

CUILLIER CAREER CENTER



Student-Parent Handbook 2024-2025

**1429 B Ames Blvd.
Marrero, LA 70072
Phone: (504) 340-6963
Fax: (504) 341-1022**

MISSION STATEMENT

Our mission is to provide a comprehensive career and technical education and aim to provide our students with the knowledge, skills, and competencies necessary to succeed in their chosen career.

VISION STATEMENT

To create a school that is recognized as a leader in providing an education that empowers all individuals to succeed in the workforce and beyond. We prioritize equity and social mobility in our vision, all individuals thrive and reach their full potential.

CUILLIER CAREER CENTER SCHOOL PERSONNEL

Principal	Mitzi Plaisance
Counselor	Andrea Williams
Secretary	Allison Watts
Account Clerk	Lisa O'Quain
Plant Manager	Frankie Watts, Sr.
Assistant Plant Manager	April Benjamin

2024 – 2025 REGULAR BELL SCHEDULE

AM Session	Time
AM Bell	8:35
AM Tardy Bell	8:40
AM Break	10:00 - 10:15
AM Dismissal Bell	11:15

PM Session	Time
PM Bell	12:30
PM Tardy Bell	12:35
PM Break	2:00 - 2:15
PM Dismissal Bell	3:15

Table of Contents	Page
Absences/Tardies	4
Backpacks and Accessories	4
Bathrooms	4
Cell Phone and Electronic Devices	5
Check in/Check Out	5
Counseling Dept	5
Covid-19 Information	5
Discipline	6-7
Dismissal	7
Dress Code Policy	8-9
Emergency Cards	9
Emergency Procedures	9
Excessive Public Displays of Affection	9
Field Trips	9
Food and Drinks	10
Grading Scale	10
Lost/Stolen Items	10
Medication Policy	10

Off-Limit Areas	10
Parking	11
Passes	11
Scheduling Procedures	11
Threat of Violence/Bullying/Social Media	11
Visitors	11

- **Absences**

In order to be eligible to receive credit for courses, students must follow the guidelines below:

- **Whole-credit courses** – The maximum number of unexcused days a student may miss for the fall and spring semesters is 7 days for each semester.
- **Half-credit courses** – The maximum number of unexcused days a student may miss is as follows:
 - **1st Nine Weeks** – 3 days
 - **2nd Nine Weeks** – 4 days
 - **3rd Nine Weeks** – 3 days
 - **4th Nine Weeks** – 4 days

- **Notes**

Absences will be excused with legal documentation (i.e. doctor's note, court subpoena, obituary notices of immediate family members). Original notes must be handed into the office within 5 days upon the student's return to school.

- **Tardies to School**

Tardy students must report to the front office to check-in and receive a tardy pass.

Arrival/Late Sign-In

Students may not arrive on campus before 8:20 AM. Students who arrive at school after 8:40 a.m. must report to the front office. Failure to sign in when tardy to school will result in disciplinary action, and the student will be marked absent for the school day.

Backpacks and Accessories

- Book bags must be clear or mesh.
- Bags, purses, etc. must be smaller than an 8x11 inch notebook.
- Earbuds and headphones are not permitted on campus and will be confiscated if students are caught with them.
- No inappropriate writing or pictures on outerwear, INCLUDING NECKLACES (i.e., foul language, sexually suggestive, drug or alcohol related, or gang affiliation, etc.)

Bathrooms

- Students are not allowed in faculty bathrooms
- Students may use bathrooms at the following times:
 - Before School
 - During Break
 - Bathrooms are only open at the beginning of school, arrivals and during the break. Students are encouraged to remain in class at all times.

Cell Phones/Electronic Devices, etc.

- We recommend that students refrain from bringing cellphones to school. Administrators will not be responsible for cell phones reported lost or stolen and no searches will be conducted to locate lost cell phones. All electronic devices **MUST BE TURNED COMPLETELY OFF** and must not be visible or audible while students are on the school grounds or on the school bus. If an electronic device(s) is discovered, the student must surrender the device(s) or is subject to suspension. The parent or guardian will be contacted. All items confiscated will be returned at the end of the school day.
- Social Media posts during school hours are prohibited.

Check-in Policy

- All students must be checked in by 10:00 am. in the AM session and 2:00 pm in the PM session.
- If a student is coming from a doctor's appointment, the student must show a doctor's note upon arrival.

Check-out Policy

- No student may leave campus until check-out procedures have been completed.
 - Students will remain in class until an authorized person arrives to check the student out. Anyone under 18 yrs. old needs a parent/guardian to sign them out.
 - Students are not allowed to remain in the office or front porch while waiting to check out.
 - It is mandatory that the emergency card lists everyone who may need to check-out the student. Those who check-out students must present a photo ID to ensure the student's safety.
 - The latest a student may be checked-out is 10:45 am / 2:45 pm.

Counseling Department

- The counselor is located in bldg. A Room 108.
- The counselor is available to meet with students before school and at break.
- Students may not see the counselor during class time unless they are called or have an emergency.
- Schedule changes must be requested through Cuillier Counselor.

Covid-19 information

- Students who are sick should stay home (regardless of the illness).
 - Families should notify school officials (e.g., the designated COVID-19 point of contact) if a student tests positive for COVID-19. Parents will be responsible for picking up their child from school if it is determined that the student has any signs of illness. Students must be symptom free for 24 hours with no medication. Students must return with a Return to School Self Certification Form.

Discipline

- **Group 1 – Time out or removal from class for period of time; detention (lunch, before/after school, Saturday); Loss of Privilege; refer to Counselor/Social Worker; Restitution; Parent/Teacher Conference; Behavioral Contract; Notify Parent**
 - Treat authority with disrespect, uses profane and/or obscene language, writes or draws obscene/profane language/pictures, violates traffic and safety regulations, leaving bus without permission, boarding bus at incorrect stop, eating/drinking/littering, skipping class or school, gambling, disturbance in classroom or campus, dress code violation, failure to serve assigned consequence, use of inappropriate objects, refusing to sit in assigned seat, not participating in class, dishonesty – forging signature, grades or cheating. Horse-playing, violates of limits areas, cellphone violation, inappropriate bodily contact, not dressing out for PE, sleeping in class, no homework, talking in class, unauthorized use of technology, probation violation, ID violation, public indecency, trespassing, misusing the internet, readmission contract violation, incomplete or no punish work, no show to detention, no hall pass, bus disturbance.
- **Group 2 – In-School Suspension; Loss of Privilege; Administrative Conference with Student and Parent; Multiple Detentions or Saturday Detention; Restitution; Suspended from the Bus (1 day); Behavioral Contract; Change Class/Group Setting; Notify Parent; 100% Supervision (Escort)**
 - Treats an authority figure with disrespect (i.e. yelling, slamming the door, argumentative), uses profane and/or obscene language, commits immoral or vicious practices, conduct or habits injurious to his /her associates, uses/possesses tobacco and/or lighter, writes or draws obscene/profane, language/pictures, violates traffic and safety regulations, leaving bus without permission, boarding bus at the incorrect stop, skipping class or school, gambling, disturbance in classroom or campus, use of inappropriate objects, refusing to sit in assigned seat, horse-playing, cellphone violation, inappropriate bodily contact, unauthorized use of technology, possession of over the counter or prescription drugs, possession of body armor, public indecency, obscene behavior or possession of obscene/pornographic material, trespassing, misusing the internet, readmission contract violation, did not serve Saturday school, no show to detention, threatening another student, instigates fight, no hall pass, bus disturbance, refuse to comply, uses profane and/or obscene language against staff, false report, dating violence.
- **Group 3 – Out of School Suspension (1-3 days); Possession of Drugs (9 days OSS for 1ST Offense); Recommendation for Expulsion; Restitution; Referral to Law Enforcement; Suspended from the bus; 100% Supervision; Notify Parent**
 - Uses profane and/or obscene language, commits immoral or vicious practices, conduct or habits injurious to his/her associates, uses/possesses controlled dangerous substances, uses/possesses alcoholic beverages, cuts defaces injures school/vandalism, throws missiles liable to injure others, commits any other serious offense defacing bus or destroying property, Possession/shooting fireworks, disturbance in classroom or campus, habitual violation of school/class rules, bullying, inappropriate bodily contact, physical assault without serious bodily injury, use of any object or substance to harm, frighten, or intimidate others, causing a false fire alarm or making bomb threats, burglary, robbery, group fight, possession of over the country or prescription drugs, cyberbullying,

possesses pocket knife with a blade length of less than 2 inches, obscene behavior or possession of obscene/pornographic material, threatening another student, instigates fight participates in a fight, bus disturbance.

- **Group 4 – Expulsion Recommendation, Restitution, Referral to Law Enforcement, Notify Parent**

- Possesses weapon prohibited under federal law, possesses weapon not federally prohibited, physical assault with serious bodily injury, extortion, murder, assault and battery, kidnapping, criminal damage to property, assault, and battery of district/school employee, rape/sexual assault/battery, arson (starting a fire), illegally carrying or discharging of a weapon, distributes alcohol

Suspended Students

- Students who are suspended from school may not enter the campus until they have completed their suspension and a conference has been held with a parent or guardian. If a student is suspended on the day of an extracurricular event, he or she may not participate in that event. Suspended students must complete missed assignments in their teacher's Google Classroom.

In-School Suspension Program (ISSP)

- In most cases, an in-school suspension is issued rather than an out-of-school suspension. Students attending ISSP are not counted absent, and they are allowed to make up work. A parent or guardian must sign the student into the Cuillier office no later than 8:00 a.m (morning session) or 12:00 pm (afternoon session). Students are released from ISSP **to return to home base school. All ISSP for Cuillier Career Center students will be held at Cuillier during student's respective Cuillier school time.**

AM Dismissal

At 11:15 am all students will be dismissed.

- Students must exit campus at dismissal. Students are not allowed to wait for siblings/friends.

PM Dismissal

At 3:15 pm all students will be dismissed.

- Students must exit campus at dismissal. Students are not allowed to wait for siblings/friends

Dress Code Policy

- **NO ALTERING of the UNIFORM IN ANY WAY.** Examples: tying, pinning, sewing, etc.
- **Shirts**

- Students may not change their assigned uniform color (shirts) at any time. Spirit shirts, class shirts, or sports shirts can be worn every Friday. Shirts with hoods are not permitted. Uniform pants must be worn (no warm-up pants).
- Shirts are to be worn tucked into pants. Shirts must be long enough to tuck into clothing and not come out while the student is on campus.
- T-shirts can be worn under uniform shirts.
Shirts can be no more than one size larger or smaller than the student's measured size. Students must wear properly fitted shirts that are true to their required size.
- **Pants**
 - **Only navy blue, black, khaki, or plaid Dickie pants can be worn. This applies to both male and female students.**
 - Students are not allowed to wear the following:
 1. Ankle pants
 2. Cargo pants
 3. Pants with an elastic ankle
 4. Skinny leg pants
 5. Pants with cell phone pockets
 6. Jeans/No ripped jeans are allowed during "dress down" days
 - Pants must be worn at the waist and secured with a belt.
- **Shorts**
 - **Only navy blue, black, khaki, or plaid Dickie shorts can be worn. Only shorts that reach the knee are permitted. This applies to both male and female students.**
- **Skirts**
 - **No skirts are allowed to be worn at school**
- **Shoes**
 - Shoes must be **enclosed loafers, oxfords, or tennis shoes**. Shoes made for strings must have strings and be tied. Socks or stockings must be worn with shoes.
 - **No** fishnet stocking, slippers, backless shoes, flip-flops, potato shoes, crocs, high-tops, ballerina, baby doll, etc. Students are NOT permitted to wear slippers during "dress down" days.
- **Jackets/Sweatshirts/Hoodies/Zipper Fronts**
 - Students can only wear a jacket or sweatshirt that is school issued or has no graphics. . No other jackets or sweatshirts will be allowed on campus.
 - Sweatshirts with hoods are not allowed.
 - All jackets must have a zipper front. The zipper must run the entire length of the jacket. Shirts cannot be worn as jackets.
 - Jackets must be hemmed and no shorter than the waist.
 - Jackets must be long-sleeved
- **Head Coverings**
 - **Students must remove their nightcaps, shower caps, bonnets, and hair scarves before entering campus.**
 - Knit caps in cold weather are permitted outside only

- No other head coverings are permitted – **NO BALL CAPS**, “doo” rags
- No rollers or flexi rods

Emergency Cards

- **An emergency card must be on file for every student.** It is imperative that we have at all times, the student’s current address, phone numbers, and adult contacts. It is the responsibility of the parent to update this information. Changes will only be made after documentation has been provided by the parent/guardian for verification.
- **Important** – should we habitually be unable to contact someone regarding the safety, academic, or behavioral well-being of your child, an Administrative Parent Conference will be held to address this matter. Families in Need of Services (FINS) may be contacted.

Emergency Procedures

- Fire drills, lockdown drills, and tornado drills are practiced frequently in order to familiarize students and staff of procedures to follow during an emergency. The procedures for evacuations and a map are posted in every classroom and office.
- When the emergency signal is given, the students will leave the room in an orderly manner and report to the assigned area. Teachers will call the roll and report missing students to the nearest administrator.
- When the “all clear” bell is sounded, students and staff will return to the building in an orderly manner. When a lockdown drill occurs, teachers will close and lock all doors. Students in the halls will report to the nearest classroom. Everyone will remain in rooms until an “all clear” signal is given.
- Students are to follow directions the first time given by adults in the event that a drill is an emergency situation for the safety of all parties involved.

Excessive Public Displays of Affection

- The school environment is not the place for displays of affection. Students are to refrain from kissing, hugging, etc. Failure to comply may result in disciplinary action.

Field Trips

- Parent consent forms are required for any student to attend an off-campus, school-sponsored activity or event. All parish and school rules and consequences apply during these activities. The director reserves the right to remove any students from field trips for reasons the director considers in the best interest of the school. All students must report to school before leaving for the field trip and return to school after the field trip is over.

Food and Drinks

- **Outside food is prohibited on campus this includes food from delivery services and bringing food with them onto campus.**
- **All outside food will be confiscated and disposed of by the office staff.**

- **Outside food includes, but is not limited to fast food, suppers, birthday cakes, party food, snacks, etc.**
- **Eating and drinking is prohibited in all classrooms. Students will be allowed to have a snack and/or drink during break.**

Grading Scale

- The following grading scale is followed:

Letter Grade	Score Range	Quality Point
A	100 - 90	4
B	89 - 80	3
C	79 - 70	2
D	69 - 60	1
F	59 - 0	0

- Student Progress Center is available for parents who would like to monitor student grades on JCampus. Please use this link: <https://jpsis.jpschools.org/progress/>
Student Log-in: Student Lunch Number
Password: Student's Date of Birth (MM/DD/YYYY)

Lost/Stolen Items

- Students may check in the office at lunchtime for lost items or report stolen items.

Medication Policy

- The JP Schools policy states that all medications, prescription and non-prescription, must be stored and dispensed in the office by school personnel. Medication forms may be found at: <https://www.jpschools.org/Page/306>.
- Medications will not be dispensed unless the proper forms have been completed. The medication office must approve all medications before the school can dispense them.

Off Limit Areas

- Before school or during break, students are not allowed in these areas:
 - In hallways
 - Walkway by vending machines/restrooms
 - Classrooms

Students should be in the green space (courtyard) during break time. No hanging out in restrooms or vending areas.

Parking

- Students who wish to park on campus must purchase a parking permit from the front office. The cost is \$10.00 per school year. Students may not linger in their cars after arriving on campus, at break time or before departing the campus. **DURING THE DAY, STUDENTS MAY NOT GO TO THEIR CARS WITHOUT WRITTEN PERMISSION FROM THE DIRECTOR.** If a student needs assistance, he/she must report to the Office. Students who drive in an unsafe manner will have their parking permit revoked and a parent will be required to come in for a conference.

Passes

- In an effort to control the amount of unauthorized pass usage, passes have been limited to one major emergency per quarter per class. Otherwise, students are advised to use the bathroom at break time. Students leaving a substitute's class will receive disciplinary action.
- **PASSES WILL NOT BE ISSUED AFTER 3:00 P.M.**

Scheduling Procedures

Students must schedule Cuillier courses through their home base counselor.

Only in extreme, unusual, and warranted circumstances will schedule changes be made after classes begin.

Threat of Violence/Bullying/Social Media

- Any threat of violence shall be reported to administration during school hours immediately and appropriate action will be taken.
- ALL threats of violence will be taken seriously. There are NO such things as jokes when it comes to a threat of violence or suicide. The police, school system, parents, and community will be notified. Parents will be required to have students assessed by a mental health professional. Students are subject to disciplinary consequences and/or arrest.
- If a threat of violence, suicide, or incident occurs before school hours, after school hours, on the weekend, or at home, then contact the police at 911 for assistance. This will defer additional problems throughout the night and into the morning.
- Avoid using social media for violence, drugs, sexually explicit information, and/or medical issues. This includes threats of violence, suicide, accidents, and/or incidents.
- It is the responsibility of the student to report any hostile attempt directed at him/her immediately. See link: <https://www.jpschools.org/Page/2242>.

Visitors

- All visitors must report to the main office upon arrival to sign in and sign out upon departure. Unauthorized visitors will be escorted off campus. Student visitors must be approved by the director and may not go into the courtyard during lunch.

**ACKNOWLEDGEMENT OF
POLICIES AND PROCEDURES
FOR PARENTS AND STUDENTS
2024 – 2025**

We hereby acknowledge that we have received and read the school-wide policies
and procedures for Cuillier Career Center.

We agree that

Name of Student
(Please Print)

Student Signature

Parent Signature

will be held accountable for the rules and regulations stated in this handbook.

*Policies and procedures are subject to change
following the printing of this document.

PLEASE RETURN THIS FORM TO YOUR TEACHER

**Jefferson Parish Public School System
Photography Release Form**

On several occasions, our students in a classroom or school setting, have the opportunity to be featured in the local and/or national media and in our school district publications and programs.

I, _____, the parent / legal guardian of the student named below, agree to and provide permission for the photographic, video, audio or any other form of electronic recording of the named student for and on behalf of the Jefferson Parish Public School System.

I acknowledge and agree that ownership of any photographic, video, audio or any other form of electronic recording will be retained by the Jefferson Parish Public School System.

I authorize the use or reproduction of any recording referred to above for any reasonable purpose within the discretion of the media outlet without acknowledgment and without being entitled to remuneration or compensation.

I understand and agree that if I wish to withdraw this authorization, it will be my responsibility to inform the Jefferson Parish Public School System in writing.

The signed form below will be used to document your permission for these activities.

School _____

Student's Name _____

Date _____

Signature (Parent or Legal Guardian) _____

Telephone Number _____

PLEASE RETURN THIS FORM TO YOUR TEACHER

**JPS 2024-2025
Student and Parent Calendar**



2024-2025

STUDENT & PARENT CALENDAR

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2024						
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17	18	19	20	21	22	23
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DECEMBER 2024						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2025						
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						1
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23	24	25	26	27	28	

MARCH 2025						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 1-6.....Teacher Professional Preparation Days
August 7.....First Day Grades 1-8 (Elementary, K-8 Schools)
August 7.....Smart Start: Only Seniors & Grade 8 (6-12, Middle & High Schools)
August 8.....Smart Start: Only Juniors & Grade 7 (6-12, Middle & High Schools)
August 9.....Smart Start: Only Sophomores & Grade 6 (6-12, Middle & High Schools)
August 12.....Smart Start: Only Freshman & Grade 6 (6-12, Middle & High Schools)
August 13.....First Day All Smart Start Students (6-12, Middle & High Schools)
August 14 & 15.....First Days Pre-K & Kindergarten Students (Grades PK/K)

September 2.....Labor Day (Holiday)
September 16.....Professional Development Day (Student Holiday)
September 17.....Interim Reports Issued
September 18-20.....Parent Teacher Conference (PTC) Days (Virtual)
October 10.....End of 1st Quarter
October 11-14.....Fall Break (Holiday)
October 15.....Beginning of 2nd Quarter

November 1 & 4.....Professional Development Days (Student Holidays)
November 5.....Election Day (No School Employees & Students)
November 19.....Interim Reports Issued
November 25-29.....Thanksgiving (Holiday)
December 19-20.....Half Days (9-12 & 6-12 schools) | Exam Days (Grades 9-12)
December 20.....End of 2nd Quarter
December 23-January 3, 2025.....Winter Break (Holiday)

January 6.....Records Day | Professional Development Day (Student Holiday)
January 15.....Report Cards Issued
January 20.....Dr. Martin Luther King, Jr. Day (Holiday)
February 10.....Professional Development Day (Student Holiday)
February 12.....Interim Reports Issued
February 28-March 7.....Mardi Gras (Holiday)
March 17.....Beginning of 4th Quarter
March 18.....Report Cards Issued
March 19-21.....Parent Teacher Conference (PTC) Days (Virtual)

April 15.....Interim Reports Issued
April 18-22.....Spring Break (Holiday)
May 21 & 22.....Half Days (9-12 & 6-12 schools) | Exam Days (Grades 9-12)
May 22.....Half Day | Last Day Students (All schools)
May 23.....Records Day | Last Teacher Day | Report Cards Sent Home

Central Office Closures

July 4-5, 2024, May 26, 2025, and June 19, 2025

Elem-Middle: Elementary, K-8, & Middle Schools
Secondary: High Schools (9-12, 6-12, & Grand Isle)

*Make-up days due to inclement weather.
Calendar subject to change to accommodate state testing changes.

- ★ First Day (Grade 1-8)
- First Day (Grades PK-K)
- ★ First Day (Middle & Grades 9-12)
- △ Student Final Day of School
- Teacher Final Day of School
- Parent Conferences

- Holiday
- Student Holiday/Teacher PD
- Exam Day
- Possible Emergency/Storm Recovery Days

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