

# STERLINGTON MIDDLE SCHOOL

*Home of the Panthers*



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*Parent-Student Handbook*

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*2023-2024*

# **Sterlington Middle School**

206 High Ave. Sterlington, LA 71280

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

*sterlingtonmiddle.opsb.net*

**Mrs. Marty Bumgart**  
**Principal**

**Mrs. Chantay Johnson**  
**Assistant Principal**

**Mr. Alex Sikes**  
**Admin. Assistant**

## **Mission Statement**

The Mission of the Sterlington Middle School community is to provide a safe place where EXCELLENCE can be achieved through innovative learning experiences and service.

## **Welcome to Sterlington Middle School**

We are a family at SMS. We feel that education is a team effort, and we know students, parents/guardians, teachers, administrators, staff members, and community partners 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 and variety of activities and sports that offers not only a sound education, but also the experiences and skills needed to be successful in the future.

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.

### **FORBIDDEN ITEMS AT SCHOOL:**

Electronic video games

Video game headsets or headphones

Energy drinks

Can OR Bottle drinks (except in lunch boxes)

Weapons of any kind (including TOYS)

Tobacco or e-cigarettes or paraphernalia

Drugs of any kinds including prescription and OTC

No water jugs that are not see through or clear

Pets or other animals

Commercial Food

Any other item that interferes with or disrupts instruction, the school day, or becomes a hazard to the safety and health of others.

*If these items are brought to the school, they will be confiscated, held in the office, returned only to a parent, and may result in other disciplinary action.*

## 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

Report to school and to classes on time.

Bring all materials needed to each class each day.

Complete and turn in all class assignments.

### Ready to Learn

Answer questions when called upon.

Look for opportunities to contribute.

Work with team members on group assignments.

Advisor	Lunch #	Locker #	Locker Combination
AR #	PE Locker #	PE Locker Combination	Student Progress Center Username & Password
MY DAILY SCHEDULE			
Period	Room #	Teacher	Course Title
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
4 <sup>th</sup>			
5 <sup>th</sup>			
6 <sup>th</sup>			
7 <sup>th</sup>			
8 <sup>th</sup>			
MY LUNCH SHIFT (Circle one)    A    B    C			

# **2023 - 2024 OUACHITA PARISH SCHOOL CALENDAR**

***Board Approved 2-14-2023***

AUGUST 1 (Tuesday) {No Students} ..... 11, 10½, 10, 9½ MONTH EMPLOYEES BEGIN

AUGUST 7-11 (Monday-Friday) {No Students} ..... TEACHERS & PARAPROFESSIONALS BEGIN  
MANDATORY EMPLOYEE INSERVICE  
(Full Days)

AUGUST 14 (Monday) ..... GRADES 1-12 STUDENTS BEGIN FULL DAYS  
(PreK Testing Day / Kindergarten Registration)

AUGUST 16 (Wednesday) ..... PRE-K & K GIRLS ATTEND  
(All grades 1-12 attend)

AUGUST 17 (Thursday) ..... PRE-K & K BOYS ATTEND  
(All grades 1-12 attend)

SEPTEMBER 4 (Monday) {Holiday} ..... LABOR DAY

SEPTEMBER 18 (Monday) {No Students} ..... MANDATORY EMPLOYEE INSERVICE  
(Full Day)

OCTOBER 9-13 (Monday-Friday) {Holiday} ..... FALL BREAK

NOVEMBER 10 (Friday) {Holiday} ..... VETERANS' DAY OBSERVED

NOVEMBER 20-24 (Monday-Friday) {Holiday} ..... THANKSGIVING  
(Dismiss 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 19 (Monday) {Holiday} ..... PRESIDENTS' DAY

FEBRUARY 20 (Tuesday) {No Students} ..... MANDATORY EMPLOYEE INSERVICE  
(Full Day / Paraprofessionals do not attend)

MARCH 25 - APRIL 1 (Monday-Monday) {Holiday} ..... SPRING BREAK/GOOD FRIDAY/EASTER  
(Dismiss Friday, March 22; Return Tuesday, April 2)

MAY 2 (Thursday) ..... SENIORS LAST DAY

MAY 6-9 (Monday-Thursday) ..... GRADUATIONS

MAY 23 (Thursday) ..... STUDENTS / PARAPROFESSIONALS LAST DAY  
(Full Day)

MAY 24 (Friday) ..... TEACHERS LAST DAY  
(Full Day)

MAY 27 (Monday) {Holiday} ..... MEMORIAL DAY

JULY 4 (Thursday) {Holiday} ..... INDEPENDENCE DAY

End of Marking Periods / Report Card Dates	
1: 10-19-23 / 10-26-23	3: 3-14-24 / 3-21-24
2: 1-10-24 / 1-18-24	4: 5-23-24 / TBA

**PROFESSIONAL DEVELOPMENT**

**HOLIDAYS**

## 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. Name-calling, targeting, humiliation, 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, e-cigarettes, Juuls, vapes, drugs, or alcoholic beverages are not allowed. This includes cigarettes, lighters, dipping, chewing, etc.
6. No **OPEN** food or drinks are allowed in the hallway.
7. *Only CLEAR screw top, plastic-bottle WATER drinks allowed on campus. CLEAR school water bottles are available for purchase. Bottle re-fillers and water vending machines are available. NO COLORED BOTTLES, YETI/STANLEY CUPS, JUGS, ETC. ARE ALLOWED ON CAMPUS AT ALL. If seen, it will be confiscated to be picked up by student at the end of day.*
8. **NO ENERGY OR COFFEE DRINKS** allowed on campus, including for breakfast or lunch. If found, these items will be confiscated and disposed of.
9. *No glass. No YETI/STANLEY or like cups. No outside drinks.* If you are caught with any open container that does not meet the above criteria, you will be asked to finish or dispose of it. If you become disrespectful, the items may be confiscated and/or a discipline referral may be issued.
10. **No OUTSIDE COMMERCIAL FOOD OR DRINKS MAY BE DELIVERED OR BROUGHT to campus for student breakfast or lunch (SONIC, JOHNNY'S, NUTRITION BEND, VALERO, etc.).** Leftovers may be brought in lunch boxes.
11. No leaving campus to witness a fight or to visit and return to board buses after school.
12. Ugly language, gestures, and profanity are not allowed.
13. No fighting, horseplay, or neck-slapping.
14. Any student leaving campus must go through the checkout procedures in the office. Any student leaving campus without signing out will be considered skipping.
15. Maintain an appropriate noise level in the hallways.
16. Do not buy or sell items at school that are not SMS fundraiser items.
17. Gambling in any form is not allowed on or off school campus or at a school-sponsored event.
18. Forged documents of any kind will be sent to the office.

## COMMUNICATING WITH SCHOOL

### School Messenger

The Ouachita Parish School Board has provided an online service (WebPams) which increases communication between school and home. By logging into it, parents and students can view class assignments, test dates, discipline and attendance information, etc. from any computer or device connected to the Internet. Every parent who has access to a computer, whether it be at home, work, friend, or relative, needs to activate his or her parent account and check his or her child's page as often as possible. Parents and teachers can email to avoid having to wait for phone calls or conferences. Important school activities and announcements are posted regularly on the SMS school home page. Students and parents can view all test grades on WebPams.

### Student Codes:

Each student's account will be activated by the school board. Student **USERNAMES** will be their first initial and the first three letters of their last name followed by @opsb.info.

Example: [jbur@opsb.info](mailto:jbur@opsb.info) (for john burson)

Each student's **PASSWORD** will be made of their first initial and first three letters for their last name followed by the last four digits of their Social Security number. Example: jbur@1234

### Parent Codes:

All parents of 6<sup>th</sup> graders and parents of NEW students will have to activate a new account at the [sterlingtonmiddle.opsb.net](http://sterlingtonmiddle.opsb.net) webpage. Instructions on how to create a new account that will allow you to see your child's grades can be found on our site. Go to the top of page and click Student/Parent Resource tab > Student Progress Center > Instructions: How to set up access.

### Contact Information

It's essential we maintain current contact information including physical/mailling address, cell/home and work phones, and email addresses for parents/guardians, students, and emergency contacts. The office, teachers and administration utilizes our WebPams systems to push through announcements and information via texts and Robocalls about general school information that impacts target groups and or ALL of our student body. Teachers also utilize these students to send assignments and information to parents. Student numbers are important so that not only do you get reminders, updates or changes on your child's assignments, but that they do too. It is essential that when the demographic forms are sent home at the beginning of the year for update that these are completed and sent back to the school. These may be sent with your child or scanned and emailed to [christymeador@opsb.net](mailto:christymeador@opsb.net)

### Website & Social Media

To help us keep our parents and community informed of what's happening here at SMS we also maintain a school webpage which can be accessed by going to **opsb.net** and clicking on the campus icon at the top of the page and selecting Sterlington Middle OR by entering **sterlingtonmiddle.opsb.net**

Additionally, follow us on Facebook at Sterlington Middle and/or Instagram @sterlingtonmiddle to see us showcase our staff and students' achievements and keep you abreast with what our school, students, organizations, and teams will be doing next.

Please notify the school in writing if you do not wish your child to be included in these publications - address to the ATTENTION of Principal.

## **SCHOOL FEES**

School Fees at SMS are \$55 per student. Fees cover locker and lock rental, textbook and novels usage, math, ELA, and social studies workbooks, library and technology accessibility, a Chromebook case, one pair of student individual earbuds, stylus and includes the Chromebook insurance \$5 fee. Wear and tear demands replacement of items, and these fees go to aid in replacing items that are made in bulk purchases for cost savings, such as lockers and novels. Students enrolled throughout the year will pay a pro-rated scaled fee.

## **SCHOOL DAY**

The school day for students begins at 7:45 A.M. and ends at 2:55 P.M. Students should not be dropped off earlier than **7:15 A.M.** or later than 7:45 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. Once on campus, students may not leave the campus for any reason without permission or without following the proper checkout protocol.

## **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 teacher conferences in advance through the counselor's office. Students are not permitted to have visitors during instructional time.**

## **OFFICE**

The office is where school business is transacted. A student entering the office should wait quietly until the secretary can help them. Students may check themselves in when returning to school or upon late arrival, but a parent **MUST COME IN** to check a student out.

Students are never to go through the doors without being buzzed through.

Students may NOT use the phone with permission. If a teacher sends them to use the phone, they must have a note.

No holiday deliveries for students at the school.

No checkouts or ride changes after 2:45 pm **EXCEPT IN THE CASE OF AN EMERGENCY.**

## SCHOOL BUS LOADING & UNLOADING

The circle 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

#### AM DROP OFF:

The parent drop-off is located along the side wall of the auditorium. Parents may drop off students next to the auditorium each morning.

#### PM PICK UP:

8<sup>TH</sup> graders and sibling groups will pick up along the side wall of the auditorium – same place as AM drop off.

6<sup>th</sup> and 7<sup>th</sup> graders will be picked up behind the Auditorium.

Please adhere to the directional signs and the no parking signs at the entrances and throughout the parking lot.

We have students that walk home and must cross the parking lot and so FOR THEIR SAFETY - NO STUDENTS WILL BE PICKED UP IN THE PARKING LOT. THANKS IN ADVANCE FOR YOUR COOPERATION.

If your child has permission to ride home with anyone other than a parent or guardian, that person should be listed on his/her file for privileges or you must send a note that can be verified with you **EVERY TIME** he/she is allowed to ride with that person. No student will be allowed to ride home or get in a car with anyone that is not that child's parent/guardian.

### 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 **prior to dismissal!** Students will be allowed off the bus only at school, home, and locations requested *in writing* by the parent/guardian. 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 School Board bus policies.



## BELL SCHEDULE

2023-2024 SMS Bell & Lunch Schedule			
	Schedule A (6th)	Schedule B (7th)	Schedule C (8th)
1st Period	7:45 - 8:40	7:45 - 8:40	7:45 - 8:40
2nd Period	8:43 - 9:30	8:43 - 9:30	8:43 - 9:30
3rd Period	9:33 - 10:20	9:33 - 10:20	9:33 - 10:20
<b>A Lunch</b>	<b>10:20 - 10:43</b>		
4th period	10:46 - 11:33	10:23 - 11:10	10:23 - 11:07
<b>B Lunch</b>		<b>11:10 - 11:33</b>	
5th Period	11:36 - 12:23	11:36 - 12:23	11:10 - 11:57
<b>C Lunch</b>			<b>12:00 - 12:23</b>
6th Period	12:27 - 1:14	12:27 - 1:14	12:27 - 1:14
7th Period	1:17 - 2:04	1:17 - 2:04	1:17 - 2:04
8th Period	2:07 – 2:55 (1 <sup>ST</sup> Bell) 3:00 (2 <sup>nd</sup> Bell)	2:07 – 2:55 (1 <sup>ST</sup> Bell) 3:00 (2 <sup>nd</sup> Bell)	2:07 – 2:55 (1 <sup>ST</sup> Bell) 3:00 (2 <sup>nd</sup> Bell)

**1<sup>st</sup> Bell: Walkers/Car Riders**

**2<sup>nd</sup> Bell: 2<sup>nd</sup> Bus Loads**

Students serving detention or KP will sit at the long white tables, facing the wall. No talking or visiting. No concession allowed when serving detention.

# 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 5 excused days per semester 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 (CWA).

## **ATTENDANCE:**

- The highest rate of learning and retention of learning occurs when students are present for instruction. As stakeholders, we must all work on ways to insure that our students are in class daily and on time to each class.
- **ABSENTEE EXCUSES ARE DUE** to the school **UPON RETURN TO SCHOOL**. We understand that not all absences result in a visit to the doctor, but contact (electronic or written) with the school regarding the absence and to confirm whether the absence is an excusable absence via DISTRICT policy is highly recommended.
- Students who are absent (3) or more consecutive days without an excuse or who have (3) or more unexcused absences (consecutive or not) must report to CWA regarding unexcused absences. A notice to be signed and returned and/or call home will be made to notify the parent.
- Students and parents who have (3) or more 1<sup>st</sup> period late to schools will be required to report to CWA to discuss importance of reporting on time and/or bussing options. A notice to be signed and returned and/or call home will be made to notify the parent.
- Other interventions and conferences as deemed necessary by CWA as unexcused absences or late-to-schools may be implemented.

## **CHECKING IN TO SCHOOL**

Students who arrive late to school (after 7:45 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/or administration. Parents are encouraged to schedule all **NON-ESSENTIAL** appointments for after school hours.
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 check out for lunch.
8. No checkouts or ride changes after 2:45 pm, EXCEPT IN THE CASE OF AN EMERGENCY.

### **TARDY AND TRUANT STUDENTS**

If a student is tardy to school, he must report to the office. A student arriving after 7:45 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.

**LA. RS233.** Any student who is a juvenile and who is **habitually absent from school or is habitually late to school will be reported to truancy** and supervisors of child welfare and attendance and 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)*

*Any student who attains (3) unexcused absences and/or (3) late to schools will be required to conference with Child Welfare and Attendance.*

### **Tardy Discipline Policy**

1 <sup>st</sup> Tardy	Warning & Parent Letter
2 <sup>nd</sup> Tardy	Detention x2
3 <sup>rd</sup> Tardy	Visit with Truancy Officer & x3 detention
4 <sup>th</sup> Tardy	Saturday Seminar
5 <sup>th</sup> Tardy	Child Welfare & Attendance Visit & 1 Day ISS
6 <sup>th</sup> Tardy	Truancy conference with student and parent at school

6<sup>th</sup> graders AND NEW students will be given (1) week to acclimate to the transition of exchanging classes each period and other new transitions associated with the middle school environment. At the end of week one, we will assess and determine if a second week is needed. 7<sup>th</sup> and 8<sup>th</sup> grade students will begin on Day #2.

### **TEXTBOOKS/WORKBOOKS/LIBRARY BOOKS**

All CORE texts are issued as classroom sets except for GT classes. Workbooks and other supplies are paid for by the student. Textbooks and novels are to be kept clean and handled with care. Should a student lose a workbook, novel or library 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.

## **GRADING SALE**

<b>A</b>	<b>93 - 100</b>
<b>B</b>	<b>85 - 92</b>
<b>C</b>	<b>75 - 84</b>
<b>D</b>	<b>67 - 74</b>
<b>F</b>	<b>0 – 66</b>

## **HOMEWORK**

Parents and students should expect SOME homework, **particularly in math**, and any courses in which they may need support or with which they struggle. While our teachers work hard to insure students have sufficient time to complete assignments in class where they have not only the support of the teacher but also of their classmates, not all students work at the same pace, efficiency, ability, or with the same drive; consequently, work not completed in class does become homework.

All students should expect to spend some time reviewing their notes, reflecting on their thoughts, and classwork/discussion, as a form of studying/test prep **each night** in an effort to build solid work habits and study skills that will help them beyond middle school. This is not considered homework.

## **HOMEWORK ASSISTANCE**

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, you can do your part to improve homework and classwork when you:

1. Question your child about something they learned at school that day. Ask them to be specific.
2. Cooperate with the school to make homework effective.
3. Provide your children with suitable study conditions (desk/table, books, technology and supplies).
4. Reserve a time for homework, turn off the TV and put away electronic devices.
5. Encourage your children, but avoid undue pressure.
6. Show interest in what your children are doing, but do not do the work for them.
7. 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.
8. Visit your school. As parents, you are welcomed and urged to visit.

## **MAKE-UP WORK**

*Since the Covid pandemic, Make-Up Work and Deadlines have taken on a new meaning as teachers work to be flexible with deadlines and mindful of the challenges of at home learning, limitations of technology and realities of availability of connectivity issues our region faces. Even with these real challenges, we still have those issues schools have always faced of students missing, not being capable, or simply not wanting to do the 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 may 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 "0/F."

## **REQUESTING ASSIGNMENTS FOR ABSENCES**

If a student is absent for (3) or more days (excused), the parent may request assignments for the student. Please call the office and allow at least (1) full day for securing any paper based assignments. The student may access the teachers' Google classroom for assignments posted there and contact the teacher. ***Assignments will not be secured for students missing fewer than (3) three days.*** The student can secure assignments when he/she returns.

## **WHAT SHOULD I DO IF . . .**

*I get to school early?*

Students will remain in grade/gender designated area until bell rings.

<i>I am late to school?</i>	Student will report to office to sign in and pick up a note for class.
<i>I must leave early?</i>	A parent or designee must check you out with a valid ID.
<i>I have a personal problem?</i>	Talk with a trusted teacher, administrator, or counselor.
<i>I have trouble in class or classmate?</i>	Talk with your teacher or guidance counselor.
<i>I need to leave the classroom?</i>	Ask your teacher for a hall pass. If emergency or urgent, do your best to explain or give him/her a note.
<i>I am moving away?</i>	Have your parent/guardian contact your school counselor; you need a drop form to take with you when you leave.
<i>I am changing addresses?</i>	Students are requested to submit to the office any changes in contact information. (phone, address, emails)
<i>May parents want a conference?</i>	Parents should contact the counselor to discuss and set up a conference, as needed.

If the student or parent has any other questions not covered here or to reach an administrator or counselor, please call the office at 318-432-2100.

## **PROMOTION AND RETENTION**

The Ouachita Parish School System guidelines for promotion will be followed. Grade requirements for promotion:

- Grade 6, 7, and 8 MUST PASS Reading, Math AND 2 other MAJOR subjects.
- Major Subjects: Reading, Math, English, Social Studies, Science
- Minor Subjects: PE, all Electives

## CHROMEBOOKS

SMS students will continue to use Chromebooks in a 1:1 setting for instruction for the 2023-2024 school year.

- Each student will be assigned an individual Chromebook for the duration of the calendar school year.
- Each student must pay a one-time \$5 insurance assessment at the beginning of the school year for the calendar year for his/her assigned Chromebook.
- Insurance will cover damages to the Chromebook only.
- Students who fail to purchase device insurance are subject to cost of damages to devices and these are determined by OPSB Technology Department.
- Students who use technology inappropriately whether for cheating, off-task distractions, searching for or engaging in appropriate activities are subject to discipline as per SMS/OPSB guidelines.
- A stay-in case will be provided by the school and the Chromebook must remain in the case at all times for the duration of the year. Failure to do so will result in a referral.

\*\*\* Lost or stolen devices are not covered under the Student Device Damage Coverage Program. A police report must be filed for the student to be issued another device in the event of theft.

### CHROMEBOOK REQUIREMENTS FOR CLASS:

1. Bring fully charged Chromebook and charger in its case, DAILY.
2. If a student forgets it, leaves it in car, at friends', etc., they may not call home for it. We are asking parents to not bring or drop them off at the school. They will receive a "Not Prepared" grade for the day in each class and will work with another student for the day in each of their classes that requires a Chromebook and utilize pen and paper materials to complete assignments.
3. We encourage parents to be sure to take care of insurance fees early to avoid possible damage and or replacement costs and to also speak with your child about the proper care of the device.
4. We also encourage parents to monitor your child's activity on the device to insure that school activities are being completed and as a safety precaution for your child.
5. **All students are expected to arrive at school prepared with necessary materials and completed assignments daily.**

## **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. Participate in a testing program designed to help the students learn as much as possible about his/her capabilities.

## **PARENT CONFERENCES**

Email contact is encouraged with your child's teachers and can serve to resolve any issues or concerns. Parents are welcome and encouraged to come to school to talk with administration and our counselors regarding any classroom issues you may be having. **Appointments must be made** to facilitate conferences, and should be set up through the counselor's office. Call 432-2100 to set up a conference.

## **LIBRARY SERVICES**

The library opens each day at 7:20 A.M. and remains open throughout the day until 3:25 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. Student food and drinks 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, etc.).



## **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 UNLESS THEY HAVE BEEN SENT TO THE OFFICE FOR DISCIPLINE. 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 kind 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.

## **SPORTS/CLUBS/ACTIVITIES**

There is something for EVERYONE at SMS – even if you didn't know it. We encourage our students to TRY EVERYTHING. We'll do what we can to make your schedule work. Explore your interests. See if you have a talent for athletics.

What do we offer here at SMS?

G/B Cross Country  
Football  
G/B Soccer  
Cheer  
Dance  
Color-Guard  
Pep Squad

Winter Guard  
G/B Basketball  
Baseball  
Softball  
G/B Archery  
Sparkle  
Men in Training

Beta  
Student Council  
Choir  
Band  
Robotics  
Journalism  
Digital Media

Multi-Media  
Sports Medicine

## **SPECIAL SCHOOL EVENTS POLICY**

(school dances, field trips, Talent Show,  
May Day, etc.)

1. School dance dress code will be in accordance with the theme of the dance or in accordance with the school policy with the exception of hats and earrings, unless otherwise specified by administration.
2. Vulgar dancing will not be tolerated. Students engaged in this type of dancing will be asked to leave without warning.
3. **Only SMS students are allowed to attend SMS sponsored dances.**
4. Students who have Major Referrals, break school rules, have disciplinary issues, owe money, etc. will not be allowed to attend special school events, as deemed by the school's administration.
5. Students must have all fees and monies owed paid to school in order to participate in any special school events.
6. School fees (not to include class fees) must be paid in order to attend special school events.

## **SUBSTITUTE TEACHERS**

Substitute teachers should be made welcome in our school. Students should be on their best behavior and give them the proper respect. 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!

## **FIELD TRIPS**

Field trips are an extension of the school learning experience. Students are expected to dress and behave appropriately while on field trips and know that all school rules are in effect. Field trips are a privilege and attendance is contingent upon discipline (No Major Referrals), behavior, and/or grade history. All fees owed must be current in order to participate in field trips.

## **JR. BETA CLUB ELIGIBILITY**

- Teacher approval.
- See club bylaws for details on behavior expectations.
- 6<sup>th</sup> grade: 3.5 GPA based on 1<sup>st</sup> Nine Weeks. (3.5 must be maintained)
- 7<sup>th</sup> and 8<sup>th</sup> grade: 3.5 GPA cumulative from previous year. (3.5 must be maintained)

## **LOST AND FOUND**

Articles of clothing which have been found should be taken to the cafeteria and hung on the racks or shelves. Lost library books should be taken to the library. Lost SMALL articles, wallets, glasses, etc. should be taken to the office and can be claimed by proper identification. 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 will be available by request-only for the 2023-24 school year.

## **"FORGOT MY" STATION**

Parents and students will have a cubby station in the front office where they will be able to drop off their student's forgotten item(s). This should be utilized for emergency items, athletics, lunches, etc. The student will be able to pick up their items during the next class exchange.

**\*\*\* Forgotten Chromebooks will not be to be delivered late to students.**

## **WITHDRAWAL OF STUDENTS**

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

## **SOCIAL MEDIA**

Follow us on social media on Facebook at Sterlington Middle and on Instagram at @sterlingtonmiddle for all your school news, events and updates! Thanks for your support!

Sterlington Middle Multimedia, SMS News Programs, and our Social Media Manager will utilize pictures of school events featuring SMS students and staff on our school website and social media accounts or other school related publications.

Please notify the school in writing if you do not wish your child to be included in these publications – address to the ATTENTION of Principal.

## **CARE OF BUILDING**

All of us should take pride in our facilities and grounds outside and be mindful of the people who work tirelessly to keep it clean and safe for us. Students are expected to pick up paper and litter from the classroom floors at the end of each class period. Please be a thoughtful citizen and pick up paper and other trash when you see it.

Bathroom trashing, destruction, and vandalism must stop.

Students caught marking or damaging school equipment or property in any way will be required to clean or repair the article or pay for the replacement and repair of said item. Parents and students are responsible for damage to school property or materials loaned to the student. Students can be suspended or expelled from school for this infraction.

## 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, skip, and/or omit any of the steps in discipline stated in the following list.

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!
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
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). Behavior contract or minor infraction forms may be issued.
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, ISD/ISS, Suspension from school, Expulsion.** Parent/guardian will be notified by phone if possible, and a copy of the discipline report sent home with student, given to parent or mailed to parent.

### **Level 4 Discipline will be determined at the discretion of the Administrator(s)**

**\*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 (7:10-7:40 M-T)**

1. Students arriving after 7:20 AM will be assigned an additional detention day for being tardy. A second tardy will result in Saturday Seminar.
2. Because Detention is a form of punishment, there will be
  - a. Students are to bring their CHARGED Chromebook to work on iReady or Kahns or an AR book to read to morning detention.
  - b. No talking or any form of communication with other students.
  - 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 rules will result in additional days added to 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.

### **LUNCH DETENTION      (Detention will be assigned by an administrator ONLY when morning detention is prohibitive and at their discretion..)**

1. Report to CAFETERIA on time!
2. Because Detention is a form of punishment, there will be
  - a. No concessions privileges during detention;
  - b. No talking or any form of communication; and,
  - c. Students are to sit quietly;
  - d. Eat cafeteria lunch or their own;
  - e. Remain in cafeteria for the entire break; and,
  - f. No one is allowed to get up, walk around, or leave for any reason.
3. Failing to report or arriving late will be considered skipping and an additional day will be added. If failure to report continues, the student will receive a formal write-up with next level punishment assigned 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 an 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. **NOTE:** Teachers may assign lunch detention to be carried out in their individual rooms. This is done at the teacher's discretion.

## **ISD (IN-SCHOOL DETENTION)**

In School Detention will be administered as an alternative to Out of School Suspension and may be administered for the class period in which the offense occurred or for the entire day contingent upon the offense, prior history and discretion of the administrator. ISD will be held weekly on Thursday and/or Friday as needed.

## **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**

**Parents will be called for a change of clothes for the following.**

- Jeans/pants: No holes, shreds, or cuts.
- Shorts/Skirts:
  - No shorter than fingertip length. If there is any doubt – DO NOT WEAR.
  - No shorts with leggings.
  - No rolling of waistbands.
  - No visible underwear or compression shorts.
  - ABSOLUTELY NO swim-trunks, boxers, or pajama bottoms worn as shorts.
- Leggings: If shirts do not fully cover rear ends and fronts, leggings privileges will go away.
- If a call is made home for a shorts, skirts, or leggings violation, regular FULL-LENGTH pants are REQUESTED FOR EXCHANGE.
- REPEAT DRESS CODE VIOLATIONS MAY RESULT IN SUSPENSIONS OF THESE PARTICULAR POLICIES.

## **FOR ALL STUDENTS:**

1. Clothing must cover all areas from one armpit across to the other armpit and down to (3) inches above the knee. For girls, tops must have full shoulder straps and/or sleeves, if sleeveless, straps must be at least 3" and boys must have sleeves (short or long).
2. Crop tops must be worn with a tank under it that is hip length. No tummy or back should be visible at any time. If no undershirt is worn, a shirt will be provided or call home for change of clothes.
3. No leggings are permitted for boys.
4. Underwear and undergarments should NEVER be visible including camis, tanks, sport bras, bras, bralettes, **or in the case of boys, boxer briefs or compression pants.**

5. Body piercing jewelry cannot be worn. Girls can wear earrings.
6. Caps, hats, hoods, and sunglasses may only be worn on spirit days.
7. **NO AIRPODS OR GAMING HEADPHONES** ALLOWED ON CAMPUS.
8. Slides, flip flops, house shoes, pajama pants, shower shoes, and slippers are not to be worn at school.
9. Obscene/vulgar language or inappropriate pictures are not allowed on clothing/jewelry.
10. Advertisements or promotion of alcohol, drugs, tobacco, etc. is prohibited.
11. Satanic, cult, or gang-related symbolism in any form is prohibited on campus.
12. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, religious affiliation, or any other protected classification.

**Administration or faculty designee has the final interpretation on appropriateness of any clothing. Privileges can be revoked at any time.**

**Dress Code Violation Procedures:**

First Offense:	Warning and/or parent contact for change of clothes.
Second Offense:	Parent contact for change of clothes and warning of loss of privilege.
Third Offense:	Parent contact for change of clothes and loss of privilege.
Fourth Offense:	Saturday Seminar

Students in violation of dress code will be sent to the office. Administration will be the final interpreter of the violation. **If you have doubts about your clothing meeting dress code, do not wear it 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.

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 USE OF CELL PHONES AND OTHER**



## **ELECTRONIC TELECOMMUNICATION DEVICES (Includes SMART WATCHES)**

The Ouachita Parish School Board shall prohibit, as outlined in La. Rev. Stat. Ann. §17:239, students from using or operating cell phones, cameras, video tape recorders, digital recorders of any kind, or any electronic telecommunication device in public school buildings and on school buses used to transport public school students. Cell phone “use” is defined for this policy as the cell phone or device being in the “on” position or mode. Student cell phones or devices are required to be kept out of sight and turned off during school hours in a school building or on school grounds, or whenever on a school bus. This policy is inclusive of any such device as stipulated above in a student’s possession.

### **MIDDLE AND HIGH SCHOOL CELL PHONE/ELECTRONIC DEVICES DISCIPLINE**

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

#### **First offense:**

Parents will be called. Parent/Guardian may pick the device up prior to 3:30 pm Monday -Friday. Student shall receive a written report (minor infraction)

#### **Second offense:**

Parent/Guardian will be called. Parent/Guardian may pick the device up prior to 3:30 pm Monday - Friday. Student shall be assigned to Saturday Seminar (minor infraction or written referral)

#### **Third offense:**

Parent/Guardian shall be called. Parent/Guardian may pick the device up prior to 3:30 pm Monday-Friday. The student will be allowed to return to school campus after meeting with a Child Welfare and Attendance (CWA) Officer. This must be done within a five (5) day period. During the time away from school, students will be responsible for all online coursework. *Students identified by Section 504 or Bulletin 1508 must report to CWA within three (3) days.*

#### **Fourth offense:**

Parent or guardian will be called. Parent or guardian may pick the device up prior to 3:30 Monday-Friday. The student will be given three (3) days in-school suspension.

If parent and/or student refuse the “parent pick up” option up, the student shall receive a three (3) day suspension and will be responsible for all online coursework.

Phones are not needed for classroom instruction since all have Chromebook access.

**\*\*Parents/guardians need to understand that there is no excuse (including that the parent/guardian is attempting to contact the student) for a student to be on their cell phone during the day.** If a parent needs to communicate with a student, they need to contact the main office of the school.

### **EXCEPTION FOR EMERGENCIES**

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

Revised: July 13, 2021 Ref: La. Rev. Stat. Ann. "17:239, 17:416, 17:416.1; Board minutes, 5-22-07, 5-25-07, 6-17-08, 5-19-09, 7-13-21.

## **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. Training for drills will be done at the beginning of each school year. Be sure to pay attention to your teacher in the event of a drill or emergency situation. Always stay alert for directions in the event of an emergency. 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 the "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**

- Commercially prepared food is not allowed on campus. (McDonald's, Sonic, Johnny's Pizza, etc.).
- No ENERGY DRINKS OR COFFEE DRINKS are allowed on campus.
- Sack lunches from home may be brought to school.
- Students caught cutting the line or saving places will receive KP or 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 cafeteria 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 lunch number will result in a suspension.

### **PRICES FOR MEALS**

#### **BREAKFAST**

Student	\$1.00
Reduced Student	.30
Employee	\$1.50
Visitors (Adults & Children)	\$2.50

#### **LUNCH**

Student	\$1.75
Reduced Student	.40
Employee	\$3.00
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.

## **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 permission to go nurse's station or 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 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 for 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 or 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 FOR MEDICATION**

- 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.

### **NEW FOR 2023-24: HEPATITIS A VACCIINATION SCHOOL ENTRY REQUIREMENT**

The Louisiana Department of Health will be observing the existing school entry requirement that students be vaccinated with at least two doses of Hepatitis A vaccine before entering kindergarten, or any grade thereafter. Please refer to the school nurse with any questions.

### **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**

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.

Student's person and belongings - A teacher, principal, school security guard, or admin may search the person of a student, or his personal belongings when there are reasonable grounds to suspect the search will reveal evidence 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.

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.

Policies - Parish and city school boards should adopt policies to provide for reasonable searches & seizures.

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.

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.

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 2.0 GPA to be eligible to compete the next semester.

Eighth grade students must pass five (5) subjects and have a 2.0 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/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.

## "Bridges of Ouachita, Homeless Education Program"



*Jerlyn D. Bobo, District Liaison Supervisor  
701 St. John Street ~ Monroe, LA  
71201*

*Phone: (318) 432 – 5330*

*Fax: (318) 432- 5297*

"Bridges of Ouachita" Homeless Education Assistance Program abides by federally mandated policies to ensure that homeless children and youth have access to free, appropriate public education on the same basis as children and youth with established residences. Laws, regulations, practices, or policies should not act as barriers to the enrollment, attendance, or school success of homeless students. (Federal Law: Title VII-B; of the McKinney-Vento Homeless Assistance Act; 42 USC 11431 at seq.) (State Law: LA. RS. 17.238/Public Law 107-110, No Child Left Behind Act of 2001; BESE Policy: 1.012.00 — 1012.05 and 2.012.00 — 2.012.04.

### Definition of Homeless or "Highly Mobile" Individual...

The Stewart B. McKinney Homeless Assistance Act (P.L. 107-110) defines the term *"homeless person"* as one who lacks a fixed, regular, and adequate nighttime residence and who has a primary nighttime residence that is:

- Displaced due to a natural disaster
- A shelter/transitional housing
- The streets, cars, abandoned buildings, campgrounds, etc.
- An institution that provides a temporary residence for individuals intended to be institutionalized
- A residence with substandard living conditions (not fit for human habitation—no electricity, no heat, no running water, no windows/doors, holes in the roof/floor, no way to cook/store food)
- Two or more families living together in crowded or undesirable living conditions, (doubling/tripling up because they have no place of their own to live where they can safely and healthfully meet their basic needs in privacy and with dignity)
- Runaway children who have run away from home and live in a shelter or inadequate accommodations even if parents are willing to provide a home
- Unaccompanied youth
- In December 2001, Congress made the law protecting the educational rights of those children even stronger by passing the McKinney-Vento Act. It gives children and youth in homeless situations the right to stay in their *"school of origin"* even if they move; enroll in a new school without proof of residence, immunizations, school records or other papers; some transportation to school; go to pre-school programs; get all the school services available; have disagreements with schools settled quickly (Dispute Resolution Policy) and be enrolled in the school for the *"best interest of the child"* while disagreements are settled.

## Homeless Education Services:

- Identify homeless and youth by utilization of the Residency Questionnaire
  - Immediate Enrollment Assistance, including obtaining birth and immunization records
  - Free lunch
  - Uniforms
  - School Supplies/some school fees
  - Medical/Dental /Housing/counseling referrals
  - Tutorials in shelters and schools
  - Connect students to summer programs/preschool programs/parenting education
  - Link to literacy, social, and life skills training
- Pre-service case management

## Enrollment: (Bulletin 741, Section 341)

In order to ensure homeless students are being identified and tracked appropriately in our school system, the following procedure is to be followed for enrolling any homeless child residing within our district:

- 1) The person who has the responsibility for enrolling a homeless child in school must contact the District Liaison Supervisor at the OPSS Media Center to fill out a Louisiana Residency Questionnaire for eligibility required by law. *(Forms are also available at each school.)*
- 2) Upon completion of this interview process and signature of the District Liaison, all legal documents will accompany the student/guardian to the school where the child will be attending and completing the enrollment process. Student information will also be sent to the Food/Nutrition Supervisor, SIS Coordinator and Child Welfare and Attendance.
- 3) As a result of this procedure, copies of enrollment process of any homeless child will be filed at the Media Center, the CWA office, school of attendance, SIS office, and Food/Nutrition office.

**NOTE: A homeless child may or may not be in the custody of a legal parent or guardian. It is the responsibility of local LEAs to eliminate barriers that homeless youth may face, including revising local enrollment policies to accommodate unaccompanied youth. In the event of natural disasters, which may cause a sudden influx of homeless students locating within our school district, we will make the enrollment of these youth an immediate priority and assist them and their caregivers in *every* way possible to make the enrollment process go as smoothly and quickly as possible.**

## Contact Information:

Jerlyn D. Bobo, District Liaison Supervisor  
(318) 432-5330 (318) 432-5297(Fax)  
Ouachita Parish Media Center  
701 St. John. Street  
Monroe, Louisiana 71201

State Coordinator  
1-225-219-2949, 1-877-453-2721  
State of L.A. Department of Education  
1201 North Third Street  
Baton Rouge, Louisiana 70802



**TITLE VI, TITLE IX, THE AMERICANS WITH DISABILITIES ACT (ADA),  
AND SECTION 504 COMPLIANCE**

Title VI, Title IX, ADA, and Section 504 are federal laws which ensure that individuals will be free from discrimination based upon sex, race, national origin, or disabilities. The Ouachita Parish School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

To resolve problems which students, employees, or applicants for employment may believe are the result of discriminatory practices, the Ouachita Parish School Board has established a grievance policy. For further information about these federal laws or the grievance process, contact:

Todd Guice  
Assistant Superintendent/Personnel Director  
and Title VI and Title IX Coordinator  
Ouachita Parish School Board  
1600 North 7th Street  
West Monroe, LA 71291  
(318) 432-5000

Dr. Gail Autrey  
Director of Student Support Services  
Ouachita Parish Student Support Services  
800 Claiborne Street  
West Monroe, LA 71291  
(318) 432-5400

Barry Johnson  
Section 504/ADA Supervisor  
Ouachita Parish Student Support Services  
800 Claiborne Street  
West Monroe, LA 71291  
(318) 432-5400



## **Information Regarding Section 504 of the Rehabilitation Act of 1973**

**Section 504 of the Rehabilitation Act of 1973** is a civil rights law that prohibits discrimination on the basis of a disability in any entity receiving federal funding. Section 504 states that: "No otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from the participation in, be denied, the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Included in the U.S. Department of Education regulations for Section 504 is the requirement that disabled students be provided with a free appropriate public education (FAPE).

The Act defines a person with a handicap as anyone who has a mental or physical impairment that substantially limits one or more major life activities

- Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Major life activities also include other general activities such as eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating. In addition, major life activities include major bodily functions such as the functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. The above list of major life activities is not exhaustive.

School districts have specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. Appropriate services are those designed to "level the playing field" and meet the needs of students with disabilities to the same extent that the needs of students without disabilities have been met so that students with disabilities may enjoy full participation in educational opportunities. This law is intended to provide individuals with disabilities equal opportunity to pursue employment, educational, and recreational goals without discrimination.

A student must meet the definition of a student with a disability as defined in the statute to be covered under Section 504. This determination is made by a team of persons knowledgeable about the student, the evaluation data, and placement options. If the student is determined to be disabled under Section 504, the team should review the nature of the disability, how it affects the student's education, and what accommodations and services are needed. An Individual Accommodation Plan (IAP) must be developed and implemented if needed by the student. Periodic re-evaluations are required for qualified students who receive services.

Districts are expected to establish prior notice and consent procedures to encourage parents' involvement in the educational decisions affecting their children. If the parent or legal guardian disagrees with the determination made by the professional staff of a school district, grievance procedures are in place to be followed.





**POLICY STATEMENT**  
**Section 504 Compliance**

The policy of the Ouachita Parish School System is to provide a free and appropriate public education (FAPE) to each student within its jurisdiction, including students with disabilities, regardless of the nature or severity of the disability.

It is the responsibility of the Ouachita Parish School System to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

Due process rights of students with disabilities and their parents under Section 504 will be enforced.

## **PARENT AND STUDENT RIGHTS IN STUDENT DETERMINATION OF PROGRAM ELIGIBILITY AS DEFINED IN SECTION 504 OF THE REHABILITATION ACT OF 1973**

The following is a description of the rights granted by federal law (Section 504 of the Rehabilitation Act of 1973) to students with disabilities. The law states that "qualified disabled persons will not be discriminated against on the basis of disability in any program, activity or employment practice. A disabled person is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment." The intent of the law is to keep students and parents fully informed concerning decisions about the student and their right to agree or disagree with any of these decisions.

### **YOU HAVE A RIGHT TO:**

1. Have the school system advise you of your rights under federal law (Section 504).
2. Have your child receive a free appropriate public education. This includes the right to be educated with
  1. non-disabled students to the maximum extent appropriate. It also includes the right to have the school system make reasonable accommodations to allow your child an equal opportunity to participate in academic, nonacademic, and extra-curricular activities offered by the school system.
2. Have your child take part in and receive benefits from public educational programs without discrimination because of his/her disabling condition.
3. Receive notice with respect to identification, evaluation, and educational placement of your child.
4. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
5. Have your child receive accommodations/modifications and related services that will meet his/her needs as well as the needs of non-disabled students if he/she is found to be eligible for services under Section 504.
6. Have fair evaluation, educational and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options.
7. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school system.
8. Examine all relevant records relating to decisions made regarding your child's identification, evaluation, educational program, and placement.
9. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.
10. Receive a response from the school system to reasonable requests for explanations and interpretations of your child's records.
11. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
12. Have an opportunity to present complaints and/or to request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made through the Ouachita Parish 504 Coordinator.
13. Request payment of reasonable attorney fees if you are successful on your claim.
14. File a local grievance.

For more information regarding Section 504, or if you have questions or need additional assistance, contact Ouachita Parish's Section 504 Coordinator: Barry Johnson, 800 Claiborne Street, West Monroe, LA 71291, (318) 432-5400.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

## **Parental/Students and Former Students (Age of Majority) Notification Regarding the Destruction of Educational Records**

This notification is intended to inform all parents, legal guardians, students, and former students of the school system policy regarding the destruction of educational records. All records of students served under the Individual's With Disabilities Education ACT (IDEA) in the Ouachita Parish School System will be destroyed in accordance with one of the following conditions. This policy is in addition to the Ouachita Parish School District policy regarding student records.

1. Students who reach the age of 25 and who have completed their education in some form in the Ouachita Parish School System.
2. When students transfer to a school district outside of Louisiana their records will be kept for an additional 3 years.
3. All records of students will be scanned in accordance with copyright law and therefore the district will retain a digital copy of IDEA evaluations and Individual Education Plans (IEP).

### **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.



# Sterlington Middle School

206 High Avenue, Sterlington, LA 71280  
(318) 432-2100 - 432-2149 (fax)

## Ouachita Parish School System Student/Parent School Compact 2023-24

**Student Name:** \_\_\_\_\_

*I want to learn; therefore, I will do my personal best to;*

1. attend school regularly;
2. come ready to learn;
3. come each day with my Chromebook charged, charger, pencil, paper, and necessary supplies;
4. complete all assignments;
5. conform to the rules of the class and school (code of conduct); and
6. respect teachers, staff, and classmates.

Student's Signature: \_\_\_\_\_ Grade Level: \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

*I want my child to achieve; therefore, I will do my personal best to;*

1. see that my child is punctual and attends school daily;
2. provide an environment that encourages my child in any way to meet his/her responsibilities;
3. monitor my child's health and appearance;
4. support the school discipline policy (code of conduct);
5. visit/volunteer at the school to show my interest and support;
6. attend parent meetings and related workshops;
7. stress the importance of education;
8. monitor television viewing, computer use, video games, and music; and
9. monitor homework assignments.

*I am aware of my parental rights and responsibilities.*

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **School** **STERLINGTON MIDDLE SCHOOL**

*We want student to achieve; therefore, we will do our personal best to;*

1. provide a safe and caring environment for learning, while providing a high quality curriculum;
2. take into account individual differences;
3. have high expectations for our school and our students;
4. help our students follow school and classroom rules (code of conduct);
5. assign appropriate homework;
6. provide timely communication and work with families to support student learning;
7. keep parents informed of their child's progress; and
8. encourage parent participation.

**Working together, we can; we must; we will; – SUCCEED!**

\*RETURN TO HOMEROOM TEACHER ONCE YOU AND PARENT HAVE REVIEWED AND SIGNED.

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