

STUDENT BULLETIN – 2018-19

ALL TEACHERS - Please read and discuss this with your first period class and [post on your bulletin board](#). To avoid any misunderstanding and to aid the operation of the school, we ask for your cooperation in the following areas:

1. Your behavior is expected to be commensurate with high school age groups. You are expected to comply with the regulations of the Caddo Parish School Board and recognize the authority of all teachers and other school personnel.
2. Reporting times for all students to the campus for school will be no earlier than 7:45 a.m. each school day through 8:15 a.m. After the 8:20 a.m. bell students must report to D105 to pick up tardy admit to class.
3. You will be required to wear the student ID badge all day on campus. Wear it on your lanyard/clip. If worn with the approved lanyard, the lanyard should be worn around the neck with the photo facing outward. If worn with the approved clip, the photo should face outward and worn on the left side of your chest. If you left your ID at home, you must report to the Discipline/Attendance office to get a temporary ID from 7:45 a.m. to 8:14 a.m.
3. You are expected to come to the office **ONLY ON BUSINESS.**
4. You are expected to come to school neat and clean, and to conform to standards of appearance set in the Dress Code adopted by the Caddo Parish School Board.
5. Within two (2) days after student returns from being absent, he/she is required to bring a note from a parent/guardian or doctor stating the reason for the absence. Parent, doctor, court, death in immediate family and administrative excuse notes are to be brought to the Attendance Clerk in D104 **before school, during class change, lunch and after school.** No student will receive an admit slip to class to excuse a tardy resulting from turning in an excuse in the office.
6. You are expected to be in all classes promptly - before the tardy bell rings. A student is considered tardy, if he/she is not in place when the tardy bell rings. On the fourth and fifth unexcused tardies to a class, the student will be assigned to after school detention (ASD) for one and two days, respectively. On the next and subsequent tardies, the teacher will refer the student to the Assistant Principal of Administration (APA) for disciplinary action. Consequences for tardiness will include ASD, ISS, and/or suspension. Students may be placed on CPSB Attendance hearing for excessive tardies to school. Tardy lockout drills are conducted periodically and a student may be assigned ASD even if tardies have not accumulated for him/her.
7. Students are to park in either of the two large parking lots. Students should back the car into the space between the yellow stripes, and they should not park in the row nearest the school (white striped parking spaces), which is reserved for teachers. Automobiles are to be vacated and locked immediately upon arrival and may be re-entered only at time of authorized departure. Students are not to loiter in the parking lot before or after school. The area in front of the school is not for student parking. The stadium parking lot will **not** be used for student parking during school hours. If a student receives a parking violation slip, he is to report to Room 113 before school on the next day. ***Students are not allowed on the parking lots during the school day without authorization from the office. Students who are driving their private automobiles for Career Center classes are to park in green striped and CCTC labeled spaces and they should present CCTC Identification badges when requested by school personnel.***
8. When sent to the office on a referral, a student must report directly to D-104 and wait to be seen by the APA. Failure to do so may result in a suspension.
10. Knives, tobacco, alcohol, narcotics, fireworks and any instrument that may cause bodily harm are not permitted on the school grounds or on the school bus to and from school. Possession of any of the above may result in suspension or expulsion. *Students with major infractions, including but not limited to fighting, possession of controlled dangerous substances, alcohol, or weapons, etc. may be prohibited by the administration from attending any or all extra-school activities for the remainder of the school year.*
9. Possession of tobacco is not permitted anywhere on the school grounds at any time.
11. Students are to stay out of the "A" building, Magnet Hall, Annex and Building E (ROTC) during lunch. The gym and cafeteria foyers will be available to students only during inclement weather. The Pavilion area may be utilized during lunch period.
12. Students are not to leave the school grounds at any time without permission from the office.
13. Students are expected to be in school all day, every day and check-out only in an emergency.
14. If you should need to check-out, go to D104 and give your check out request to the Clerk before 8:20 a.m. You may also go to the office between classes, complete check-out form and return to class promptly-**do not sit in the office.** **Never leave the campus without checking out through the office.** You will be called when your check out has been cleared. If check-out has been pre-arranged you will be called at the pre-arranged time to come to the office. Again, **do not sit in the office** and wait for the pre-arranged time. **ONLY parent/legal guardian or pre-authorized individual(s)** will be allowed to check a student out. Students are not allowed to check out during lunch. **NO EXCEPTIONS!**
15. Radios, iPods, cameras, headwear, PSPs, DS/DSi, and other handheld game systems, mp3 players, sun glasses, magic markers, laser lights (or any instrument that might be used to mark on furniture or walls) and beepers are not allowed on campus and will be confiscated.
16. Elevator use is for the physically impaired only. Students must furnish a doctor's note to get a key.
17. Students are to leave campus immediately after last official contact of the day.
18. Students attending extra-curricular activities on campus should be off campus **within fifteen minutes** after the activity has ended. Students who abuse this rule may have their privileges to attend these activities revoked.
19. There will be absolutely **NO personal cell phone usage** (i.e. texting, IM, Instagram messaging, tweeting, etc.) during the school day. It is the student's responsibility to make sure his/her cell phone is secured at all times. Electrical outlets are not to be used to charge cellular phones.