) days of in-school suspension, and parental contact is made.

3rd offense: The device is confiscated for three (5) school days and returned to the parent; the student will be barred from attending two (2) extracurricular activities at the discretion of the principal.

4th offense: The device is confiscated for three (5) school days and returned to the parent; the student 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 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 Facilitator upon arrival to school.
2. Cell phones will be confiscated upon arrival by the ISS Facilitator. It will be returned at the end of the school day.
3. Students shall bring all textbooks, notebooks, materials, and supplies and will be expected to complete assignments. Locker visits will not be permitted.
4. Students will be expected to be quiet and to remain in their seats at all times. Daydreaming and sleeping are unacceptable behavior.
5. Passes to see teachers, and counselors or to visit the Library will not be issued.
6. Restroom breaks will be arranged by the facilitator.
7. 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.

CMHS Dress Code

- Attire must not be destructive to school property.
- Shoes must be worn for health/safety reasons.
- Only tops designed to be worn outside of pants, shorts, and skirts, etc. may be worn in that manner.
- Pants, shorts, and skirts must be worn at the waist. No “sagging” is permitted. Belts should be buckled at all times.
- Sunglasses are prohibited in the building unless they are prescribed.
- Bare midriffs, see-through garments, white undergarment-type T-shirts, bare backs, halter tops, tank tops, tube tops, and cutoffs cannot be worn. All shirts should come down to or past the beltline. There are to be no holes or tears allowed in clothing on the campus.
- All shorts/skirts should be no more than 4 inches above the knee.
 - No athletic running shorts (Nike or similar brand) or tennis skirts. Athletic shorts/skirts may be worn but they should follow the length requirement.
- Obscene, profane language, and/or provocative pictures on clothing or jewelry are prohibited.
- Satanic, cult, or gang-related symbolism in any form is prohibited.
- Drug-related symbols in any form, including advertisement or promotion of alcohol or tobacco, are prohibited.
- 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.
- The wearing of other high schools’ attire is prohibited.
- Loose-fitting shorts may be worn by students that are no more than four (4) inches above the knee when standing. All shorts shall be hemmed. Cutoff shorts, rolled- up jeans, sweats, **spandex shorts shall not be worn**. No other article of clothing shall be worn beneath the shorts for viewing.

INF #	JCampus Code	State Code	Infractions	1st	2nd	3rd	4th
20	30	43	Violating the district/school’s dress code.	Student is given an opportunity to change or school personnel may determine if the student needs assistance in obtaining proper attire. Student returns to class after reviewing the policy, and parent/guardian is called.	Student is assigned one (1) day of after school detention or its equivalent with a mandatory parent conference and the opportunity to change clothing.	Student is assigned up to three (3) days ISS and parental contact is made.	Student is suspended up to three (3) days.

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 meet 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 10th, 11th, or 12th 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 10-12th 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.

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.

PET PROJECT

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

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 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.

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. Cultural celebration, dance and music **presentations**, and experiences with Asian cuisine. The club meets during activity period on the first-Thursday 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 into 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.

CPSB Discipline Policy

MIDDLE AND HIGH SCHOOL DISCIPLINE GUIDELINES

INF#	JCAMPU S CODE	STATE CODE	INFRACTION(S)	1 st	2 nd	3 rd	4 th
1	13 14	13 14	<p>Possessing weapons or using any tool or instrument to do bodily harm.</p> <p>Prohibited under Federal and State Law (guns & explosives)</p> <p>Not Federally prohibited</p>	<p>The principal renders due process to the student and the student is suspended at least a minimum of three (3) days and up to a maximum of nine (9) days during which time an expulsion hearing will be held. The principal shall file charges immediately if evidence is present.</p>			
2	55, 70	23	Battery of a teacher or other school personnel.	<p>The principal renders due process ... (same as infraction 1)</p>			
3	63	16	Gang Fight/Group fight.	<p>The principal renders due process ... (same as infraction 1).</p>			
4	07 (D) 09 (A)	07(D) 09(A)	Possessing or using any controlled substance or alcohol.	<p>The principal renders due process ... (same as infraction 1).</p>			
5	09	09	Under the influence of alcohol.(1)	<p>The student will receive up to three (3) days suspension with mandatory counseling.</p>	<p>The principal renders due process ... (same as infraction 1).</p>		
6	59	05	Initiating any false alarms and/or bomb threat.	<p>The principal renders due process ... (same as infraction 1).</p>			

MIDDLE AND HIGH SCHOOL DISCIPLINE GUIDELINES

INF #	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1 st	2 nd	3 rd	4 th
7	27	02	Threatening a teacher or other school personnel	The principal renders due process ... (same as infraction 1).			
8	11, 24, 72	11, 27 20(S)	Defacing or destroying school property. Stealing	The student is suspended up to three (3) or it may be extended to nine (9) days pending a CPSB hearing. The parent is required to pay for damages.	The student is suspended up to five (5) days or it may be extended to nine (9) days pending a CPSB hearing. The parent is required to pay for damages.	The student is suspended for nine (9) days pending an expulsion hearing. The parent is required to pay for damages.	
9	16, 90	10	Initiating/instigating a confrontation, or videotaping to initiate/instigate a confrontation	The student is assigned ISS for three (3) days, attend mandatory conflict resolution and SBLC meeting with a parent conference.	The student is suspended for nine (9) days pending an expulsion hearing. Charges may be recommended by admin.		
10	16	16	Participating in a fight.	The student is suspended for up to five (5) days with a parent conference, attend Fight Diversion class, and participate in counseling. Charges may be recommended by administration.	The student is suspended for up to five (5) days. Student will be referred to mandatory counseling, needs assessment, and school building level committee (SBLC) meeting with parent, child and appropriate staff. Charges may be recommended by admin.	The student is suspended for nine (9) days pending an expulsion hearing. Charges may be recommended by administration.	
11	45 38, 83 77 (CB)	35 35 36	Bullying, threatening, or hazing students.(1) Sexual Harassment Cyberbullying	Same language as infraction 1 and disciplinary actions as outlined in Policy JCDAF.	The principal renders due process ... (same as infraction 1) and disciplinary actions as outlined in Policy JCDAF.		
12	81	45	Loitering on any school campus, bus or school sponsored events while suspended.	The principal contacts the SRO-SLO, a citation is issued for trespassing and the parent is notified.	On the second infraction, the SRO-SLO is contacted and charges are filed for trespassing. The parent is notified.	The principal contacts the SRO, charges are filed and the suspension is extended up to nine (9) days pending an expulsion hearing. The parent is	

						notified.	
13	29	15	Possessing or using fireworks.	Same language as infraction 1.			

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MIDDLE AND HIGH DISCIPLINE GUIDELINES

INF #	JCAMP US CODE	STATE CODE	INFRACTION(S)	1 st	2 nd	3 rd	4 th
14	08	08	Possessing tobacco, lighters, Vapes, e-cigarettes, and/or matches.	The student is assigned three (3) days in-school suspension and parental contact is made.	The student is suspended for three (3) days with a parent return.	The student is suspended for five (5) days with a parent return and a student discipline contract.	The student is suspended up to nine (9) days pending an expulsion hearing.
15	08	08	Using tobacco, Vapes, and/or e cigarettes.	The student is assigned three (3) days in-school suspension and parental contact is made.	The student is suspended for three (3) days with a parent return.	The student is suspended for five (5) days with a parent return and a student discipline contract.	The student is suspended up to nine (9) days pending an expulsion hearing.
16	44, 51, 76	42	Possession/use or operation of electronic devices.	See Policy JCDAF	See Policy JCDAF	See Policy JCDAF	See Policy JCDAF
17	01, 97	01	Disobeying or refusing to comply with any reasonable request.	The student is assigned after school detention or its equivalent for one (1) day and parental contact is made. The student will come back to the classroom with a parent return.	The student is assigned to In School Suspension and a behavior contact/plan is developed.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended for nine (9) days pending an expulsion hearing.
18	41, 100	38	Using forged notes or forged official forms.	The student is assigned after school detention or its equivalent for two (2) days and parental contact is made.	The student is suspended for three (3) days with a parent return.	The student is suspended for five (5) days with a parent return and referred for counseling.	The student is suspended for nine (9) days pending an expulsion hearing.
19	18 26	18 18	Leaving class/school without permission. Skipping	The student is assigned In School Suspension for two (2) days and parental contact is made, a behavior contact plan is developed. The student will come back to the classroom with a parent return.	The student is suspended for two (2) days with a parent return.	The student is suspended for three (3) days with a parent return.	The student is suspended for nine (9) days pending an expulsion hearing.

MIDDLE AND HIGH SCHOOL DISCIPLINE GUIDELINES

INF #	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1 st	2 nd	3 rd	4 th
20	32	43	Violating the district/school's dress code.	Student is given an opportunity to change or school personnel may determine if the student needs assistance in obtaining proper attire. Student returns to class after reviewing the policy and parent/guardian is called.	Student is assigned one (1) day of after school detention or its equivalent with a mandatory parent conference and the opportunity to change clothing.	Student is assigned up to three (3) days ISS and parental contact is made.	Student is suspended up to three (3) days.
21	17	17	Violating traffic and safety regulations.	The principal holds a conference with the student and SRO concerning traffic safety. The parent is notified of revocation on the next infraction.	The principal revokes parking privileges for five (5) school days and parent contact is made.	The principal revokes parking privileges for 15 school days with a parent conference.	The principal uses administrative discretion to revoke parking privileges up to the remainder of the school year.
22	98	04	Using profanity toward school personnel.	The student is suspended up to 3 days with mandatory counselling	Same language infraction 1.		
23	04, 36, 68	04	Using profanity toward other students.	The student is assigned In School Suspension for two (2) days and parental contact is made.	The student is suspended for two (2) days with a parent return; behavior contact/plan is developed.	The student is suspended for three (3) days with a parent return and referred to the counselor.	The student is suspended up to nine (9) days pending an expulsion hearing.
24	28	05	Possession of dice.	The student is assigned two (2) days ISS and parent contact is made. The dice are confiscated.	The student is suspended for two (2) days with a parent return. The dice are confiscated.	The student is suspended for three (3) days with a parent return and referred to counseling. The dice are confiscated.	The student is suspended for nine (9) days pending an expulsion hearing.
25	28	39	Participating in gambling.	The student is suspended up to two (2) days pending a parent return.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended up to nine (9) days pending an expulsion hearing.	

MIDDLE AND HIGH SCHOOL DISCIPLINE GUIDELINES

INF #	JCAMP US CODE	STATE CODE	INFRACTION(S)	1 st	2 nd	3 rd	4 th
26	37	05	Engaging in mutual displays of affection (kissing, etc.)	Student is assigned two (2) days after school detention or its equivalent and parental contact is made.	The student is assigned two (2) days ISS pending a parent conference.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended for five (5) days with a parent return and referred to the school psychologist/counselor/ social worker/behavior intervention specialist.
27	05	05	Committing immoral practices or acts.	The principal renders due process to the student and the student is suspended at least a minimum of three (3) days and up to a maximum of nine (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.			
28	03	08	Making unfound charges against school personnel.	The principal renders due process to the student and the student is suspended up to three (3) days.	Suspended up to five (5) days with counseling.	Suspended up to nine (9) days and recommended for expulsion.	
29	21	21	Commits other serious offenses. Engaging in sexual acts.	Same as infraction 1.			
30	21	21	Commits other serious offense. Possession of counterfeit cannabinoids, copycat drugs, imitation drugs, salts and synthetic cathinone's.	Same as infraction 1.			