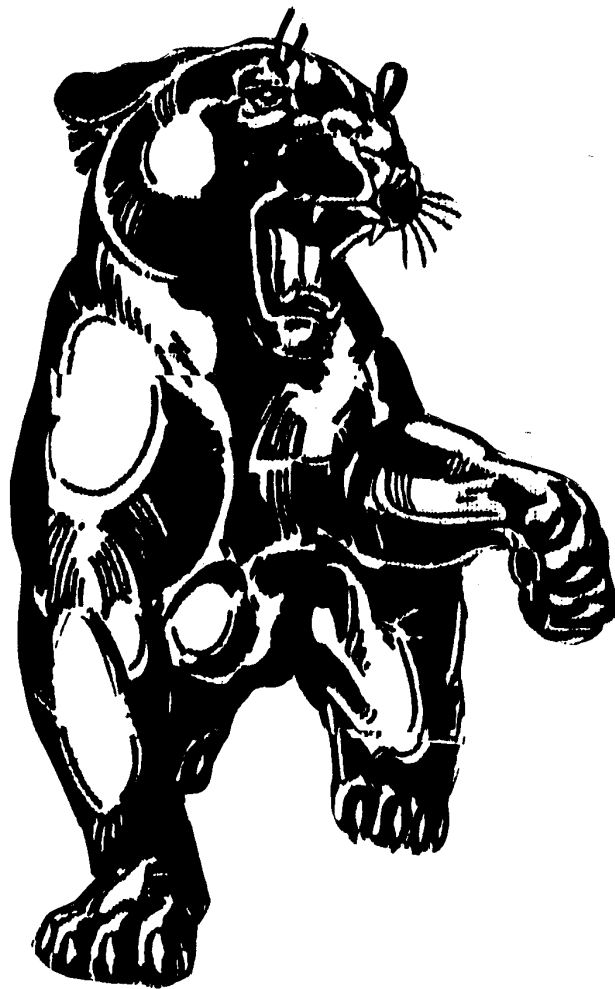


Sterlington Middle School



Parent-Student
Handbook
2017-2018

Sterlington Middle School

206 High Avenue < > Sterlington, LA 71280

Phone: 318-432-2100 < > Fax: 318-432-2149

sterlingtonmiddle.opsb.net

Mrs. Marty Bumgart
Principal

Dr. Amy Weems
Assistant Principal

Mission Statement

Sterlington Middle School students are a new generation of citizens who must be able to thrive in a competitive 21st century society.

Therefore, we pledge to:

- Engage in high-quality learning that includes 21st century learning experiences;
- Foster self-direction, creativity, and a spirit of collaboration in all of our students;
- Develop leadership and citizenship skills;
- Collectively, accept responsibility for the learning of our students;
- Advocate for students;
- And work to eliminate barriers to learning.

Welcome to Sterlington Middle School

You are now a member of our team. We feel that education is a team effort, and we know students, parents/guardians, teachers, administrators, other staff members, and our community all working together can make this a wonderfully successful year for you. We look forward to working with you to provide an academically challenging curriculum that offers not only a sound education, but also the skills needed to become a successful citizen.

This handbook is designed to provide a resource for some of the basic information that you will need during the school year. Please read and discuss this handbook with your parent/guardian.

Student Code of Conduct

Sterlington Middle School believes in a philosophy that education is the foundation for building and improving a better way of life and helping each individual student face the challenges in our global society. The conduct of our students plays a vital role in them being successful in this endeavor. It shall be the personal responsibility of each student to work to his/her maximum potential and to be:

Respectful

- Listen to and speak politely to my teachers, classmates, and school staff.
- Keep my hands and feet to myself.
- Take care of school property and the property of others.

Responsible

- Bring all materials needed to each class.
- Complete all class assignments.
- Report on time to school and to all assigned classes.
- Turn in all completed school work.

Ready to Learn

- Answer questions when called upon.
- Work with team members in group assignments.

Homeroom	Café #	Locker #	Locker Combination
AR #	PE Locker	PE Combo	Student Progress Center Info
SCHEDULE			
Period	Room #	Teacher	Course
1 st			
2 nd			
3 rd			
4 th			
Lunch A B			
5 th			
6 th			
7 th			

2017 - 2018 OUACHITA PARISH SCHOOL CALENDAR

Board Approved March 14, 2017

AUGUST 8-11 (Tuesday-Friday) {No Students}MANDATORY EMPLOYEE INSERVICE
AUGUST 14-15 (Monday and Tuesday) GRADES 1-12 STUDENTS ½ DAY
(PreK-K Testing Days)
AUGUST 16 (Wednesday) GRADES 1-12 STUDENTS FULL DAY
(PreK-K Testing Day)
AUGUST 17 (Thursday) STUDENTS FULL DAY
(PreK-K Girls Only)
AUGUST 18 (Friday) STUDENTS FULL DAY
(PreK-K Boys Only)
SEPTEMBER 4 (Monday) {Holiday}LABOR DAY
OCTOBER 9 (Monday) {Holiday}FALL BREAK
OCTOBER 10 (Tuesday) {No Students}MANDATORY EMPLOYEE INSERVICE
NOVEMBER 10 (Friday) {Holiday} VETERANS' DAY
NOVEMBER 20-24 (Monday-Friday) {Holiday}THANKSGIVING
{Dismiss 3:00 Friday, Nov. 17; Return Monday, Nov. 27}
DECEMBER 8 (Friday) {No Students}MANDATORY EMPLOYEE INSERVICE
(Half Day)
DECEMBER 21 - JANUARY 3 (Thursday-Wednesday) {Holiday} CHRISTMAS/NEW YEARS
{Dismiss 11:30 Wednesday, Dec. 20; Return Thursday, Jan. 4}
JANUARY 15 (Monday) {Holiday} MARTIN LUTHER KING, JR. DAY
FEBRUARY 16 (Friday) {No Students}MANDATORY EMPLOYEE INSERVICE
FEBRUARY 19 (Monday) {Holiday}PRESIDENTS' DAY
MARCH 12-16 (Monday-Friday) {Holiday} SPRING BREAK
{Dismiss 3:00 Friday, March 9; Return Monday, March 19}
MARCH 20 (Tuesday)ACT TESTING
{Grade 11}
MARCH 30-APRIL 2 (Friday-Monday) GOOD FRIDAY/EASTER
{Dismiss 3:00 Thursday, March 29; Return Tuesday, April 3}
APRIL 9-MAY 4 LEAP TESTING WINDOW
{Grades 3-8 Computer Based Testing}
APRIL 23-MAY 18 EOC TESTING WINDOW
{Grades 9-12}
APRIL 30-MAY 4 (Monday-Friday) LEAP TESTING
{Grades 3-4 Paper Based Testing}
MAY 3 (Thursday) SENIORS' LAST DAY
MAY 7-18 AP TESTING WINDOW
{Grades 9-12}
MAY 7-10 (Monday-Thursday)GRADUATIONS
MAY 24 (Thursday) STUDENTS' LAST DAY
(Full Day)
MAY 25 (Friday) TEACHERS' LAST DAY
(Full Day)
MAY 28 (Monday) {Holiday}MEMORIAL DAY

End of First Six Weeks: <i>Report Cards to Students:</i>	09/22/17 09/29/17	End of Second Six Weeks: <i>Report Cards to Students:</i>	11/06/17 11/14/17
End of Third Six Weeks: <i>Report Cards to Students:</i>	01/09/18 01/17/18	End of Fourth Six Weeks: <i>Report Cards to Students:</i>	02/22/18 03/01/18
End of Fifth Six Weeks: <i>Report Cards to Students:</i>	04/16/18 04/23/18	End of Sixth Six Weeks: <i>Report Cards to Students:</i>	05/24/18 TBA

MANDATORY EMPLOYEE INSERVICE	HOLIDAY	TESTING
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SCHOOL DAY

The school day for students begins at 7:43 A.M. and ends at 3:03 P.M. Students should not arrive earlier than 7:15 A.M. or later than 7:50 A.M. Neither rooms nor school buildings will be open for students before 7:15 A.M.; thus, proper supervision of your child will be unavailable. Students will not be permitted to loiter near the building, cars, or streets after arriving on campus. The parking lot is a restricted area during the school day.

VISITORS

All visitors to Sterlington Middle School must check in at the school office and get a Visitor's Pass. Visitors will not be permitted to loiter on the school campus or in school buildings. Parents are asked to schedule conferences in advance with the teachers. Students are not permitted to have visitors during the school day.

SCHOOL BUS LOADING & UNLOADING

The driveway in front of SMS is reserved for Ouachita Parish school bus drop off and pick up ONLY! Students requiring assistance of crutches, etc., may be dropped off in front of the building.

PARENT DROP-OFF & PICK-UP

Parents may drop off students next to the auditorium each morning. Student pick up should occur at the same location after school. Please adhere to the directional signs and the no parking signs at the entrances and throughout the parking lot.

TRANSPORTATION AND DISCIPLINE POLICY (SCHOOL BUS)

School bus transportation is **a privilege that may be withdrawn for inappropriate behavior**. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/guardian and submitted to the office with a working phone number for the principal's signature. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus **MUST** comply with the request of the driver and the School Board bus policies.

BELL SCHEDULES

7:43.....	Starting Bell
.....	LOCKERS
7:48 – 8:43	1 st Period
8:47 – 9:42	2 nd Period
.....	LOCKERS
9:47 – 10:42	3 rd Period
10:46 – 11:41.....	4 th Period
.....	LOCKERS
11:41 - 12:04	A Lunch
11:46 – 12:41.....	5 th Period (B Lunch)
12:08 - 1:03	5 th Period (A Lunch)
12:41- 1:04	B Lunch
.....	LOCKERS
1:08 – 2:03	6 th Period
2:07 – 3:02	7 th Period
.....	LOCKERS

ATTENDANCE POLICY

*** Mandated by the State Department of Education and BESE***

Ouachita Parish School Board policy requires that students in grades K – 8 can miss no more than a total of 10 excused days in the school year. Violation of this policy will result in a grade of F. For excessive absences due to extenuating circumstances, parents must make a formal appeal to the Child Welfare and Attendance Office.

CHECKING IN TO SCHOOL

Students who arrive late to school (after **7:48** tardy bell) must check in at the Office.

LA. RS233. Any student who is a juvenile and who is **habitually absent from school or is habitually tardy** shall be reported by visiting teachers and supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code.

CHECKING OUT OF SCHOOL

1. Students may check out of school in the Main Office when determined necessary by parents and administration.
2. Students are allowed to check themselves into school but **NOT** allowed to check themselves out.
3. Parents are required to **personally** check out student in the Main Office.
4. Parents, or designee on entrance form, can only check out their own child or children.
5. An administrator must confirm any emergency check out (illness or family emergency).
6. Students who return the same day must check back in to school.
7. Students will not be allowed to checkout for lunch.

TARDY AND TRUANT STUDENTS

If a student is tardy to school, he must report to the office. A student arriving after 7:48 must sign-in through the main office. He will be given an admit slip. The student will present the admit slip to his teacher at that time. (This will be an admit slip, not an excuse.) If the student has been to a doctor or dentist, a doctor's excuse will be needed to excuse the tardy, as well as any classes the student may have missed. A student arriving after 8:30 will be sent to a designated area until first period is over.

LA. RS233. Any student who is a juvenile and who is **habitually absent from school or is habitually tardy will be reported to truancy** by visiting teachers and supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code. *(5 absences or tardies per semester)*

Tardy Discipline Policy

1 st Tardy	Warning
2 nd Tardy	Parents notified-letter
3 rd Tardy	KP inside (1) day
4 th Tardy	KP outside (2) days
5 th Tardy	Lunch Detention (2) days + Truancy Letter
6 th Tardy	Lunch Detention (3) days
7 th Tardy	Morning Detention (2) days
8 th Tardy	Morning Detention (3) days + Truancy Follow Up
9 th Tardy	Saturday Seminar
10 th Tardy	Saturday Seminar

If a student is tardy to school, after the tardy bell has rung at 7:48 am, he/she must report to the Office. He/she will be given an admit slip. The student will present the admit slip to his/her teacher at that time. This will be an admit slip, not an excuse. If the student has been to a doctor or dentist, a doctor's excuse will be needed to excuse the tardy, as well as any classes the student may have missed. Any student arriving after 8:30 will be held in the office until first period is over.

TEXTBOOKS

All basic texts are issued to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled with care. The teacher will write your name on the book label in case the book is misplaced. You will be required to pay for lost or damaged books. The cost of new books is extremely expensive.

Should a student lose a book, he/she should attempt to locate it immediately. If it cannot be located, it should be paid for in the Main Office. The teacher will issue another book when the student presents the receipt for the lost book. Failure to do so within a reasonable length of time jeopardizes the student's academic progress in a class. Should the book be located at a later date, the student can request a refund.

GRADING SCALE

A	93 - 100
B	85 - 92
C	75 - 84
D	67 - 74
F	0 - 66

HOMEWORK

Your child may have homework daily. There are several reasons for this homework:

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide an opportunity to learn good work habits and grow in responsibility.
4. To provide you with an opportunity to see what your child is studying and how well he/she is doing.

The daily homework in no way is to be viewed as punishment, but rather as a way for encouraging and extending learning.

HOMEWORK ASSISTANCE SERVICES

Homework Louisiana (HomeworkLa.org), a service of the State Library of Louisiana, offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a live tutor. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device.

IDEAS FOR HELPING YOUR CHILD

Parents can do their part to improve homework and classwork when they:

1. Cooperate with the school to make homework effective.
2. Provide your children with suitable study conditions (desk or table, lights, books, and supplies).
3. Reserve a time for homework and turn off the TV.
4. Encourage your children, but avoid undue pressure.
5. Show interest in what your children are doing, but do not do the work for them.
6. See your child's principal if there is something that you want to know about the school, if something has happened at school that worries your child, if there is a misunderstanding, or if you need more information for any reason.
7. Visit your school. You, as a parent, are not only welcome at school; you are urged to visit.

MAKE-UP WORK

Ouachita Parish School Board will allow up to 75% credit to be earned for student work and /or tests missed due to an out-of-school suspension in all schools.

Students who are in school when a test or activity is announced and who miss only the day of the test or activity and returns the day following the said test or activity will be **required** to take the test or complete the activity on the day of return. The teacher may alter the format of a makeup test in any manner as long as the test covers the same material that the original test covered.

Students with an excused absence, missing more than one day consecutively will be allowed a minimum of one day for each day missed before being required to make up test, turn in material, or complete an activity. This will not exceed a total of five (5) days. If after teacher notification the student fails to accomplish make up in the allotted time, the grade will be recorded as "O/F."

ZAP (ZERO'S AREN'T PERMITTED)

The importance of learning the responsibility of completing assignments in a timely and productive manner is an indicator in how successful students will be able in juggling the load and rigor of high school and college life. Students will no longer be able to opt out of doing assignments. Students who choose not to do an assignment will be assigned lunch detention until they complete the assignment. Work time for homework assignments not turned in will be coordinated with the classroom teacher and all other assignments, projects, tests that are not done and will be assigned detention for completion time through the office.

COUNSELOR

The purpose of the counselor's office is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways:

1. Help the new student feel at home in our school with new teachers and friends.
2. Individual conference when a student, teacher, parent, or counselor deems it necessary.
3. A testing program designed to help the students learn as much as possible about his/her capabilities.

PARENT CONFERENCES

Parents are welcome and encouraged to come to school to talk with teachers. Appointments must be made to coincide with the teachers' schedules. This should be done through the guidance counselor's office. Call 432-2100 to set up a conference.

LIBRARY SERVICES

The library will be opened at 7:45 A.M. and remain open throughout the day until 3:00 P.M. You are encouraged to use the library as much as possible. From time to time it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his/her particular need. Food and drink are not allowed in the library.

POSITIVE BEHAVIOR PROGRAM

SMS has a 'Positive Behavior Program' in place to reward our students. Our motto is displayed throughout campus. Panther "Coins" are used to reward students for exhibiting behavior that demonstrates the pillars of character. We also recognize a Student of the Month through a joint effort with the Town of Sterlington.

SMS Panthers 'R'
Respectful
Responsible
Ready to Learn

Posters stating desired behavior are also posted throughout the school campus. (Classrooms, Halls, Cafeteria, Restrooms, Commons Area)

RULES FOR SCHOOL

Students are expected to follow school rules at all times as well as on the bus.

1. Follow classroom rules for each class.
2. Be polite, courteous, and friendly to all.
3. Harassment, intimidation or bullying is prohibited at school and all school activities/functions.
4. Do not display affection on campus or during school activities/functions that are away from school (girl/boy, boy/girl, girl/girl, boy/boy).
5. Use and/or possession of tobacco, drugs or alcoholic beverages are not allowed. This includes cigarettes, lighters, dipping, chewing, etc.
6. No **OPEN** food or drinks in the hallway. *Only screw top bottle drinks allowed (water or powerade). No glass.* If you are caught with any open container that does not meet the above criteria, you will be asked to dispose of it. If you become disrespectful, the items may be confiscated and/or a discipline referral may be issued.
7. Students are not to leave campus to witness a fight or to visit and return to board buses after school.
8. Ugly language, gestures, and profanity are not allowed.
9. No fighting, horseplay, or neck-slapping.
10. Any student leaving campus must go through the checkout procedures in the office. Any student leaving campus without signing out will be considered skipping.
11. Keep the noise level down in the hall.
12. Do not buy or sell items at school that are not SMS fund-raiser items.
13. Gambling in any form is not allowed on the school campus or off campus at a school-sponsored event.
14. Forged documents of any kind will be sent to the office.

HALL PERMITS AND BEHAVIOR

No student shall be in the hall during regular class time without permission of the teacher in charge of the student during that time. This will include trips to the restroom, library, and office; as well as, to any place other than the room to which the student has been assigned. Passage shall be by the shortest and quickest route without stopovers at other points or without bothering other classes in session. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running, shouting, playing, etc. in the halls are never permitted.

FUNCTIONS & ASSEMBLIES

At all times student behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include booing, whistling, uncalled-for clapping, boisterousness, talking during a program, etc.

DANCE POLICY

1. Dance dress code will be the same as school day dress with the exception of hats and earrings, unless otherwise specified by the school's administration.
2. Vulgar dancing will not be tolerated. Students involved will be asked to leave without warning.
3. Only SMS students are allowed to attend SMS sponsored dances.
4. Students who break the rules, have disciplinary issues, owe money, etc. will not be allowed to attend dances as deemed by the school's administration.

SUBSTITUTE TEACHERS

Substitute teachers should be made welcome in our school. Students should be on their best behavior and give the proper respect to them. Detention will be assigned if student behavior becomes a problem.

Keep in mind that substitute teachers leave our campus and tell other communities about students at Sterlington Middle School. They also compare our school with others where they have taught. We want them to know we are the best!

SCHOOL MESSENGER

School Messenger is a helpful tool to be used by parents and students. Your SM account can access your grades, class assignments, homework, etc. If you need assistance on how to use or access your SM account, please contact the school.

FIELD TRIPS

All field trips have to be cleared through the principal's office. The teacher in charge of a field trip has the responsibility of paying for the driver, mileage on the bus, and for sending a specific parent permission form home for parent signature. An email list of students attending the trip must be emailed to teachers (2) days before the trip.

ALL FIELD TRIPS MUST BE PLACED ON THE SCHOOL CALENDAR AT LEAST (2) WEEKS IN ADVANCE – NOTIFY BRANDY HANCOCK AND TANISHA MERRELL.

JR. BETA CLUB ELIGIBILITY

- Teacher approval.
- See club bylaws for details on behavior expectations.
- 6th grade: midterm 3.5 GPA in core subjects. (3.5 must be maintained)
- 7th and 8th grade: 3.5 GPA in core subjects from previous year. (3.5 must be maintained)

LOST AND FOUND

Articles which have been found should be taken to the office. Lost library books should be taken to the library. Lost articles can be claimed by proper identification in the lost and found office (Dr. Weems' office). It is a good idea to mark your items clearly with the owner's name so they can be returned without delay. This also discourages unauthorized borrowing. Sterlington Middle School and staff members are not responsible for lost or stolen items.

LOCKERS

Lockers and combination locks are issued to the student at the beginning of the year by homeroom teachers. Your locker is to be KEPT LOCKED AT ALL TIMES when not in use. Students are assigned specific lockers and must not change without the teacher's approval. STUDENTS ARE NOT TO SHARE LOCKERS.

Students are cautioned against telling their combinations to each other, if they expect their property to be kept safe. Each student is responsible for keeping his assigned locker clean both inside and outside. Damages caused by misuse of tape, etc., will be charged to the student responsible. Any locker malfunction should be reported to the homeroom teacher or the office. All students who lose their locks will be charged \$5.00 for each replacement.

WITHDRAWAL OF STUDENTS

The school should be notified at least two days in advance of a student's impending withdrawal. The student will receive a withdrawal form and instructions from the office. All textbooks, library books, money owed, and fines must be cleared before the student secures a transfer record to another school.

DISCIPLINE

The discipline ladder is a process in which the student controls his or her own fate. Teachers and administrators have the right to change the steps and discipline stated in the following list.

- STEP 1. **Verbal Warning**: Identify the problem; the teacher lets the student know that he/she means what he/she says and says what he/she means!
- STEP 2. **Student/Teacher Conference**: Teacher and student discuss facts that contributed to the misbehavior, the behavior itself, good alternative behavior, and the consequences that will result if disruptions continue. Student signs written warning form.
- STEP 3. **Parent-Teacher Communications**: Teacher contacts parent/guardian to discuss the behavior and request assistance from them in dealing with the behavior. Punishment work to be assigned by teacher (if or as indicated and at teacher discretion). Minor infraction forms may be issued.
- STEP 4. **Disciplinary Report**: Teacher fills out and sends Disciplinary Report and student to the office. Details of the report are discussed with the student. Appropriate disciplinary action will occur from the following list, but not

limited to and not necessarily in this order: **Lunch Detention, Early Morning Detention, Cafeteria Clean-Up or Litter Pick-Up (KP), Saturday Seminar, Suspension from school, Expulsion.**

Parent/guardian will be notified by phone if possible, and a copy of the discipline report will be sent home with student, given to parent or mailed to parent.

STEP 4 WILL BE ADMINISTERED AT DISCRETION OF ADMINISTRATORS

***Note: Administrators have the right to change discipline in the previous list at any time.**

Other behavior determined to be inappropriate by an administrator will result in punishment determined by that administrator.

Louisiana Law provides that a student may be suspended or expelled at any time for any serious violation of school policy.

- A. On the third (or earlier if the principal feels it is necessary) suspension from school for any reason, the student and his parents must go to the school board office for a conference with the supervisor of Child Welfare and Attendance before the student will be readmitted to school.
- B. After a student has had a conference with the Child Welfare and Attendance Supervisor and suspensions have not proved successful in changing the student's behavior, the student will be recommended for expulsion.

DETENTION

The purpose of Detention is to allow students an opportunity to improve their behavior at school rather than receive a more severe punishment. Failure to take advantage of this opportunity will result in additional days of detention and/or a more severe punishment deemed necessary by the school's administration.

MORNING DETENTION Morning Detention (7:20-7:43)

1. Any students arriving after 7:20 AM will not be allowed into Detention resulting in more days or a more severe punishment.
2. Because Detention is a form of punishment, there will be
 - a. No talking or any form of communication.
 - b. The students are to sit quietly and work the entire period.
 - c. No one is allowed to get up and walk around or leave for any reason.
 - d. No sleeping allowed.

3. Failure to abide by these rules will result in additional days added to the length of time originally assigned!
4. At any time, the school's administration reserves the right to assign additional days or other forms of punishment when deemed necessary.
5. Any additional days that are assigned to be made up immediately upon them being assigned.

LUNCH DETENTION (Detention will be assigned by an administrator.)

1. Report to CAFETERIA on time!
2. Because Detention is a form of punishment, there will be
 - a. No talking or any form of communication.
 - b. Students are to sit quietly.
 - c. Eat lunch.
 - d. They will remain in cafeteria for the entire break.
 - e. No one is allowed to get up and walk around the cafeteria or leave for any reason.
 - f. Concessions are forfeit during detention.
 - g. Failure to abide by these rules result in additional days being added to the length of time originally assigned.
3. Failing to report or arriving late for assigned detention days will be considered skipping, and additional days will be added. If failure to report continues, the student will receive a formal write-up with a more severe punishment administered by the school's administration.
4. If a student is absent from school or checks out on a day with assigned detention, he should report to detention the next day to make up the time missed.
5. Students will not be allowed to miss detention for any reason other than absence from school.
6. At any time the school's administration reserves the right to assign additional days or other forms of punishment when deemed necessary.
7. Teachers may assign lunch detention to be carried out in their individual rooms. This is done at the teacher's discretion.

FIGHTING

1. The Ouachita Parish School Board considers fighting an extremely serious offense that will result in suspension and may result in expulsion for the remainder of the current semester or school year.
2. All students participating in gang-related fights, planned fights, or extremely violent fights will be recommended for expulsion for the current semester or the entire school year.

3. Student and parent/guardian may have to attend a meeting with an officer from the Child Welfare and Attendance Office located at the Ouachita Parish School Board office.
4. A student who is suspended will not be permitted to participate in extra-curricular activities. This includes Social Studies & Science Fairs, school dances, athletic events, etc.
5. Days of suspensions count towards 10 day rule of attendance.

STUDENT DRESS CODE

1. Pants and shorts must be worn at waist. **Underwear should never be visible.**
2. Off-shoulder, crop top, bare midriff, see-through garments, halter tops, bare backs and/or shoulders, low-cut blouses, tank tops, spaghetti straps and strapless tops are not permitted. To determine if a top is too short, the student will stand up straight and extend arms above the head, if any bare skin is exposed the top is too short.
3. Sleeveless shirts must be at least (4) four inches wide, with no undergarment visible (camis, tanks, sport bras, etc.)
4. Skirts and dresses should be no shorter than (3) three inches above the knee.
5. Shorts should be no shorter than (3) three inches above the knee. Cut-off shorts or spandex shorts, and pajama tops/bottoms cannot be worn.
6. Leggings/yoga pants are permitted for girls but must be worn under skirts, dresses, shirts, sweaters, **THAT ARE LONG ENOUGH TO COVER THE ENTIRE REAR WITH ARMS STRETCHED OUT AT SHOULDER HEIGHT.**
7. Leggings are permitted for boys but must be worn under shorts that are no shorter than (3) three inches above the knee.
8. All jeans or pants with holes above the knee **must be patched or worn with leggings underneath so no skin is showing.**
9. Jeans worn with fraying tread are acceptable unless skin can be seen through thread.\
10. Shredded jeans or jeans with more holes than jeans are not permitted with or without leggings.
11. Body piercing jewelry cannot be worn. Girls can wear earrings.
12. Caps, hats, hoods, and sunglasses are not to be worn and must stay in lockers during the school day.
13. Bandanas, headbands, or headwear are not allowed on campus.
14. House shoes, shower shoes and slippers are not to be worn at school.
15. Obscene/Profane language or inappropriate pictures are not allowed on clothing or jewelry.
16. Advertisement or promotion of alcohol, drugs and tobacco is prohibited.
17. Satanic, cult or gang related symbolism in any form is prohibited on campus.
18. **Administration has the option of deciding if any other clothing/items worn are appropriate or not.**

Dress Code Violation Procedures:

- First Offense: Warning and/or change of clothes
- Second Offense: KP and/or change of clothes
- Third Offense: Lunch Detention and/or change of clothes
- Fourth Offense: Saturday Seminary and/or change of clothes

Students in violation of dress code will be sent to the office. The administration will be the final interpreter of the violation.

If you have doubts about your clothing meeting dress code, do not wear them to school.

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office immediately as to the action taken. If the cheating occurs on a major exam, essay, or project, a discipline referral for academic dishonesty may be issued for academic dishonesty.

Sterlington Middle School calls for all members of the school community to act with integrity. The act of plagiarism violates our expectation that students exhibit ethical behavior as expressed in their academic work.

Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper, to cutting and pasting paragraphs from different websites, to handing in a paper downloaded from the internet. All are considered plagiarism.

The consequences for this offense will be the same as cheating.

STUDENT CELL PHONE POLICY

Students will be allowed use of cell phones:

- Prior to school (in the gym or auditorium only).
- At the end of the school day (AFTER the bell only)
- During class time, for instructional purposes or with teacher authorization ONLY.

Students will NOT be allowed the use of cell phones:

- **Outside of the teacher’s classroom unless it pertains DIRECTLY to the instructional purpose.**
- **In the hallways.**
- **During lunch time – INSIDE OR OUTSIDE.**
- **In between classes.**

USE OF CELLPHONES DEFINED: Use of cellphone can be defined as a student **“actively”** utilizing the device for the purpose of **sending or responding** to a text, **making or responding** to a call, being active on social media in the form of **responding to or sending** SnapChat, Facebook, Instagram, Vine or other social media applications.

Receiving social media notifications does not make the student **“active”** on social media if he does not respond. If this should occur, warn the student and ask them to turn off the device. Should it occur again, disciplinary action may be taken at your discretion.

School administrators will use the following procedure as corrective action for any student who violates this policy:

First offense – The teacher may use their discretion on first offense if the student is not “actively” using the phone. If the student is **“actively”** using the phone or device, it may be taken from the student and held until the end of the day or turned over to a school administrator at the discretion of the teacher. If turned over to an administrator, the administrator has the discretion to contact the parent and hold the device to be returned to the student @ 3 p.m. on the following Friday of the week the offense occurred.

Note: if in the opinion of the administrator, the student becomes too disrespectful due to the item being confiscated, the student can be assigned more serious corrective action, rather than being assigned detention.

Second offense - The confiscated item will be held at school for (10) calendar days and returned to the parent as stated above.

Third offense - The student will be unable to have a device on campus for the remainder of the school year.

Fourth offense – The student will be suspended from school for one day and the confiscated item will not be returned until the end of the school year. Both the student and a parent will be required to meet with a Child Welfare and Attendance Officer before the student can return to school.

EXCEPTION: In the event of an emergency, any person may use any electronic device available. Emergency is defined as actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

CYBERSTALKING

Cyber stalking - Louisiana Revised Statute 14:40.3

The Cyber stalking Law prohibits the use of electronic mail or electronic communication to make threats of bodily harm, terrify, harass, use indecent language or to extort money or other things of value from any person.

1st Conviction -- \$2,000.00 fine and 1 year in jail

2nd Conviction -- \$5,000.00 fine and 2-5 years in jail

HARASSMENT, INTIMIDATION AND BULLYING POLICY

The Ouachita Parish School Board directs students, school board employees and school volunteers to report any incidents of harassment, intimidating, or bullying of a student by another student. For purposes of this policy, the terms "harassment," "intimidation," or "bullying" shall mean any intentional gesture or written, verbal or physical act that:

1. Under these circumstances, a reasonable person should know the effects of harming a student, threatening his/her life, placing a student in reasonable fear of harm to his/her person or damaging his/her property; and
2. Is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment of a student.

The Ouachita Parish School System will not tolerate any harassment, intimidation or bullying of students on school property, while riding on a school bus, or while going to or returning from school. The school administrator shall investigate any reported incident of harassment, intimidation or bullying. Should the investigation determine that an incident has occurred, the students involved shall be disciplined in accordance with this policy.

LEGAL REFERENCE: LOUISIANA R.S. 17:416.13

FIRE AND TORNADO DRILLS

Fire and tornado drills are held at irregular intervals throughout the school year. Remember the basic rules:

1. Check instructions in each classroom indicating how to leave building in case of fire.
2. Walk. No talking. Move quickly and quietly to designated areas.
3. In case of tornado emergency there will be a continuous ringing of the bell. Everyone will go to his/her assigned area in the hall, sit on the floor facing the wall, place arms over the head, and put face in his/her lap.
4. Remain quiet until all clear is sounded.

GENERAL LOCKDOWN & EVACUATION RULES

1. An announcement is made to "LOCKDOWN"!! All students not in class must immediately move to the nearest classroom and follow lockdown procedures.
2. If the school needs to be evacuated we have two evacuation sites: STERLINGTON RECREATION CENTER & NORTH MONROE BAPTIST CHURCH.
3. Evacuation to North Monroe Baptist Church would include all MIDDLE SCHOOL students being put on bus/teacher vehicles, etc. which would transport them to the designated site.
4. Once all students have arrived at the Sterlington Recreation Center or North Monroe Baptist Church, parents are allowed to come and begin checking them out.

Sterlington Recreation Center

709 Frances Ave.
Sterlington, LA 71280
Phone: 665-0022

North Monroe Baptist Church

210 Finks Hideaway Road
Monroe, LA 71203
Phone: 343-4730

LUNCH & BREAKFAST

- Students are not allowed to bring or have delivered commercially prepared foods to school (McDonald's, Sonic, Johnny's Pizza, etc.).
- Sack lunches from home may be brought to school.
- Students caught cutting the line or saving places will receive detention.
- Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in.
- Students will go through the cafeteria line and pay for their choice of food.
- Parents who wish to apply for free or reduced-price lunches for their children may do so by completing an application for each child and returning it to the school.
- No soft drink containers are allowed.
- Students are to remain in the cafeteria until they have finished eating. At no time are students allowed to take food outside of the cafeteria.
- Students are not to go into the classroom areas during the lunch hour.
- Sterlington Middle School has a closed campus policy. Checking out of school to eat lunch is not allowed.
- Fraudulent use of any other student's computer number will result in a suspension.

PRICES FOR MEALS

<u>BREAKFAST</u>		<u>LUNCH</u>	
Student	- \$1.00	Student	- \$1.75
Reduced Student	- .30	Reduced Student	- .40
Employee	- \$1.50	Employee	- \$3.00
Visitors (Adults & Children)	- \$2.50	Visitors (Adults & Children)	- \$3.50

CHILD NUTRITION PROGRAM PAYMENT POLICY

Computers in each cafeteria allow the Child Nutrition Program to keep up with payments and meals eaten for the entire school year. Because of this, we encourage students **to pay in advance** for breakfast and lunch meals.

PAYMENTS:

Payments for meals may be made in cash, by money order, or by personal check (if checks are accepted at your child's school). Checks and money orders should be made out to the school cafeteria where the child attends.

Parents are encouraged to send **cash payments** in envelopes with the child's name, cafeteria number, and the amount of money enclosed.

If **sending a check or money order**, parents should note the child's name on the check. If the check is for more than one child, each child's name and amount to be credited to each child's account should be noted.

NSF (Non-Sufficient Funds) CHECKS:

If a NSF check is received, the person writing the check will be contacted and asked to pay, in cash, the amount of the check plus \$3.00 for bank charges assessed by the Child Nutrition Program. No checks will be accepted for payment of meals until the outstanding check plus bank charges are paid in full.

A **second NSF check** by the same person/account will result in all meals being paid in cash or money order for the rest of the school year. No meals may be charged or purchased in the cafeteria until the outstanding check plus bank fee are paid in full.

CHARGING OF MEALS:

Secondary students (middle and high school) will not be allowed to charge any meals. Elementary students may only charge up to three (3) days of lunch meals at a time. No charging of breakfast or extras will be allowed.

END OF YEAR BALANCES:

Students will not be allowed to charge meals beginning May 1st of the school year. No checks will be accepted for payment of meals after May 1st. Students who owe balances May 1st must have balances cleared/ paid in full or they will not be allowed to purchase meals during the last two weeks of school until the bill is paid in full.

Money may be left in student accounts and carried over to the next school year. If a student transfers to another school within Ouachita parish, their money goes with them. A parent may request a refund of money in a student's account, if a request is placed in writing along with the designation of whom the money is to be given.

ILLNESS OR INJURY AT SCHOOL

If a student is injured or becomes ill at school, he/she is to report to his/her teacher and ask for a permit to go to the office. If necessary, his/her parent will be contacted. All students who are injured or become ill must check out through the office before leaving the school campus.

INSURANCE (STUDENT)

Parents have the opportunity to purchase school accident insurance for their children. School time and twenty-four hour coverage will be available. An information sheet explaining the program will be sent to each home. The School Board does not cover non-liability claims.

MEDICATION PROCEDURE

The Louisiana State Legislature has passed a new school medication law. The Ouachita Parish School Board has established new guidelines and procedures in order to be in compliance with this law.

If your child will be taking medication while at school, the appropriate forms must be completed and returned to the school office. These forms are available at the school.

Medication must be brought to the school by a parent or guardian in a pharmacy-labeled, childproof cap bottle with the correct dosage and dispensing directions as directed by the doctor. Medication can no longer be sent to school by a child. Parents must come by the office and sign a form stating that the school received the medication and how much was received. No more than 26 dosages in a tablet form can be kept at the school for each child. (NO PLASTIC BAGS)!!! The initial dose must be given at home 12 hours prior to the child's return to school. The school must be supplied a list of all medications the child is taking if not in violation of the Privacy Act.

Students are not allowed to have any medication in their possession with the exception of an inhaler and epi-pen. Additional paperwork would need to be completed with these exceptions.

If the dosage should change, the office must receive a written order from the doctor or dentist stating what changes have been made and a new pharmacy label issued, whereby a child-proof cap bottle must be given to the office with the correct dosage and dispensing information. If the medication and dosage should change and a written statement from the doctor is not received, then that child will not be given his/her medication.

A parent may administer any medication at any time to their child without meeting any requirements.

NO OVER-THE-COUNTER MEDICATION CAN BE GIVEN unless prescribed by a doctor or dentist. It also must be labeled by a pharmacist with the child's name and correct dosage and dispensing information. **(THIS MEANS ASPIRIN, TYLENOL, COUGH SYRUP, COUGH DROPS, ANTACIDS, ETC.)**

NO EYE OR EAR DROPS CAN BE GIVEN BY SMS EMPLOYEES

ANTIBIOTICS SHOULD BE GIVEN IN A TIME-SPAN SO THEY MAY RECEIVE IT AT HOME IF AT ALL POSSIBLE.

DISCIPLINE POLICY

- FIRST OFFENSE: The principal or designee will have a conference with the parent/guardian and student advising them of the Louisiana State Law and the Ouachita School Board Policy concerning the administration of medication.
- SECOND OFFENSE: The student will be suspended for three days plus have a conference with the Director of Child Welfare and Attendance.
- THIRD OFFENSE: The student will be recommended for expulsion for the remainder of the semester or the remainder of the school year.

NURSE PROGRAM (OPSB)

The school nurse program continues to expand their services, and strives to fulfill mandated legislation; their primary concern is for the health, safety, and welfare of the students. The school nurse is available as a resource person for any health-related concerns you may have. The nurse can provide preventative measures, health counseling and education; and can assist with medical problems. The nurse can help to promote understanding of chronic health problems and assist the student, family, and school personnel in the adjustment to these problems.

1. The school nurse conducts screening programs during the year as follows:
 - a. Mandated vision and hearing screenings per recommendations by the American Academy of Pediatrics or by special request by parents, children, and school personnel. Screenings are primarily conducted in kindergarten and odd grades through 9th grade.

- b. Scoliosis screenings on 6th and 8th grade students or by request.
- c. Pediculosis (head lice) checks on elementary students per parish protocol.
- d. Personal hygiene classes taught to 5th grade girls.
- e. General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds, and visual assessments.
- f. BSE and cervical cancer classes provided for 7th - 12th grade.

IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN ANY OF THE ABOVE THEN YOU MUST LET THE SCHOOL NURSE KNOW IN WRITING BY SEPTEMBER 5.

**PLEASE MAIL TO: Ouachita Parish School Nurses
 701 St. John Street
 Monroe, LA 71201**

The school nurse needs to be notified of any changes that occur in your child's health condition, provide updated telephone numbers and address changes readily, to facilitate the care needs of the child. These health needs should be submitted in writing to your school nurse each school year. The school nurse makes weekly visits to her school and can be reached by calling (318) 665-0696

SEARCHES: STUDENT AND SCHOOL PROPERTY

The Board is the exclusive owner of any public school building, any desk or locker in the building, or any other area that may be set aside for the personal use of students. Any administrator, school resource officer, or teacher may search any building, desk, locker, area, or grounds for weapons, illegal drugs, alcohol, stolen goods, or other materials or objects for which possession is a violation of Board policy. This includes a random search with a metal detector or a search conducted when there is a reasonable belief that the items sought will be found. Any administrator, school resource officer, or teacher may search a student or the student's personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, Board policy, or a school rule.

Searches and Seizures

- a) School Property - School buildings, desks, lockers, and school grounds set aside for the personal use of the students are exclusively owned by the parish and city school systems. Any teacher, principal, school security guard, or administrator may search any of these areas for evidence that any law, school rule, or school board policy has been violated.
- b) Student's person and belongings - A teacher, principal, school security guard, or administrator may search the person of a student, or his personal belongings when there are reasonable grounds to suspect that the search will reveal evidence that the student has violated law, a school rule, or a school board policy. Any such search must be conducted in a manner reasonably related to its purpose and not excessively intrusive in light of the age or sex of the student, and the nature of the suspected offense.
- c) Metal detector - Random searches with a metal detector of students or their personal belongings may be conducted at any time. However, they are to be conducted without deliberate touching of the student. There is no requirement of suspicion of violation of any law, rule or policy.
- d) Policies - The parish and city school boards should adopt policies to provide for reasonable searches and seizures.
- e) Liability - No teacher, principal, school security guard, or administrator shall be held personally liable for any action authorized as above and performed in accordance with the school board policies.
- f) Evidence - If any items which can be used as a weapon or any drugs are found as a result of the search, they should be given to the principal or his designated

administrator who should report the same to the law enforcement officials. The evidence should be secured by the school principal in such a manner as to prevent the destruction, alteration, or disappearance of the evidence.

- g) Search of visitors - Any school principal, administrator, or school security guard may search the person, handbag, briefcase, purse, or other object in possession of a visitor while in the building or on school grounds. This search can be conducted through the use of random search methods with a metal detector. Additionally, when there is reasonable suspicion that the visitor has any weapons, illegal drugs, alcohol, stolen goods, or other objects which violate school board's policy, then the search can be performed. Note that unlike search of students, teachers are not authorized to search visitors.

SEXUAL HARASSMENT

It is the policy of the Ouachita Parish School Board to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment. It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature where (1) submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the employee or student; (2) such conduct creates an intimidating, hostile or offensive working or learning environment; or (3) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Any employee or student who believes that he or she has been subjected to sexual harassment should file a written complaint of the alleged act immediately to the Principal or Immediate Supervisor. The Principal or Immediate Supervisor will then contact the Personnel Director if the complaint is against an employee or the Director of Child Welfare if the complaint is against a student. The written complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. The Principal/Immediate Supervisor along with the Personnel Director or Child Welfare will then conduct a thorough confidential investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment. If the complaint is against the Principal/Immediate Supervisor, the complaint will be filed directly with the Personnel Director in the case of employees or Director of Child Welfare in the case of students. If the complaint is against the Personnel Director or Director of Child Welfare it shall be filed with the Superintendent. If the Complaint is against the Superintendent, it shall be filed with the School Board President.

The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report shall be filed at the conclusion of any investigation of sexual harassment regardless of the outcome of the investigation.

Any administrator, teacher or other employee or student who is found after appropriate investigation to have engaged in sexual harassment of another employee or student will be subject to disciplinary action appropriate to the offense from a warning up to expulsion or discharge.

Any individual filing a sexual harassment complaint is assured that he/she will be free from any retaliation from filing such a complaint. Retaliators will be subject to discipline up to and including expulsion or discharge.

ATHLETIC ELIGIBILITY

A sixth or seventh grade student must NOT be fourteen years of age prior to September 1st of the school year to be eligible to compete in their current grade.

An eighth grade student must NOT be fifteen years of age prior to September 1st of the school year to be eligible to compete in their current grade.

Seventh grade students must pass five (5) subjects and have a 1.5 GPA to be eligible to compete the next semester.

Eighth grade students must pass five (5) subjects and have a 1.5 GPA each semester to be eligible to compete the next semester. To be eligible during the first grading period of the eighth grade year, an eighth grade student must have passed five subjects with a 1.5 GPA utilizing the yearly average for a basis.

A student suspended or expelled from one school is ineligible to take part in athletics in another school until he presents a written clearance from the school from which he has been suspended.

*Effective January 22, 2013, any student enrolling at SMS must be a student in good standing (fees paid, regular school attendance, etc.) for a period of no less than three weeks prior to any officially announced school-wide tryouts in order to participate in the school sponsored sports of football, basketball, softball, or track. In the case of football, this means that a student must be enrolled within the first week of school to be eligible to participate.

At the discretion of the head coach of each sport and with the approval of the SMS Athletic Director, new students (enrolling after two week cutoff) may participate in a practice squad, but will not be allowed to "dress out," be part of any active roster of athletes, or travel with the team until the next full season begins and only then after being chosen from "tryouts."

TECHNOLOGY ACCEPTABLE USE POLICY OUACHITA PARISH SCHOOL SYSTEM

Internet and network resources access is available to students, employees, and guests in the Ouachita Parish School System. We are very pleased to provide this access and believe the Internet offers vast, diverse, and unique resources to all of our users. Our goal in providing this service to students, employees, and guests is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication

The following Terms and Conditions of Use are provided so that network users are aware of their responsibilities. These responsibilities include efficient, ethical, and legal utilization of the network resources. Please read the Terms and Conditions of Use carefully.

Terms and Conditions of Use

1. Personal Privacy and Safety

- a. Users will not reveal any personal contact information about themselves or any other person on the Internet.
- b. Users will not agree to meet with someone they have met on the Internet without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.

2. Illegal Activities

- a. Users will not transmit any material or engage in any activities in violation of any national, state, or local regulations.
- b. Users will not attempt to gain unauthorized access to any network resources including (but not limited to) computer systems and other users' accounts or files.
- c. Users will not attempt to disrupt the network or network resources or destroy data by spreading computer viruses or worms or by any other means.
- d. Users will not attempt to impersonate another individual using network resources for any reason.

3. Security

- a. Users will immediately notify system administrators of a possible security problem that is identified. However, purposely looking for security problems may be considered an illegal attempt to gain access.
- b. Users will only use storage media (disks, CDs, pen drives, etc.) that have been scanned and found to be free of viruses.
- c. Users will not attach any device to the network without prior approval by the system administrators.
- d. Users should be aware that all network traffic (including Internet usage and email) is regularly monitored for inappropriate use.

- e. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network resources.

4. Network Resources

- a. Users will only use network resources in support of the educational goals and objectives of the Ouachita Parish School System.
- b. Users will not intentionally waste network bandwidth (listening on online radio stations, viewing streaming video, downloading large files, etc.).
- c. Users will not use network resources for commercial purposes.
- d. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in network communications. This includes personally attacking or harassing another person.
- e. Users will not display, download, or transmit any inappropriate materials (including offensive messages, images, and videos).
- f. OPSB.net email accounts are for employees only. Students will not be assigned OPSB.net email accounts.
- g. Users will not send or forward email "chain letters" or send annoying or unnecessary messages.
- h. Users will not send mass email or "spam" any users (internal or external) with unauthorized communications or solicitations.
- i. Users will respect copyrighted material and other intellectual property. Users may not duplicate or distribute electronic resources without the appropriate permissions, documentations, or citations.

5. Software

- a. Users will not download, store, or install any unapproved or unlicensed software on school system computers.
- b. Users will not install any unauthorized or unlicensed school system software on their personal/home computers.

6. Content Filtering

- a. Precautions have been taken to eliminate inappropriate content. However, it is impossible to restrict access to all inappropriate content.
- b. Users will immediately report to school authorities any website they access that contains inappropriate content.
- c. Users will not attempt to bypass the district's content filters to view inappropriate content.

7. Consequences of Inappropriate Use

- a. The use of the Internet is a privilege, not a right, and inappropriate use may result in the temporary or permanent cancellation of that privilege and/or other disciplinary action (including suspension, expulsion, or legal action) as deemed appropriate by administration, faculty, and staff.

- b. Note that no information on the network (including email and personal files) is guaranteed to be private. Information relating to or in support of illegal activities must be reported to the authorities.
- c. Inappropriate use of the network may result in legal action and/or prosecution, and may require restitution for costs associated with system restoration, hardware, or software costs.
- d. Users bringing illegal and/or inappropriate materials onto the network will be subject to disciplinary action.

NOTE: The Administration at Sterlington Middle School reserves the right to change items in this handbook when deemed necessary.