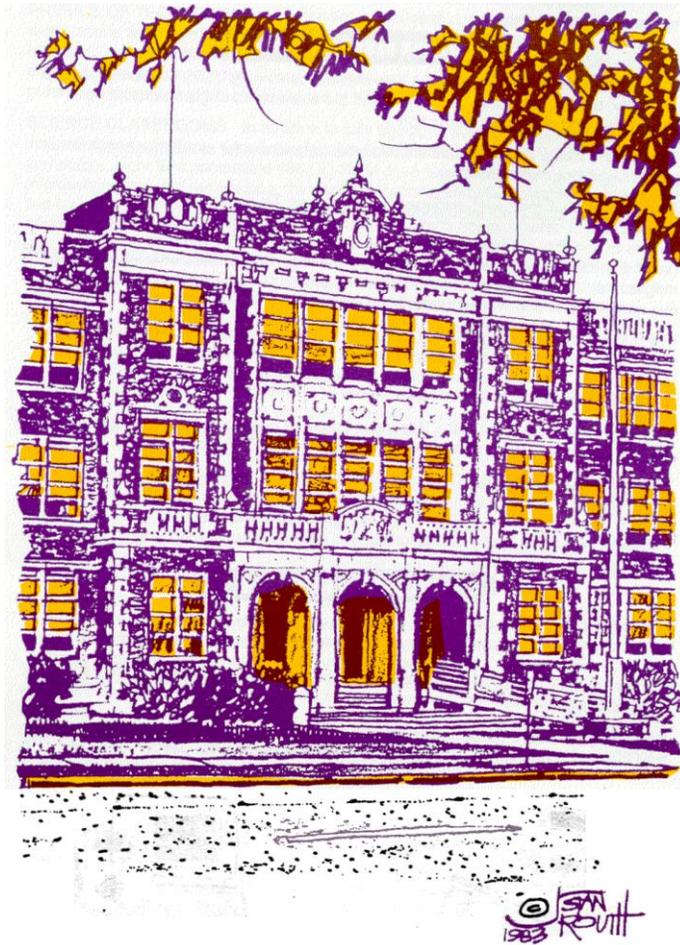


C. E. BYRD HIGH SCHOOL

Blue Ribbon School of Excellence



2018 - 2019 Student Handbook

Revised July 2018

This is Byrd High School. You will soon be as much a part of it as it will be a part of you. It holds your future. The horizon is unlimited.

You can never leave Byrd High School, for its training, its memories, and its reputation will go with you forever. Likewise Byrd High school can never erase you; the mark you make upon this institution will remain here for eternity.

Do not take lightly the task which lies before you. In your hands rests the future of Byrd High School, the prospects of the City of Shreveport, the pride of Louisiana, the hope of America, and the destiny of the World.

National Honor Society 1961 - 1962

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C. E. Byrd High School
3201 Line Avenue
Shreveport, Louisiana 71104

Gerald R. Badgley
Principal

(318) 869-2567

August 2018

Welcome Jackets:

Student Council is so excited to welcome everyone back to 'The City' for the 2018-2019 school year. For the newcomers, congratulations! There are a lot of choices for high school, and I can confidently tell you Byrd is the best! This year in Student Council our motto is "It takes a City." We want all students, in every class and every grade to be actively involved and come together in unity as Jackets. Fortunately, there are countless events throughout the year to keep all Jackets involved. Through cheering in the Hive, to walking down the halls on a normal day, the spirit of C. E. Byrd is constantly present! We strive to make this school year the best ever as we continue the traditions of Byrd High School and work to unite our school to leave our lasting mark.

Freshmen, you've finally made it! You are now a part of the ongoing legacy of C. E. Byrd, it truly is an honor. With this transition into high school, we encourage you and hope that you will take advantage of the opportunities and organizations our school has. The key to experience the ultimate high school experience is stepping out of your comfort zone and getting involved, and Byrd offers something for everyone! Though we are a school of thousands, we are one big family, and we hope that you all enjoy being a part of 'The City'.

Sophomores, you are now moving up in the chain of high school! You know your way around the halls, the chants of the Hive, the Alma Mater, and how to be a Jacket! With this new step forward, remember where you were just last year and help the Freshmen out. It is time to make a positive, memorable impact on the Class of 2022 by serving as role models and friends. Only one more year until you are an upperclassman, so make it count!

Juniors welcome to being an upperclassman. With this new age comes new responsibilities, but also so many things to look forward to! Your first prom and junior ring ceremony are right around the corner, so don't rush it and enjoy every bit of your year. Seniority is at the tip of your fingers, but don't let that get to your head, junior year is very important as you continue to proceed toward your academic goals. We hope you enjoy this year and can't wait to see you at all of Byrd's events!

Seniors, the time has finally come! This is our chance to lead the school, unite the Hive, and make a difference in the school we love so much. As we lead the school, let's set our standards high in academics and leadership as we leave our lasting impressions on the school. Though senioritis may start to hit, power through so we can make this the best year yet! This is our last year, so make sure to make everything count so we can enjoy our final times in these halls.

As summer comes to an end, the welcoming doors of C. E. Byrd High School open to welcome all the new students and faculty. Please do not hesitate to ask if you have a question or need help finding your way around the halls; you have thousands of tour guides.

Everyone, have a splendid year and STING EM!

Sincerely,

Holly Dorsett, Student Council President
C. E. Byrd High School Student Council

DISCIPLINE

SWPBS

School Wide Positive Support is an initiative to implement into the classroom a positive behavior reinforcement plan that supports and improves upon the classroom management plan. Each teacher employs a variety of positive behavior reinforcement techniques that range from compliments to monetary rewards. If positive support does not help for a particular student, the teacher would then employ the classroom management plan for discipline purposes.

Our SWPBS slogan is Yellow Jackets Rock. The Rock acronym is as follows:

R=Responsible

O=On Time and On Task

C=Courteous

K =Kindness Counts

Students of C. E. Byrd High School shall be held responsible for understanding and complying with the standards of conduct as outlined by the Revised Student Discipline Policy for Caddo Parish Schools adopted on June 19, 2001. The Classroom Management Plan is used by Byrd High School. Every teacher uses a Classroom Management Plan for maintaining an effective learning environment in the classroom. The school plan reads as follows:

C. E. Byrd Classroom and School Management/Discipline Plan

Classroom and school management/discipline refers to those student behaviors that affect decorum and interfere, interrupt, or disrupt the learning environment.

A Teacher's Creed:

I am a competent teacher who has the right to teach without interruption, interference, or disruption. You are a capable learner who has the right to learn without interruption, interference, or disruption. Because we will be working cooperatively, we must have a classroom free of interruption, interference, or disruption.

Guarantee: I guarantee you that you will be a successful learner who is well prepared with the skills necessary for further study or work if you follow our rules of success.

A Student's Creed:

I have choices about my own behavior and I am the only one who can control my behavior; therefore, whether or not I am successful depends on the choices that I make. The school's goal to help me be a successful learner is clear. The choice is mine.

Classroom behaviors that Lead to Success

1. Responsible—I will always be responsible for my behavior. I will take care of school property and will not touch another nor another's property without permission.

2. On time and On task—I will always be on time to class, and I will be on-task from bell to bell.
3. Courteous and Respectful—I will always be courteous and respectful to others.
4. Kindness Counts—I will always get permission to talk and walk about the room, and I will be kind and polite when interacting with my teachers and my peers.

Penalties for violating one of the four behaviors that leads to success:

1. First violation = Warning: Behavior needs correcting
2. Second violation = detention
3. Third violation = Coded out of class to the discipline office.

*After the student has served two teacher detentions the next offense is automatically referred to an assistant principal with a "Code 2". Further failures to correct behavior will move a student through the other steps of the Discipline Plan.

NOTE: A severe disruption of learning and teaching will result in an immediate "coding out." Students do not have to receive a warning or be issued a detention prior to this. A "Code 2" will result in time-out, in-school suspension or suspension depending on the nature of the offense or the student's previous offenses. Being disrespectful to a teacher is an example of a "Code 2" which is severe!!

C. E. Byrd Academic Plan

Academic management refers to student's learning activities.

Academic Choices That Lead to Success

1. I will have the required materials, supplies, and textbook.
2. I will make-up all missed work/tests in the allowed or prescribed time.
3. I will turn in all assignments at the time requested.
4. I will be prepared with homework/assignments.
5. I will listen the first time information/instructions are given.

Violations of the Academic Rules That Lead to Penalties

1. failure to have materials and supplies and/or to dress out;
2. failure to make up work;
3. turning in work beyond the "due date";
4. failure to have homework or assignment;
5. failure to listen when information/instructions are being given.

(Each teacher will give students information regarding penalties for violation of academic rules.)

DISCIPLINARY CONSEQUENCES

The school's response to student behavior which is not corrected includes the following steps:

1. **Detention** is held in room 111, Monday through Friday, and begins five (5) minutes after school. Students are

assigned to detention for violations of the dress code, four or more tardies, being more than five minutes late to class, commons area infractions or for violations of classroom rules. Student must sign the detention form, not as an admission of guilt, but simply as acknowledgment of receiving the form. Failure to sign will result in additional disciplinary action. During detention students are required to complete specific assignments related to behavior and discipline. Detentions may be served on the date received or within the next 4 school days (Total of 5 school days to complete detention). It is the student's responsibility to notify the parent/guardian by presenting the detention form that will indicate the infraction and the date the detention is to be served. A student arriving more than five minutes late to detention is referred to the assistant principal for reassignment to detention. A student who is less than five minutes late to detention will be required to serve an extended time on that same day. Failure to attend detention will result in the assignment of an additional day of detention. If the student does not attend detention after the additional days have been assigned they will be assigned additional punishment.

2. **Time-Out** is held in room 111 during each period of the day. A student who fails to correct his behavior after being assigned to teacher detention two times or whose behavior interferes with instruction making it necessary for his/her removal will be coded out and placed in time-out for an appropriate period of time for the class period for which his/her behavior has not been corrected.

3. **In-School Suspension** is held each school day in room 111. Students are under the supervision of the ISS facilitator during this time. Students report directly to ISS after the opening bell. During the course of the day the students will have assignments that will focus on knowing and understanding the school and parish discipline rules, identifying the behaviors that were violations of those rules, and preparing strategies for correcting behavior and redirecting behavior into productive ways of being a successful student. The students in ISS are isolated from other students during the day. They do not take breaks during normal break times and are escorted to the restrooms during prescribed breaks. Their lunch is also isolated. If a student is coded out of ISS, he or she will be suspended. **On the day that a student is in ISS, he/she may not attend nor participate in any school activity. The student is allowed to make up missed class work, but it is the student's responsibility to have all work ready for presentation upon return to class and no extended time will be allowed for make-up work. A student who is assigned to ISS for a disciplinary offense will be ineligible for membership and selection/election to many of the organizations in our school's extracurricular program.**

GENERAL INFORMATION

ACCIDENTS ON CAMPUS

Students involved in accidents on campus that result in injury and/or illness should report to Office 101 to file an accident report.

AFTER SCHOOL ACTIVITIES

Students must obtain all necessary materials from lockers and report to the location of the school-sponsored activity by 3:51 p.m. At the conclusion of the activity, students are to exit the building immediately. Students waiting to be picked up must wait in front of the gym 3:46 - 4:30 p.m.

Students in the building after 3:46 p.m. must be escorted by a faculty member. The school will not be responsible for the supervision of students after 4:30 p.m. unless the student is involved in some type of extracurricular or supervised school activity. **Unsupervised students will be subject to disciplinary action.**

ANNOUNCEMENTS

Announcements are made daily to keep students informed. These announcements are read in homeroom classes, posted in classrooms and other central locations. Announcements begin with students standing for the Pledge of Allegiance.

ASSEMBLIES

Assemblies are held in the auditorium as needs arise. Parents are encouraged to attend. Students are expected to be respectful and attentive during the assembly; i.e. no gum chewing, reading, writing, inappropriate responses (yelling, whistling, etc.). Furthermore, students on stage for a performance or recognition are expected to exhibit the type of behavior that will not draw extra attention to themselves. (Examples: gesturing, waving, "strolling", etc.)

ATTENDANCE AT SCHOOL SPONSORED ATHLETIC EVENTS

It is assumed that students attend athletic events for the purpose of observing the event and supporting their team. Students are expected to conduct themselves in an orderly manner, observe good sportsmanship, *and to leave the premises immediately at the conclusion of the activity.* School dress code policy applies to all school functions. **Failure to vacate the premises in a reasonable time frame will result in a student not being allowed to participate in subsequent events.** All Caddo Parish School Board and Byrd High School discipline policies apply at all school events.

BACKPACKS

Students are permitted to bring book bags to school. School officials have the authority to search book bags. Students are encouraged to permanently color/paint their names on their backpacks for easy identification. **Drug, satanic, cult, gang related symbolism, profanity or obscenities of any kind are prohibited on book bags or any other personal item. Books**

bags, large purses, or totes are not allowed on the school campus during the last four days of each semester.

BUS STOPS AND WALKING

Students are under school jurisdiction from the time they leave their homes in route to school until they arrive home at the end of the school day. Their behavior on the way to school as well as on their way home should be the same as if they are on school property and is subject to the same disciplinary action. This includes walking to school, waiting at the bus stop and riding the bus.

CAFETERIA RULES

Students are expected to abide by the following rules:

- 1) Please have your I.D. visible and ready to scan.
- 2) Return used items to the provided trashcans
- 3) Enter the cafeteria in an orderly manner. **NO RUNNING, SAVING PLACES, OR CUTTING IN LINE.**
- 4) Under no circumstances should a student throw food, paper, or any object in the cafeteria.
- 5) Students are to leave the cafeteria promptly after completing their meals.
- 6) Food may not be taken out of the cafeteria.
- 7) Please have exact change/money.
- 8) Leave the area clean.
- 9) No moving chairs from table to table.

COMPUTER USE

Byrd High School has made a profound and pervasive commitment to providing excellence in computer-related educational experiences for all its students. In order that optimum advantage may be taken of both the equipment and computer-related classroom experiences, mature and responsible behavior is expected of all students at all times. The right of a student to use computers is contingent upon his/her cooperation with the understandings and procedures outlined here as well as those indicated by the individual classroom teachers.

Specific Understandings:

The computers at Byrd High School are to be used for academic purposes only.

1. Students are not to occupy themselves in writing personal letters or sending personal e-mail messages on the school's computers.
2. The computers may never be used to review or transmit indecent or *harassing* material.
3. All students using computers, and their parents, are required to sign the *Computer Usage Agreement*.
4. Students are not to install personal software on the school's computers.

CONCESSIONS/FOOD

Students are allowed a ten minute time period to purchase snack foods at the end of each lunch shift. All items must be purchased and consumed before leaving the lunch areas. The only drink containers that should be in any classrooms

should be plastic bottled water containers. No glass containers or fast food containers are allowed on campus. Screw top drinks are the only containers allowed on campus and are not to be carried open in the hallways. There is to be no eating in the classrooms unless directly tied to instruction. Drinks must be stored in book bags.

CONDUCT IN THE HALL

Students are expected to:

- 1) Go directly from one class to the next.
- 2) Walk and not loiter in the halls.
- 3) Avoid gathering in the halls in a manner that interferes with others.
- 4) Avoid inappropriate physical contact.
- 5) Wear an official school I.D. on the upper half of the torso, where it is clearly visible.
- 6) No loud noises or yelling is permitted.
- 7) No eating or drinking in the hallways.

CREDITS

Upon successful completion of a semester of instruction in most courses, a student earns one-half unit of credit. In order to earn credit, a student must attend the minimum days as order per semester by state law.

DANCE GUIDELINES

Dances are sponsored by Byrd High School as a part of the total school program and for the benefit of Byrd's students and their invited guests. The following guidelines apply for dances:

1. Tickets must be purchased in advance. No tickets will be sold at the door or after the end of the announced deadline.
2. Byrd students and guests must have a school I.D. card or some other appropriate form of identification.
3. Invited guests **MUST** be registered by a Byrd student via contract and approved by the administration. Guests must be no older than 19 years of age.
4. Students **MUST** comply with dress code for dances. No hats or sunglasses may be worn. Canes, umbrellas, and other such items are prohibited.
5. Acceptable behavior **MUST** be demonstrated by all attending.
6. **Suspended students (in-school or out of school suspensions) are prohibited from attending dances.**
7. Acceptable behavior including appropriate dancing must be demonstrated by all attending students. Students who violate the guidelines may be asked to leave with no refund.
8. **Failure to vacate the premises in a reasonable time frame will result in a student not being allowed to participate in subsequent events.**
9. **Students placed at alternative schools are not allowed to attend dances.**
10. **Students previously removed from C. E. Byrd for disciplinary reasons may not attend C. E. Byrd High**

School extracurricular activities.

11. Students must complete a contract for themselves and their guests.

NOTE: The administration reserves the right to deny admission or continued participation of any Byrd High student or invited guest who violates Caddo Parish Board policies or Byrd standards of acceptable behavior.

DEBT LIST

Any student that has not taken care of outstanding debts with the bookkeeper will not be allowed to attend any school functions such as dances, field trips, or sports (including practice) etc. In addition, seniors will not receive their diploma at graduation.

DRESS CODE

In accordance with the Caddo Parish School Board policy students are to dress in apparel that is modest, tasteful, and that does not interfere with or distract from the educational process or rights of others. Students and their clothing should be neat, clean and well-groomed and must meet the following guidelines:

- Attire and/or accessories must not be destructive to school property.
- Shoes must be worn.
- Only tops and shirts that are designed to be worn outside pants, shorts, or skirts shall be worn in that manner *and shall not be worn below the buttocks.**
- Pants, shorts and skirts must be worn at the waist above the hip. No "sagging" is permitted. *Pants must be worn with a belt.** Belts should be buckled at all times and not hanging more than three inches.*
- Sunglasses are prohibited during the school day unless they are prescribed.
- Bare midribs, see-through garments, white undergarment shirts (t-shirts), bare backs, halter tops, *low-cut blouses*, cut-off shirts, tank tops and tube tops are prohibited. There are to be no holes or tears in clothing worn above the knee on the school campus.
- Obscene, profane language or provocative pictures on clothing/jewelry is prohibited.
- Loose-fitting shorts may be worn by students that are no more than four inches above the knee when standing. All shorts must be hemmed. Cutoff 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.
- *Only shorts with pockets are allowed at school.**
- *No pajama pants are allowed.**
- Satanic, cult, drug or gang related symbolism in any form is prohibited on school campuses, including advertisement or promotion of alcohol or tobacco.
- Skirts and shorts are to be no shorter than four inches above the knee while standing.
- Shirts, sweaters, jackets, and other tops worn over

leggings must be no shorter than four inches above the knee while standing.

- Headwear or hair rollers are prohibited on campus.
- Body piercing jewelry cannot be worn except in the ears.
- *Clothing promoting any area codes are prohibited.**
- *Wallet chains and charms on clothing is prohibited.*
- Stocking caps of any kind are prohibited at school and during school functions.*
- Students who dress the same and show a pattern of such behavior deemed to be connected with gang or cult activity will be subject to disciplinary dress code action.
- Shirts must be at least two inches across the shoulder.
- No Snowman or Pillsbury shirts or any designer clothing that indicates drugs or gang activity will be allowed.*
- No do-rags will be allowed.
- No head wraps or bandanas allowed.
- Tights may be worn if the dress or shirt is at least 4 inches above the knee or longer.
- Sweat pants may be worn only if they have pockets.
- Pants/skirts should not have excessive hooks, chains or zippers visible.

Pants should be hemmed no longer than the bottom of the sides of shoes. This is a safety hazard.

It is well documented that drug, gang, cult and violent behaviors are linked to dress and appearance. In an attempt to maintain a safe secure learning environment, these behaviors will be identified with the assistance of security officers from Shreveport Police Dept., Caddo Parish Sheriff Dept., Caddo Parish School Board and school officials will prohibit and punish violators. We do not suggest a student is a member of such groups, but we do intend to prevent the "appearance" of such involvement on the school campus and at school sponsored activities. Such documentation suggests the following are "indicators" of such affiliations. Below is a partial list of these indicators, i.e.

clothing - *orange on orange, red on red, blue on blue, etc.**
jewelry - *dollar sign, Playboy, weapon, drug-related earrings, any accessories with spikes, or chains, gambling**

hair style - *cannot be disruptive or gang related**

appearance - *tattoos, piercing, slashed eyebrows, etc.**

It is C. E. Byrd High School's responsibility to enforce those parameters of proper attire for students in order to provide an educational atmosphere conducive to learning. In response to the need for adjustments in the dress code for our students, a committee of students, parents, teachers and administrators established guidelines for acceptable school attire. Students found in possible violation will be referred directly to discipline office. Any student in violation of the dress code will not be allowed to attend class until appropriate clothing is worn. Consequences for violation of the dress code will be dealt with according to the CPSB Policy. The administration reserves the right to alter and announce changes in the dress code guidelines to address situations that interfere with an appropriate educational environment established by the Caddo Parish School Board

or that may raise issues of safety as determined by the administration. The C. E. Byrd High School dress code applies to all school functions including ball games, dances, etc.

**Items in italics of CPSB Policy are clarification and unique procedures to Byrd High School.*

DRUGS/ALCOHOL

Possession or use of an illegal narcotic drug or other controlled substance or alcoholic beverage on school property, school bus, or at a school-sponsored event is prohibited. Any student in violation of this policy will be required to submit to a mandatory drug/alcohol screen before being readmitted. If a student is found in possession of illegal drugs or alcohol, parent(s) of the student and law enforcement officials shall be contacted and criminal charges will be filed with the appropriate law enforcement agency. Moreover, the principal or designee shall arrange and conduct a conference with parent(s) and student to determine additional consequences. (RS 14:403)

ELECTRONIC EQUIPMENT

Electronics devices such as music players, ear buds, headphones, games, etc. are not allowed on campus. Ear buds and headphones are considered a distraction and a safety issue on campus. Students who are using these devices are not capable of hearing and responding to staff appropriately. Cellphones, tablets, and laptops are allowed, but may only be used if permitted by staff that are monitoring a student or groups of students. 3G/4G connectivity on electronic devices is not allowed. Violations will result in confiscation of item(s) and disciplinary action(s) will follow. If any of these items are confiscated, the penalties are as directed in the CPSB handbook:

ENROLLMENT/WITHDRAWAL

Students enrolling MUST provide the following:

1. Birth Certificate
2. Social Security Card
3. Current copy of LA Health/Immunization Card
4. Complete Withdrawal Form
5. Complete Transcript
6. End of year report card (9th graders only)
7. Standardized test scores
8. Proof of Residence: current water, gas, or electric bill of parent/legal guardian of which the child lives
9. Permit to enroll form from CPSB if enrolling from outside Caddo.

If unable to provide any of the above, enrollment is subject to approval from the Caddo Parish School Board.

Withdrawing students MUST do the following:

1. Have parent make request in person. (A parent signature is required.)
2. Show state issued identification.

ALL DEBTS MUST BE PAID WHEN WITHDRAWING A STUDENT BEFORE RECORDS ARE RELEASED.

EXTENDED INSTRUCTIONAL PERIOD (EIP)

An Extended Instructional Period (EIP) is held periodically, so all students can attend meetings, tutorial or counseling sessions, and seek additional instructional assistance from their teachers. Students must report directly to their destination and must remain there until the end of EIP. Students not at their destination within five minutes will not be admitted to the activity or assigned to detention if not in the proper location.

FEES

Some courses by their very nature necessitate fees. These fees are used for materials consumed and/or used by the student. **It is required** that any student paying fines, fees, etc. either sign a money receipt list or receive a receipt indicating payment. A student may request an individual receipt for any payment. Students who fail to pay fees will have report cards held and will not be allowed to participate in extracurricular activities.

FINAL EXAMS

Final exams are required in all areas and will be administered as scheduled by Caddo Parish Board policy. **These exams will not be administered early.** A student not present for an exam will have a zero recorded for that grade until make-up is allowed for legitimate excuses. If the student presents a legitimate excuse for the absence, the exam may be made-up according to the school's make-up policy. If a student is absent the last day of school and if the absence is excused, the student should contact the assistant principal within two school days to make an appointment to take the missed exams.

*Late excuses must be submitted to the assistant principal of attendance for evaluation. Final exams count as 25% of the final grade as per CPSB Policy.

FUNDRAISERS

Every attempt is made to minimize a student's involvement in fund raising. Students who accept tickets or merchandise for resale **are obligated to return all money or unsold items.** Failure to do so will result in the student being placed on the school's debt list.

HALL PASSES

Properly completed hall passes are required of every student who is excused from a class. No pupil is permitted to leave a class without an official timed, dated and signed hall pass issued by a teacher.

HAZING

Hazing shall not be permitted. No initiation activities shall be conducted before membership is confirmed. All plans for initiation activities shall be presented, in writing, by the

president of a club/organization to the sponsors and principal for written approval no later than ten (10) school days before an initiation date. The plan shall include a detailed description of the activity, the date, time and location, and any other information requested by the sponsor or principal.

ID CARDS

1. All students will be required to wear the appropriate C. E. Byrd High School ID card. The ID card will be provided at an initial cost of \$5.
2. The ID must be worn with an acceptable lanyard or clipped to their shirt (upper torso) where it is plainly visible. All means used to display IDs must be in compliance with the dress code. IDs may be removed for P.E. classes or science labs but must be put back on **BEFORE** leaving the classroom.
3. Neither side of the ID should be defaced in any way nor are other items to be worn in such a way as to obstruct the view of the ID. Printing should be on both sides of the ID.
4. NO STUDENT is to be allowed on campus, except as specified above, without his/her ID being properly displayed. If a student is found without an ID, he/she will be coded out of class. The penalties are the same for not having an ID as well as NOT WEARING an ID.
5. Replacement IDs will be made in room 105. The cost is \$5. Temporary IDs will be made each morning BEFORE school from 7:52 until 8:12 a.m. in office 105. The cost of temporary IDs is \$2.00. Excessive purchase or use of temporary IDs will result in disciplinary action is taken.

The noncompliance with these policies will result in the following disciplinary actions.

LIBRARY

Hours of Service

The library is open from 7:30 a.m. - 4:00 p.m. for reference and circulation. The library staff is available for guidance in the use of all library materials.

Circulation

1. Books are loaned for 2 weeks; they may be renewed for 2 weeks on or before the date due by bringing the book to the library circulation desk.
2. Books on reserve and reference books are loaned for overnight only beginning at 3:00 p.m., and must be returned before 8:30 a.m. the next morning.
3. Each student may borrow two books of fiction at one time, or three books of non-fiction, or a combination not to exceed 4 books. Exceptions will be made to accommodate special circumstances.
4. With written permission from the teacher, visual aids may be borrowed for class presentation and returned at the end of the period.

Fines

1. A fine of 25 cents per period is charged for reference

books and returned after 8:30 a.m.

2. A fine of 25 cents per day is charged for overdue books on regular loan.

LUNCH DELIVERIES

Parents who wish to bring their student lunch should drop it off in the main office only. Exchanges between parent and child should not occur at any other point on campus. **No open container drinks will be accepted. Students will not be called by the office regarding lunch deliveries.**

MEDICINE

If a student has special medical concerns, parents/guardians should contact the counselor so as to include information in the student's school records. Students who need to take medication at school must comply with the following regulations:

1. The medication must be prescribed and directions given by the physician for administering the medicine.
2. Medical Request form must be picked up in office 101, completed by both a parent/guardian and physician and delivered in person by the parent or guardian to Mrs. Jett in the front office.
3. Students may not possess any medication at school including prescription and over-the-counter drugs.

All medications meeting the above guidelines are kept in the general office safe. (CPSB Policy)

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Caddo Parish Public Schools are hereby notified that this Parish does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission of access to, or treatment of employment in any program or activities. Any person having inquiries concerning this notice is directed to contact Caddo Parish Schools, Section 504.

OFFICE HOURS

Office hours during the school term are 7:30 a.m.-4:00 p.m. Counselors are available after 3:46 p.m. by appointment only.

PARKING

Requirements

All students must present their proof of insurance, state registration card to their vehicle, a valid state driver's license and the accurately completed information sheet to receive a parking tag. **No Parking Tags will be issued to persons lacking the required information.**

Purchasing a parking tag does not guarantee any student a place to park on campus. Parking on campus is provided to students on a first-come, first-serve basis.

Students parking vehicles on campus MUST purchase and

display a parking permit. A parking sticker decal must be placed on the driver's side of the front window. Due to limited parking space, the following guidelines apply to students driving vehicles to school:

1. Students parking in the main lot must carpool – at least **two** in the vehicle and must have a permit. Students who park in front of the gym must have at least two person in the vehicle. The cost is \$25.00.
2. Students parking in other designated areas may park with no carpool restrictions, and must have a parking sticker/decal. The cost is \$25.00.
3. Any vehicle parked in a school-approved area is subject to search and must bear a decal.
4. Violation of parking rules will result in the loss of parking privileges and disciplinary action.
5. No music that is audible outside the vehicle will be permitted.
6. Students who park illegally and have to be called out of class to move their cars are subject to disciplinary action.
7. The Shreveport Police Department will issue tickets to those students who park illegally on streets surrounding C. E. Byrd.
8. Parents visiting the school are asked to park in the teacher parking lot on the Kings Hwy. side of Byrd. For special events, parents may park at Kings Hwy. Christian Church.

ACT 732 of the 2003 Legislative Session provides for the suspension of driving privileges of a student who is expelled or suspended from school for ten or more consecutive school days or who withdraws from school under certain circumstances/infractions as: the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff.

PARKING LOTS

Student parking is allowed in designated lots only. Students are prohibited from remaining in vehicles, loitering in the parking lots after arriving on campus and re-entering the parking lots during the school day without authorization from the office. Students are to immediately enter vehicles and exit the lots at the end of the school day. Violation could result in loss of parking privilege. Reckless operation of a vehicle on or around the school campus will result in the loss of parking privileges on campus, disciplinary action, and citation from law enforcement. Parking in tow-away zones and unauthorized areas will result in towing at the owners expense. Parking on neighborhood streets should be avoided. Students parking in the neighborhood will be subject to the governing laws.

P. D. A.

Public Display of Affection is prohibited on campus. This includes, hugging, kissing, and holding hands, etc.

PEP RALLIES

Pep rallies are held at designated times during the school year in the gymnasium. This is an important part of the educational program as students perform and practice those skills learned in the classroom. Invited guests and parents are welcome. Students are expected to act in an appropriate manner during the activity. Violation will result in loss of pep rally privileges/disciplinary action.

REGISTRATION

Each spring students are asked to select courses for the next year. Parents are asked to affirm those selections since they are most important. At the time of registration, students are also asked to carefully select alternate electives. If scheduling conflicts occur, the student may be placed in one of these electives without notification. Prior to a specified date in May, students are able to request that a change be made in those selections if they have their parents' approval. After that time, courses are considered a commitment for the next school session. Changes in that schedule can be made only if the placement is an error in phasing or the course has been completed.

RENAISSANCE (HONOR ROLL)

This is a national program designed to help high schools promote and achieve academic excellence by involving students, teachers, staff, parents, business, and community in recognizing students with incentives and rewards that they value. Using the guidelines of the Renaissance Program, the following recognition program was designed:

- 1) Students earning all A's and having no major disciplinary referrals* during a nine-week grading period receive a GOLD card and pizza party, ice cream party, and FREE admission to all regular season HOME athletic events.
- 2) Students earning all A's and B's with no major disciplinary referrals* during a nine-week grading period receive a PURPLE card and ice cream party, and one free athletic pass to a home game.

A school I.D. must be presented with the Renaissance card or sticker for use of items listed.

*Major disciplinary referrals include those referrals that result in time-out, ISS or suspension.

REPEATING COURSES

The transcript of a student choosing to repeat a course will reflect both grades; however, only the improved grade is used for the purpose of computing the student's grade point average. (The transcript is the school's record of courses taken by the student.)

SCHOOL RESOURCE OFFICER (SRO)

A School Resource Officer (SRO) from the Caddo Sheriff's Office is on duty daily. The SRO has the responsibility for safe-guarding the campus and has full law enforcement authority to make arrests, etc.

SECURITY COORDINATORS

Security coordinators are on duty daily to assist in the supervision of the campus.

SEX EDUCATION

The school system is required to provide sex education for all students during physical education class. A student, with parent permission, may exercise the option of not participating. Sex education is taught by JROTC and physical education instructors.

SEXUAL HARASSMENT

Students who engage in sexual harassment on school premises or at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Reports of sexual harassment are to be reported to one of the assistant principals. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

STUDENT HEALTH PLAN

A student health plan should be completed for each student and returned to the main office. Each student who requires a health plan should request it through a counselor or an administrator. The approved plan will be distributed to the appropriate staff.

TELEPHONE CALLS AND DELIVERIES

Due to the number of daily requests and the size of the office staff, it is impossible to deliver telephone messages and packages to students except in EMERGENCY CASES. **Students may check with office personnel between classes and during lunch in the event that a forgotten item may have been delivered by a parent.** In accordance with CPSB Policy, visitors must check in with office 101 before visiting any area of the campus.

TELEPHONE USE

Only the phone in office 103, which is under the supervision of the attendance clerk, is to be used for checking out. Calls are limited to two minutes. The discipline office may give detention for improper use.

TEXTBOOKS

Textbooks are provided to the student and the student is responsible for their care and return, or an assessment for loss or damage will be levied.

TRANSCRIPTS/REPORT CARDS

A fee of \$5.00 is charged for each official transcript after graduation. Copies of a student's transcript and report cards may be obtained from the Counselors' Office. Students earning college credit through Byrd High School must request a transcript from the college from which they earned the credit. This college transcript can then be forwarded to the college they will be attending in the fall. Transcripts are the official record of all academic attempts considered for graduation. All semester grades earned and proficiency exam attempts will be acknowledged on the official record.

TRANSPORTATION

Parents may contact the following number for bus arrival status. (603-6535), or check the CPSB website, www.caddoschools.org.

TRUANCY

Truancy is defined as any absence not authorized by school authorities and parents/guardians when students are under school jurisdiction. Disciplinary action according to Caddo Parish School Board policy and state law will be taken.

UNIFORMS (Physical Education)

Uniforms for girls' physical education classes and boys' physical education classes may be purchased at the school. Cost for uniforms is approximately \$20.00. These uniforms must be worn during class participation. ROTC uniforms are provided by the military at no cost to the student. Danceline, Flag Line, Cheerleaders, and Pep Squad are responsible for the purchase of new or used uniforms and Band members are responsible for the purchase of informal uniforms.

VIDEOTAPING

The administration will authorize the use of video cameras to tape persons attending athletic events, dances, etc. and any other school activities as deemed appropriate for security and safety of the school environment. Surveillance cameras operate to secure the school's perimeter and hallways. Students are prohibited from videotaping in classroom without authorization from the teacher or administrator.

VISITORS

All visitors must have an official visitor's pass from the main office. Students are not allowed to bring non-students, relatives and friends to school unless it is for official school business or approved in writing by the principal or an assistant principal. All visitors must enter the school through the front doors (Line Avenue) or northwest corner doors.

Both doors have a buzzer that will allow entry.

WAITING AREAS FOR STUDENTS

Before School

Students should not arrive on campus before 7:50 a.m. The school cannot be responsible for supervision prior to 7:50 a.m. Students should be dropped off in the following locations:

1) in front of the school or 2) in front of the gym. **Parents are asked not to drop students off in the student or faculty lot.** After arriving on campus, students are not allowed to leave campus.

The gym will be open every morning to all students at 7:50 a.m. Students may enter the building before school only for official school business, to meet with a member of the faculty or administration (hall pass required), to eat in the cafeteria, to study in the library, make a purchase at the coffee shop, or to get an admit. Bathrooms are available in the gym before school, during lunch and after school.

Lunch

- 1) Cafeteria
- 2) Main gym for students if deemed necessary – no eating!
- 3) Jack's Landing (area between the Learning Center and the Math/Science building)

After School

Students awaiting transportation should report to the front of the gym by 3:50 p.m. The school will not be responsible for the supervision of students after 4:30 p.m. unless the student is involved in some type of extracurricular or supervised school activity. In accordance with the Louisiana State Attorney General's Office, the school buildings will be locked at 4:00 p.m. and unauthorized persons will not be allowed to enter.

NOTE: It is **IMPERATIVE** that all students make arrangements to leave campus immediately after school. Any unsupervised student found in an unauthorized area, without a written pass from a teacher, after 3:50 p.m. will be referred to the office for disciplinary action such as detention, ISS, or suspension. When crossing Line Avenue, students should cross at the crosswalk in front of the school or at the stop lights. Students should not hang out across the street from the school or at Walgreens after school.

WEAPONS

Weapons are absolutely forbidden at school or school activities. According to state law, the student shall be arrested, and the principal shall be required to suspend a pupil who is found possessing a weapon. Additionally, the principal shall immediately recommend the pupil's expulsion to the superintendent.

Weapons include, but are not limited to:

- 1) firearms and/or ammunition
- 2) fireworks of any kind
- 3) clubs or night sticks
- 4) razors, box cutters or knives, and pocket knives of any length are prohibited. Blades of 2 inches or more will result in a concealed weapons charge.
- 5) metallic knuckles
- 6) chains

Any other object used in a way that may inflict bodily injury or harm.

***According to R.S. 14:95.2**

A student who commits the crime of carrying a firearm on school property shall be imprisoned at hard labor for not more than five years.

STUDENT ACTIVITIES/ ORGANIZATIONS/ ELECTIONS

DEFINITION

Co-curricular and extracurricular activities are those that take place outside the classroom. These activities serve to enrich the lives and to broaden the horizons of our students. The ideas of participation, cooperation, and leadership learned in academic activities are put to practical use when students participate in one or more of the various clubs and organizations available to them. Not only do our students develop a sense of belonging and accomplishment when participating in these activities, but they also acquire qualities such as dependability and responsibility that are so important later in life. Although students' scholastic achievements certainly influence their later lives, their extracurricular and co-curricular activities will be remembered as having been equally influential in shaping their character and personality.

ELIGIBILITY

A student must have a minimum 2.0 grade point average (GPA) and must pass five subjects per semester to participate in extracurricular activities. Nationally chartered organizations such as National Honor Society can and *do* have higher scholastic requirements. A student who fails to meet the eligibility requirements for participation in extracurricular activities shall be placed on probation for the next semester.

If, at the end of the probationary semester, the student fails to meet the eligibility requirements, he or she will be ineligible to participate in extracurricular activities the following semester. Individual organizations may establish membership exclusions based upon student disciplinary records.

STUDENT ADVISORY COMMITTEE

The Student Advisory Committee is composed of students who reflect the gender, grade and ethnic make-up of the school. The function of the Advisory Committee will be to:

- 1) advise school authorities on the coordination of existing extracurricular activities and the need for new activities.
- 2) supervise elections.
- 3) certify election results.
- 4) hear appeals of election policies/procedures.

ORGANIZATIONS

CO-CURRICULAR ORGANIZATIONS

Academic Keys
Art Club
Byrd Orienteering Club
Chess Club
COE
Cultural Studies
Debate
DECA
Fellowship of Christian Athletes
First Priority Club
4-H Club
French Club
Future Business Leaders of America
Future Teachers of America
Intercultural Exchange Club
JROTC Drill Team
JROTC Rifle Team
Latin Club
Lyle Leaders
Nature Club
Quiz Bowl
Refuge
SADD
Science Olympiad
Spanish Club
Student Council
Technology Club
Youth and Government

PUBLICATIONS

Byrd Tech
KBYRD
The Byrd High Life
The Gusher
Perspectives

ATHLETICS

Baseball
Basketball
Bowling
Cross Country
Football
Golf
Lacrosse
Soccer
Softball

Swimming
Tennis
Track & Field
Volleyball
Wrestling

HONORARY ORGANIZATIONS

Beta Club
Gayarre History Club
Mu Alpha Theta
National Forensic League
National Honor Society
Quill and Scroll
International Thespian Society

SERVICE ORGANIZATIONS

Astra Club
JROTC Pros
Key Club
Top Jackets
Z-Club

SPIRIT JACKETS

C. E. Byrd Band
Cheerleaders/Jack-The-Jacket (Varsity)
Cheerleaders (Freshmen & Junior Varsity)
Baton Twirling Squad
Danceline - "Highsteppers"
Flag Line
Pep Squad

ELECTED GROUP/ORGANIZATIONS

Cheerleaders (Freshmen)
Cheerleaders (Junior Varsity)
Cheerleaders (Varsity)
Class Officers
Homecoming Court
Junior Prom Court
Student Council
Student Council Class Representatives
Winter Court

Many organizations require standards that include an exemplary discipline record. Students assigned to In-School Suspension (ISS) or suspended for disciplinary reasons are considered not to have displayed exemplary discipline and therefore may be dismissed or ineligible for organizations.

ORGANIZATIONS – HONORS

Students who are selected for honors must not have disciplinary suspensions during the current or previous semesters.*

ACADEMIC KEYS

The Grover C. Koffman Chapter of the National Honor Society presents bronze, silver or gold academic keys awarded to individual students based on accumulated points earned for an outstanding grade point average and for participation in various academic fairs, rallies and contests during the current school year. Academic key point sheets will be made available by NHS at the end of the third nine weeks. Grades 9-12.

ART CLUB

This club is open to all students who wish to broaden their art experiences. Students meet during and after school to undertake a variety of art projects and competitions that either directly benefit the club or help other organizations here at Byrd. We also participate in Byrd's annual *Community Christmas Party*, and assist elementary students in crafts and tours at *ArtBreak* and *Red River Revel*. Grades 9-12

ASTRA CLUB

Astra Club is a youth affiliate of the nationally chartered Altrusa International, Inc. Students who became members in 2002 are the charter members of this community service organization. Members are selected by meeting the following qualifications: good discipline record and commitment to service in the community. Grades 9-12.

BETA CLUB

The Beta Club is an academic, leadership, service organization for students in grades 9-12 whose purpose is to encourage effort and award merit, and to promote those qualities of character that make for good citizenship. Membership is open by invitation only for students with the mandatory grade point average, no discipline record, and positive teacher recommendations.

BYRD ORIENTEERING CLUB

Orienteering is a sport that combines physical fitness, problem solving, and land navigation. Members participate in high school, regional, college, and national competitions. Membership is open to all students. Grades 9-12.

CHEERLEADERS

Upperclassmen qualify for selection to the cheerleader squad by successfully completing NCA (National Cheerleading Association) judging criteria. Cheerleaders and the school mascot, Jack the Jacket, are responsible for promoting school spirit. Freshmen, Junior Varsity, and Varsity Cheerleaders, are selected by judging standards of the NCA, plus teacher and sponsor recommendations.

C. E. BYRD BAND

Members of the band program are selected through recommendations from their prior school. The band program consists of the marching band, concert band, jazz band, and percussion ensemble. All members are required to be in the marching band. Jazz band member are auditioned in the spring for the following year. The bands perform at various events throughout the year, including all football games, marching competitions, parades, concert/jazz festivals, and many other important events.

C. E. BYRD SPIRIT JACKETS

The Spirit Jacket organization is comprised of cheerleaders, danceline, color guard, pep squad, and marching band. Members of each group must meet Caddo Parish eligibility requirements and constitutional requirements adopted by the individual organization. In order to try out for cheerleading squads or danceline, students must have been members of pep squad or be a current member of a spirit group or he/she will not receive a sponsor score, which will boost his/her score.

BYRD TECH

The Byrd Tech staff maintains the Byrd website, www.cebyrd.com. When they are not creating and updating the site, they create other projects using various software programs such as Photoshop Elements, Adobe, Flash, Audacity and Movie Maker. Students also assist teachers and other students with technology and create flyers, presentations, and other documents for the office. Students are selected from applicants who are proficient in technology and have strong teacher recommendations. Students who are selected must have IBCA and BCA and have strong teacher recommendations.

CHESS CLUB (Beginning)

This club is sponsored by faculty members. (Its purpose is to teach freshman students how to play chess.) Monthly meetings are held during EIP. Membership limited to 20 freshman students. Grade 9.

CHESS CLUB (Advanced)

The C. E. Byrd High School Chess Club is sponsored by faculty members. The club holds monthly meetings during EIP. Membership limited to twenty students. Grades 9-12.

CLASS OFFICERS

Students for each classification (9-12) are elected at the beginning of the school year from applicants.

DANCELIN (HIGHSTEPPERS)

Members (9-12th grade girls) are selected based on dance skills after a try-out process. The members attend summer camp. The dancelin is primarily a performance group which performs at pep rallies, half-time shows, and numerous competitions. The sixth hour class is a technique class in which the girls study jazz, ballet and hip hop.

DECA

DECA, an association of marketing students, is a dynamic, professional organization for those who have a career interest in marketing, entrepreneurship, hospitality, travel, tourism, economics, or management. DECA provides its student members an opportunity to bring a real-world experience into the classroom. DECA offers many opportunities for its members to improve their leadership skills, professional abilities, and social responsibilities while focusing on a career direction.

DRAMA CLUB

The Drama Club is open to any student at Byrd High School with an interest in drama. As the producing group for all school productions, Drama Club members build sets and costumes, assist with lighting and sound, secure props, and raise funds in order to mount two productions each year (usually one musical and one straight play). Grades 9-12

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)

(This is not a school-sponsored activity.)

Membership is drawn from athletes and the general student body who have like beliefs. Opportunity is provided for fellowship, bible study, and assistance to community service organizations. Membership meets prior to school to hear motivational talks from area youth leaders. Students share beliefs and study together. Grades 9-12.

FLAGLINE

The color guard is a marching band auxiliary. The group performs with the marching band at all games and marching competitions. After football season, the color guard will participate in various parades. Members are selected through an audition process. The color guard is a performing group within the Spirit Jackets.

4-H CLUB

Members learn valuable skills by working on a variety of projects in the areas of community service, leadership, consumer education, citizenship, photography, public speaking, art and traditional 4-H areas. Members have the opportunity to enter projects in local, regional and state competitions. Grades 9-12.

FRENCH CLUB

Members study French customs, create displays of holiday and cultural arts and crafts, participate in caroling at the VA Medical Center during the Christmas season, and

participate in literary rallies and many community service projects. Members must have taken at least one year of high school French or be currently enrolled in a French class. Grades 9-12.

GUSHER (YEARBOOK)

The Gusher staff includes a business staff for financing the \$70,000+ publication and an editorial staff for organizing and producing pictures and copy. The staff is trained in the use of computer aided lay-out design and attends two regional yearbook camps. Staff members are selected by the sponsor and current staff members from applicants who have strong teacher recommendations and a 3.5 grade point average. Grades 9-12.

HIGH LIFE (NEWSPAPER)

The High Life staff is comprised of students in grades 9-12 who are responsible for the design, production, and distribution of the High Life student newspaper. The newspaper staff plans and hosts the Homecoming Dance as their biggest fundraiser, which keeps the publication free to students and faculty. In addition, staff members complete an ad campaign of about \$300. The High Life newspaper circulates 6 times per year and features current news, feature stories, entertainment, sports and photos from around C. E. Byrd High School. The staff meets daily as a part of the Publications class and also outside of school as an extracurricular academic club. Staff members learn and use Adobe InDesign software, Mac Computers, and Canon digital cameras for photography, design, and production. Freshman may apply if they have prior Journalism experience middle school. A letter from their previous newspaper sponsor must accompany their staff application.

FRESHMAN LIFE (Journalism I)

Journalism I is an entry-level Journalism class designed to cover a broad range of topics such as News Writing, Photography, Yearbook, and Broadcast Journalism. Students in Journalism I write, photograph, and design the Freshman Life publication that is circulated free of charge to 8th graders at the Spring Open House as well as the entire 9th grade class and Byrd faculty. Journalism I students meet as a class and gain a great knowledge for students interested in joining KBYRD, Gusher, and High Life staffs.

HOMECOMING COURT

The court is presented to the student body during an special assembly during the fall semester and to the public during the homecoming football game half-time show. Members are elected by the senior class with the football sweetheart being selected by the football team.

JROTC ACADEMIC TEAM

The JROTC Academic team is for JROTC Cadets who enjoy the mastery of JROTC curriculum knowledge. A prospective

member should be able to read and comprehend written materials and be able to remember what they have read. Each year, academic team members will be responsible for mastering the curriculum for their own grade level plus the ones before, whether or not it is taught in the classroom. Competitions are held as a part of many drill meets and are also conducted separately. Competitions can be in quiz bowl format, jeopardy format, jeopardy format, or team response format. The competitions can either be administered manually or electronically through the use of the CPS system. A distinctive ribbon and cord are awarded to members who meet annual membership requirements. Requirements include (3) 30 minute study sessions a week, before or after school, scheduled by the student. This is an academic organization. Grades 9-12

JROTC COLOR GUARD

Members of the color guard present the colors during special ceremonies at the school and in the community and participate in color guard competitions. Members must be enrolled in the JROTC program. Grades 9-12.

JROTC DRILL TEAM

Three teams – Female Unarmed Drill Team, Female Armed Drill Team and Male Armed Drill Team - participate in parades and in local, regional and state competitions. Members must be enrolled in the JROTC program and successfully complete a preliminary program. Grades 9-12.

JROTC VIKING CHALLENGE TEAM

Physical fitness teams compete in regional, parish and statewide competitions. Members must be enrolled in the JROTC program. Grades 9-12

JROTC MARKSMANSHIP TEAMS

Two competitive rifle teams – junior varsity and varsity – fire special Olympic style rifles in the JROTC program and are selected by JROTC instructors after a try-out process. Grades 9-12.

JUNIOR PROM COURT

The king, queen, prince, princess, dukes and duchesses are selected by the junior class.

KEY CLUB

Members participate in community and school service projects and are sponsored by Shreveport Kiwanis Club. Members are selected by teacher recommendations, officer interviews, and membership vote. Grades 9-12.

LATIN CLUB (Junior Classical League)

The Latin Club provides the students with opportunities to investigate Roman history, language and culture, such as toga days, parades, banquets and other activities. The club participates in state competitions and conventions, as well

as performing community service. Grades 9 - 12.

LYLE LEADERS

Lyle Leaders is an organization designed to give students exposure and experience with various leadership styles and leaders within the community. Lyle Leaders apply in January of their freshman year and are selected following a teacher recommendation and interview process. Lyle Leaders work closely with leaders to observe and ultimately engage in leadership activities. They are chosen during their freshman year to serve 9th - 12th grades.

MU ALPHA THETA

Mu Alpha Theta is a national honor organization which seeks to promote scholarship in, and enjoyment and understanding of, mathematics among high school students. Members participate in regional mathematics competitions. Members must be enrolled in Algebra II or higher level mathematics courses and maintain a B average. Grades 10-12. The dates of the tests are the second week of October, November, December, January, February, and March.

NATIONAL HONOR SOCIETY

The Grover C. Koffman Chapter of the National Honor Society promotes the national standards of scholarship, leadership, character, and service. Activities of the organization focus on, community service, and include the presentation of academic keys to honor students in grades 9-12 for their academic achievements. Each spring semester, students in grades 10-12, who have attained a cumulative 4.0 GPA, are asked to complete an information sheet listing their current and former record of service, leadership, and honors. Each candidate must be a current member in good standing of **at least three Byrd organizations**, only two of which are in the same subject area, and one of which is an academic club (Academic Clubs: 4-H, Beta Club, French Club, FBLA, *Gusher*, *High Life*, K-BYRD, Latin Club, Lyle Leaders, Mu Alpha Theta, National Forensic League, Nature Club, *Perspectives*, Quill and Scroll, Quiz Bowl, JROTC PROS, JROTC Academic Team, Science Olympiad, Spanish Club, Technology Club, and Youth and Government.) The five-member principal-appointed Faculty Council, in a commitment to uphold the national standards of the National Honor Society, considers the following in all selection decisions: the completed information sheet (received by the deadline), discipline records, and current teacher recommendations (per the faculty evaluation form). Selections for membership are determined by the majority vote of the Faculty Council. Grades 10-12.

PEP SQUAD

Members (9th-12th grade girls) support school spirit. Members attend a two-day camp at the school in August prior to the opening of school. **In order to try out for cheerleading squads, danceline, and Flag Line, students must have been members of the pep squad or be a current member of a**

spirit group or he/she will not receive a sponsor score, which will boost his/her score.

PERSPECTIVES (Literary Magazine)

The Perspectives staff is comprised of students in grades 10 - 12 who have the responsibility for financing and producing the school's literary magazine. The staff is required to sell ads to fund the annual spring edition. Student work is collected in the fall, and staff members read and evaluate art and literary entries in January - March, meeting several times a week before school and during EIP. Staff members are selected in the spring by the sponsor and through strong recommendations from current English teachers.

QUILL AND SCROLL

Quill and Scroll is a national honor society for scholarship in journalism. Students must maintain a B average and be members of the yearbook, broadcast journalism, literary magazine, or newspaper staff in order to be inducted into the organization. Grades 11-12.

QUIZ BOWL

Members of the Quiz Bowl compete in tournaments, which require quick recall of a broad range of knowledge. The team competes in local, regional, state and national tournaments. Members are selected by team sponsors after a try-out process. Grades 9 - 12.

SPANISH CLUB

Members are provided with opportunities to participate in activities that promote awareness, sensitivity, and interest in the Hispanic world. Students are required to earn a specific number of points each semester by participating in projects and attending club meetings. These projects are determined by club members. Grades 9 - 12.

STUDENT COUNCIL

Officers are elected by the student body during the spring semester. Officer applications are accepted from members of the Student Council class and freshman Student Council members. Officers are required to attend LASC summer workshop in June.

TECHNOLOGY CLUB

Members explore careers in the computer field and share knowledge about new technology, websites, and software. Members assist teachers with technology problems, collect ink and laser cartridges for recycling, and participate in job shadowing in a technology related field. A 2.0 GPA and good discipline is required. Grades 10-12.

THESPIAN SOCIETY (International)

The International Thespian Society, an honorary group for high school theatre students, is a division of the Educational Theatre Association. The mission of the International Thespian Society is to honor student excellence in the theatre arts. Students must participate in recognized theater productions in order to be inducted. Grades 10 - 12.

TOP JACKETS

Members serve as ambassadors of the school and work as peer tutors for freshmen. The organization plans and conducts the annual freshman Cruisin' the City, Jacket Pride Rally, and the annual homecoming parade. This is the premier senior organization within the school. Members are determined by nomination and selection by faculty in a rigorous selection process. Grade 12.

WINTER COURT

The court is presented to the student body during a special assembly during the spring semester. Each classification (9-12) elects a maid to the court while the sweethearts are selected by the winter and spring team sports' participants.

YOUTH AND GOVERNMENT

Youth and Government is a social studies club for students who have an interest in studying and participating in the political process. The Youth and Government students participate in community service activities, attend the YMCA Youth Legislature in Baton Rouge, after school debates, Model UN and Pre-LEG each year. The students will go through a selection process. Grades 10-12.

Z-CLUB

Z-Club is a youth affiliate of the nationally chartered ZONTA and is one of the school's most active community service organizations with members contributing many hours of volunteer service by helping teachers, assisting elementary children at Red River Revel and ArtBreak, visiting nursing homes, and assisting the Salvation Army in its annual toy drive during the Christmas season. Members are selected from applicants by grade point average, teacher recommendation, and member vote. There is a member limit of 72. Grades 10 - 12.

THIS STUDENT HANDBOOK HAS BEEN REVIEWED AND UPDATED BY A COMMITTEE OF STUDENTS, PARENTS, TEACHERS AND ADMINISTRATORS IN JULY, 2018.

BYRD HIGH ALMA MATER

Byrd we stand to honor thee,
Alma Mater true!
Loyal Homage we will bring
Through the years to you.
Loyalty, honesty with our friendship hold
Always deep within our hearts
The Purple and the Gold.

WE ARE JACKETS

We are Jackets!
We are Jackets!
Always we fight for our victory,
With spirits high and hopes undaunted.
For we are the Jackets,
Byrd High Yellow Jackets;
We are the Jackets, best of all!
We never lose our spirit;
That is plain to see.
Until the final whistle blows,
We will fight for victory.
Fight! Fight! Fight!
This victory will be ours,
So hold your head up high.
For we are the Jackets,
Byrd High Yellow Jackets.
We are the Jackets best of all!

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one Nation under God,
indivisible,
with liberty and justice for all.

THE STAR SPANGLED BANNER

Oh! say, can you see, by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming?
Whose broad stripes and bright stars, thro' the perilous fight,
O'er the ramparts we watched were so gallantly streaming?
And the rockets' red glare, the bombs bursting in air,
Gave proof thro' the night that our flag was still there.
Oh! say, does that star spangled banner yet wave
O'er the land of the free and the home of the brave?

Caddo Parish Public Schools

2018-2019 School Calendar

August 6-10	New Teacher Inservice
August 8-10	All Teachers – Prof Dev Day (Teacher/Staff Only)
August 13	All Students Report 1 st Reporting Period Begins/1st Semester Begins
September 3	Labor Day (Schools Closed)
October 11	1st Reporting Period Ends (43 Days)
October 12	All Teachers – Professional Development Day
October 15-17	Fall Break
October 18	2 nd Reporting Period Begins
November 6	Election Day (Schools Closed)
November 19-23	Thanksgiving Holiday (Schools Closed)
December 20	2 nd Reporting Period Ends (40 Days)/1 st Semester Ends
December 21 - January 4	Christmas Holiday (Schools Closed)

End of Fall Semester (83 Days)

January 7	Professional Development Day (No Students)
January 8	All Students Report 3 rd Reporting Period Begins/2 nd Semester Begins
January 21	Martin Luther King Jr. Holiday (Schools Closed)
February 18-20	Presidents' Day/Winter Break (Schools Closed)
March 8	3 rd Reporting Period Ends (40 Days)
March 11	4 th Reporting Period Begins
March 25-29	Spring Break (Schools Closed)
April 19-22	Good Friday/Easter Holiday (Schools Closed)
May 3	Senior Last Day
May 14-17	Final Exams
May 19	Last Day for Students 4th Reporting Period Ends (43 Days)/2 nd Semester Ends
May 20	Professional Development Day (No Students) Teachers Last Day

End of Spring Semester (83 Days)

Senior Graduations – May 18, 2019 at 3:30 pm

Summer Graduation – August 27-2018

Student Days – 167

Teacher Days – 172

PD and Teacher Work Days

August 6-10 (New Teacher Inservice)
August 8-10, 2018
October 12, 2018
January 7, 2019

Grading Periods

1st August 1 – October 11
2nd October 18 – December 20
3rd January 8 – March 8
4th March 11 – May 11

**C. E. BYRD HIGH SCHOOL
BELL SCHEDULE
FIVE MINUTE TRANSITION
(Revised 8/10/18)**

7:52	Teachers Report to Duty Breakfast; Students turn in admits, notes, etc
8:12	Students enter the building
8:20 – 9:15	1 st Period – Students tardy at 8:20
9:15 – 9:18	Announcements
9:18 – 9:23	Transition
9:23 – 10:18	2 nd Period – Students tardy at 9:23
10:18 – 10:23	Transition
10:23 – 11:18	3 rd Period – Students tardy at 10:23
11:18 – 11:23	Transition
11:18 – 11:46	First Lunch Shift
11:46 – 11:51	Transition

11:51 – 12:46	4 th Period (For students eating on first lunch shift) – Students tardy at 11:51
11:23 – 12:18	4 th Period (For students eating on second lunch shift) – Students tardy at 11:23

12:18 – 12:46	Second Lunch Shift
12:46 – 12:51	Transition
12:51 – 1:46	5 th Period – Students tardy at 12:51
1:46 – 1:51	Transition
1:51 – 2:46	6 th Period – Students tardy at 1:51
2:46 – 2:51	Transition
2:51 – 3:46	7 th Period – Students tardy at 2:51
3:51	Detention Starts

First Lunch Shift:

Main Building 2nd and 3rd Floors/Basement (TAP, Art, PE)/JROTC/G1/G2/G3

Second Lunch Shift:

Main Building 1st Floor/Science Building/T-Buildings

Students should bring their backpacks with them to lunch.

C. E. BYRD STAFF AND TELEPHONE NUMBERS

Administrators:

Mr. Jerry Badgley - Principal	869-2567
Mrs. Andrea Bryant - Administrative Assistant	364-5457
Mr. Jerry Byrd - Assistant Principal (Discipline)	364-5475
Mrs. Lisa Johnson - Assistant Principal (Curriculum, Instruction, & Testing)	364-5462
Mr. Gregory Panos – Assistant Principal (IT, Testing, & Textbooks)	364-5458
Mrs. Marilyn Prothro - Assistant Principal (Attendance Curriculum, & Instr.)	364-5455
Deputy Shannon Cornelius – School Resource Officer	364-5461

Counselors:

Mrs. Amanda Byrd – 12 th grade	364-5469
Mrs. Penny Eason – Testing	364-5470
Mrs. Tamiko Lacy – 11 th grade	364-5471
Mr. Steve Lewis – 10 th grade	364-5468
Mrs. Elizabeth Orenbaun – 9 th grade	364-5466

Secretaries/Office Staff:

Mrs. Donna Courtney - Bookkeeper	364-5453
Mrs. Cindy Greer – Bookkeeper	364-5463
Mrs. Connie Chandler – Library Clerk	364-5456
Ms. Mara Lyn Hill – Principal’s Secretary	364-5450
Mrs. Tina Jett – Administrative Secretary	364-5451
Ms. Teresa Knotts – Discipline Secretary	364-5459
Ms. Melanie Samuel – Attendance Clerk	861-4220
Mrs. Robin Weimar – Counseling Secretary	364-5464
Mrs. Toshiro White – Counseling Clerk	364-5465
Fax Number - Main Office	869-2253
Fax Number - Counseling Office	868-4623

WHOM TO CALL IF . . .

You want to talk to a teacher, go to “www.cebyrd.com” and click “teachers” to access e-mail addresses or call 869-2567, ask the secretary to leave a note for the teacher to call you.

You need to get assignments due to an extended illness, call the Counselors' Office, 364-5465.

You have a question regarding your child's absence or attendance, call the Attendance Office at 861-4220.

You have a question regarding your son/daughter's courses, phasal placement or standardized test scores, call the Counselor’s Office, 364-5465.

You want to volunteer to help with activities, contact the PTSA president, Shelly Miller, at her email of shelley8713@gmail.com.

You want to be added to school’s daily e-mail list, send an e-mail request to [“ptsa.byrdblast@gmail.com”](mailto:ptsa.byrdblast@gmail.com).

You want information regarding the school bus schedule, call CPSB, 603-6535.

You are changing schools, call the Counselor’s Office at 364-5465.

You know someone who is interested in the Math/Science Magnet Program and would like information, call Mrs. Prothro at 364-5455.

Parent Portal Command Center - to view your student’s schedule, teacher information, progress, attendance & discipline: <http://www.caddoschools.org>. Click on the “Parent and Student” link then click “Student Progress Center” and follow instructions. You will need the last (5) digits of your child’s social security number to register as a new user.