



Student Handbook

2022-2023



Directory

Office Personnel:

Amy Washington: Principal.....	759-2905
Billy Neill: Assistant Principal	759-2906
Tracy Hagar: Career Counselor	759-2960
Deputy Greg Ebarb: School Resource Officer.....	759-2904
Sunshine Ortego: Attendance & Reception	759-2901
Brandi McCoy: Secretary/Registrar/Bookkeeper	759-2902
Student Services: Jim Girouard/Darlene Kelley/Kenny King	759-2919

Programs/Instructors

8th Grade Academy

Math 8/Algebra I: Ed Horton.....	759-2959
ELA 8/ELA 8 APP: Ali Hadley.....	759-2958
Social Studies 8: Stephanie Noel.....	759-2961
Science 8: Julie Malone	759-2943
Ag Science: Katelin Breaux/Clay Haynie.....	759-2932
Automotive: Jeremy Dreher/Steve May	759-2954
Auto Body (Collision) Repair: Mark Monroe	759-2951
Barbering: Susan Graham	759-2937
Career & Technical Education Internship (CTEI): Kathye Blackburn.....	759-2934
Carpentry: Kris Chenier	759-2949
Certified Nursing Assistant: Shaunda Burns	759-2918
Amanda Parker.....	759-2924
Computer Programming: Marie Kalmbach	759-2941
Computer Networking: Lee Doughty	759-2942
Criminal Justice: Katherine Jones.....	759-2928
Amanda McLemore	759-2927
Culinary Arts: Amanda Sedberry/Ryan Gillespie.....	759-2913
Early Childhood Education: Pam Chenier.....	759-2916
Electrical/Geometry: Marvin Nelson.....	759-2943

Engineering: Danielle Csoma	759-2945
Tim Butler	759-2926
EMT/First Responder: Dawn Young	759-2921
Rose Rivera	759-2923
Graphic Arts/Photography: Kyle Hadley	759-2939
Hospitality & Tourism/Entrepreneurship: Mechelle Harris	759-2932
HVAC: Nick Bohanan	759-2950
Intro. To Health Occupations: Tammy Thomas	759-2917
Shaunda Burns	759-2918
Amanda Parker	759-2924
Medical Assistant: Tammy Thomas	759-2917
P.I.V.O.T.: Megan Darby	759-2936
TV Production: Eric Crowder	759-2946
Welding: Dillan Lotto/Mike Washburn	759-2948
Workplace Safety/NCCER Core: Charles Adams	759-2935

School Hours

Doors Open	7:20 a.m.
Morning Tardy Bell (All Students except CTEI)	7:50 a.m.
	<i>(Students must be in the door by this time)</i>
Morning Dismissal of High School Students	10:15 a.m.
Afternoon Tardy Bell	11:30 a.m.
	<i>(Students must be in the door by this time)</i>
Afternoon Dismissal of High School Students	1:50 p.m.
Afternoon Dismissal of 8 th Grade Academy Students	1:55 p.m.

Mission

The mission of BPSTIL is to provide meaningful instruction that will allow students to develop realistic career and education goals in order to achieve a purposeful life and provide a better skilled workforce for our community.

Vision

The vision of BPSTIL is to create a real-world learning environment that will empower students with the tools needed to adapt and succeed in their post-secondary plan.

PBIS Plan

Students at BPSTIL are expected to show up to “WORK” every day. BPSTIL promotes the following behavior expectations, which are designed to serve as a basis for post-secondary training or employment expectations upon graduation and support our vision of fostering a real-world environment in order to assist students in being able to adapt and succeed.

W	<u>W</u>illing & able <i>...to work</i>	Avoid horseplay on the job. Avoid drugs/alcohol (see page 12) Follow safety regulations (see page 11) Follow transportation guidelines (see page 8 & 9)
O	<u>O</u>n time <i>...for work</i>	Avoid costing your company money or wasting your customer's time. Show up/Be on time
R	<u>R</u>espectful <i>...to all</i>	To your employer (your teacher) To your coworkers (fellow students) To custodians To the customer Follow instructions.
K	<u>K</u>nowledgeable <i>...of the job</i>	Take care of any equipment. Do the job to the best of your ability. Be a representative of your class and BPSTIL to the community. Stay on top of homework/online assignments.

Policies & Procedures

The following pages present procedures that are specific to attending programs at BPSTIL. Please read carefully and understand that failure to follow these procedures may result in disciplinary action, and in some cases, removal from program.

Attendance

Instructional activities are designed to assist students in completing dual enrollment hours or earn industry-based certifications in order to directly enter the workforce. Students are expected to attend classes as if they are reporting to their place of employment. Just as you would show up to a worksite on time, you are expected to show up to your class on time. This includes in person and online sessions.

Most courses are scheduled for two blocks. Therefore, missing one day of class is the equivalent of missing two class periods at your home school, and many of the lab or shop activities cannot be reproduced for makeup.

Excessive Absences: Parents will receive an attendance letter after three absences and truancy will be notified.

Tardies: Upon the fourth 4th tardy, a student will be given a warning notice and will have a conference with the Assistant Principal. A parent will be notified. The 5th tardy and beyond will result in disciplinary action.

Note: If absences and/or tardies are repetitive, the student may not be allowed to enroll in future courses at BPSTIL.



Check Out Procedures for Specific Programs

The following check out procedures apply to specific work-based and all-day students. In order to assist our school in running efficiently, please familiarize yourself with your specific program procedures below.



All Day Students or Drivers. Students may not leave BPSTIL during the day without the teacher or administration securing permission from a parent/guardian. The student must sign out in the BPSTIL office.



CNA Student at Clinical Site. The student will need to have the CNA instructors secure permission from a parent/guardian in order to leave the clinical site before the end of the class session. The instructors will report back to the BPSTIL office that the student has permission to check out.



CTEI. If a student needs to leave their home school after 1st block with the intention of not attending their 2nd block CTEI class at BPSTIL, they must check out properly from the home school office. If the student is attending 1st block CTEI class at BPSTIL and needs to check out, administration or the teacher at BPSTIL will secure permission from a parent/guardian, and the student will sign out in the BPSTIL office.



Early Childhood Education/Pre-Educator at Field Experience Site. The student must first contact the instructor, who will contact a parent/guardian for permission. If the student is unable to reach the instructor, they are to go to the office of the assigned school, and the office will secure permission for check out. The student will sign out in the office of the school in which they are interning.

Transportation

Transportation safety is a priority for BPSTIL. Therefore, each school provides bus transportation to and from BPSTIL. Students are encouraged to take advantage of this service. However, students who are participating in a work program or the Certified Nursing Assistant (CNA) program must have their own transportation to and from school and the work site.

Drivers

Students who are granted permission to drive are required to provide the following up-to-date information:

- a valid personal driver's license;
- vehicle registration;
- proof of liability insurance for the vehicle driven;
- \$15 for parking sticker.



Students must park in the designated student parking. The parking sticker is to be placed on the front left side of the student's windshield, above the inspection sticker.

Registration of the vehicle with school officials shall constitute permission by the owner of the vehicle to consent to a search of the vehicle by school officials or other properly authorized individuals when circumstances warrant, or for health, safety, or security reasons in accordance with Board policy.

Students are to operate vehicles in a safe manner on the school campus or at school-related activities. Failure to follow transportation policies will result in disciplinary action and/or loss of driving privileges.

Bus Riders

If you come to class on the bus, you are expected to leave on the bus. Failure to do so results in bus drivers reporting a discrepancy in the number of students who were delivered and picked up, and much time is spent looking for a student to ensure they get back to their home school.

Temporary Driving Permission

If extenuating circumstances arise (such as needing to check out for a doctor's appointment, stay after school to make up work, working on a class project that may require you to bring large supplies, or missed the bus), you will be required to have permission before driving to the school.

Temporary permission to drive may be granted for the following:

- a. Missed the bus - Go to the attendance office at your home school and an administrator or office personnel will contact a parent/guardian to gain permission. Someone from your home school will then email or call our office to inform us that permission has been granted. Note—Missing the bus will result in a tardy (see attendance policy above).
- b. If coming from home (because you did not attend your morning home school classes), have a parent/guardian write a note or call our office at 759-2900. Someone in our office **MUST** speak to a parent/guardian. Stating that a parent is supposed to call or that they left a message somewhere is not acceptable.
- c. If planning to work on a project that may require you to bring special supplies or stay after school, the teacher will provide you with a yellow driving permission form that a Technical School administrator and a parent must fill out. Note, you cannot just show up with a parent note stating that you are working on a project. This permission is only granted through prior teacher permission.

Equipment/Personal Safety

Safety procedures in the BPSTIL program are a priority. To assist students in developing realistic career and technical skills, specialized equipment and tools are used in many programs that are expensive, and, if used incorrectly, may cause equipment failure and/or serious bodily injury. Much time is spent covering safety procedures in the classrooms, labs, or shops. This training is documented and students are regularly evaluated on safety procedures. If a student causes damage to equipment/tools through misuse or uses the equipment/tools in a manner that may cause injury to self or others (whether intentional or due to unsafe practices), that student will be subject to disciplinary action and/or removal from classes at BPSTIL. The student will also be responsible for costs incurred to repair or replace the equipment or tools due to misuse. (See permission form and Medical Information sheets below. These must be signed and returned before students will be allowed to operate any equipment or tools).

For personal safety precautions, students will be required to wear a mask when entering, walking through hallways, and exiting the school. Students will also be required to wear masks within 6 feet of other students within the classroom or shop/lab settings.

DRESS CODE

BPSTIL complies with the dress code policy of each student's home school. See the student handbook for the home school for details. The following classes have an additional dress code policy and/or Personal Protective Equipment (PPE) that is required due to the type program in which enrolled. The instructors for each class will go over these policies with their students.

- Automotive
- Carpentry
- Certified Nursing Assistant (CNA)
- Collision Repair
- Culinary Arts
- Medical Assistant
- NCCER Core
- Outdoor Power Equipment
- Welding
- Workplace Safety



All students who work or study off-campus are expected to be in proper attire and representing BPSTIL in a manner appropriate to their program of study.

TOBACCO PRODUCTS/DRUGS/ALCOHOL

BPSTIL follows the Bossier School Board Policy regarding Drugs/Alcohol. See the student handbook for the home school. Students will be suspended and/or arrested if caught with or using these products. This will also result in removal from current and future courses at BPSTIL.

TECHNOLOGY/INTERNET USAGE

Internet use is an important learning tool for BPSTIL courses. Students are expected to follow Internet protocol while utilizing the system and other activities outside of teacher instruction is prohibited.

BPSTIL adheres to the Bossier Parish guidelines regarding technology usage. Students caught using cellphones, social networking sites, or the Internet for any reason other than assigned by instructor will result in disciplinary action. (See Technology Agreement on Page 19).

WHEN ALL ELSE FAILS

Our teachers have extensive experience through employment within the various disciplines that BPSTIL offers and are committed to providing students with a positive work environment that simulates how to successfully navigate the expectations of the workforce. Remember...all other policies and procedures that apply at your home school apply at the Bossier Parish School for Technology & Innovative Learning and will be enforced. Please refer to your home school school handbook.

If you are not certain about a specific policy or procedure, refer to your school handbook or consult your instructor or administration when in question. We are all here to help you and welcome your questions.



Student Name (Printed) _____ Course _____

I have read the above policies and procedures and understand that failure to follow these correctly may result in disciplinary action and/or removal from classes at the Bossier Parish School for Technology & Innovative Learning. I understand that if I have questions regarding the above policies and procedures, I need to seek clarification from an instructor or administrator.

All students and parents agree to hold the Bossier Parish School Board and BPSTIL harmless from any and all injuries the student(s) may sustain and from any other damage and expense that may occur as a result of his/her travel to and from these activities and/or as a result of his/her participation in these activities.

Student Signature

Date

Parent Signature

Date

Permission Form for Tool and Machinery Operation

My student _____ has our/my permission to operate the equipment in the _____ shop/laboratory at the Bossier Parish School for Technology and Innovative Learning (BPSTIL). It is understood that instruction in safe operation will be given before he/she is allowed to use any piece of equipment.

In case of accident/injury, I understand that it may be required to call emergency medical responders. In this case, I would prefer my student to be transported to _____ hospital.

Parent/Legal Guardian Signature

Date

Cellphone/Technology Agreement

My son or daughter, who has signed below, understands the rules that he or she is to follow in using the BPSB technology services at school. I have talked to him/her to make sure the rules are understood (this includes cellphone usage). I understand access to the Internet has opened up vast resources for school entities in Bossier Parish and throughout the United States. I understand students now have opportunities to access research databases that heretofore were unavailable to many schools. I understand access to the Internet also opens up the possibility of students having access to possibly defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

The Bossier Parish School Board will use its best efforts as required by the Children's Internet Protection Act (CIPA), including filtering software, in order to limit such access and to restrict access to only those areas of educational value. However, I understand no matter how much supervision and monitoring the Bossier Parish School Board can utilize, there will always be the possibility of my child coming into contact with these things. Notwithstanding this fact, I recognize the importance of my child becoming technologically aware in an increasingly technological society, and I consent to the use of the BPSB technology services when my child uses it while on school property. I understand this allows my child to participate in a Bring Your Own Technology (BYOT) Program upon implementation at my child's school.

I also understand if I do not wish to consent to the use of my child's photos and/or work for publishing on the district's website or in district publications, I should contact the school to refuse consent.

Student Signature

Date

Parent Signature

Date