Sterlington High School front page

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**STUDENT HANDBOOK**

**2018-2019**

**Sterlington High School**

**233 Keystone Road**

**Monroe, LA 71203**

**Main Office: 665-2725**

**Fax Number: 665-2727**

**www.sterlingtonhigh.opsb.net**



***“***To provide all students the intellectual, social, and technological skills needed to be successful citizens*.****”***

***-SHS Mission Statement***

“As a community, Ouachita Parish Schools will connect learning to 21st Century skills needed for college and career ready students who will excel in a global society.”

-***OPSB Mission Statement***

**WELCOME TO STERLINGTON HIGH SCHOOL**

**MESSAGE FROM THE PRINCIPAL**

On behalf of the staff, I take pleasure in welcoming you to Sterlington High School. This student handbook is published so that all students may have a ready reference to information which is necessary to the understanding of the daily operation of our school. It is essential that all students read the information contained in this handbook so there may be as few misunderstandings as possible. When this handbook does not give you the information you need, you should contact your principal, counselor, or a teacher for help.

The administration of SHS has made every attempt to address all reasonable concerns and issues in the SHS Student Handbook. Any policies or unique situations not addressed in this handbook will be referred to the Ouachita Parish School Board Discipline and Attendance Manual and/or the Ouachita Parish School Board Progression Policy for resolution

The goal of Sterlington High School is excellence, and striving to reach this goal must be cooperative effort on the part of the students, teachers, administrators, parents, and community. We earnestly solicit your cooperation in this venture and assure you that the result will be well worth this effort. Therefore, I urge you to become actively involved in your studies and in the extracurricular activities here at SHS. Go Panthers!

**JASON THOMPSON – PRINCIPAL**

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**DOLL ANN JOHNSON – ASSISTANT PRINCIPAL – CURRICULUM**

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**ADMISSIONS**

**Students are required to pay a $50 school fee. Other fees may be required depending on students schedule. SENIORS are required to pay an additional $20 graduation fee.**

Any student who was not in attendance at a Ouachita Parish School in April of the preceding school year must provide the following information in order to enroll at Sterlington High School:

1. Birth Certificate (Copy)
2. Social Security Card (Copy)
3. Immunization/Health Record (Copy)
4. Legal Proof of Guardianship and/or Custody Papers if applicable
5. Special Education/504 Records if applicable
6. Affidavit of Residence Signed by Parent or Guardian
7. Two Proofs of Residence (Deposit/bill for utilities, rental deposit, etc.)
8. Proof of passage of LEAP 21 from the 8th grade
9. Withdrawal Record from previous school which includes the following:
10. Drop Slip
11. Grading Scale
12. Numerical average of previous grading periods
13. Numerical average of current grading period or at time of withdrawal
14. Indication that student withdrew in good standing and is free of all obligations to the school including books, debts, uniforms, etc. This includes SHS students who drop and re-enter without attending another school.
15. The $20.00 enrollment fee covers handbooks, parking permits, postage, and correspondence.

**AFTER SCHOOL/EXTRACURRICULAR EVENTS**

All school rules and regulations apply to any activity held on campus or sponsored off campus by any school sponsor or organization. For example, dances such as Homecoming and Prom will follow the school dress code (please refer to those sections for more information).

**ATHLETIC ELIGIBILITY**

All rules of eligibility as set forth by the Louisiana High School Athletic Association are adhered to, as well as additional rules considered appropriate by the administration at SHS. Eligibility on "B" or junior varsity squads shall meet the same requirements as varsity teams. Support groups for athletics must also meet the basic requirements of students participating in athletics, as well as the constitution for the individual organization.

**I. General Information**

1. A student must have enrolled in school not later than the tenth day the opening of the school semester.
2. To participate in any athletic event, the student must be present for at least three class periods on the day of the event.
3. A student becomes ineligible if he has reached his nineteenth (19th) birthday before September 1. If a student becomes nineteen on or after September 1, he/she is eligible for the entire year.
4. A birth certificate shall be required of all who take part in varsity athletics, to be filed with the LHSAA Commissioner before any student can participate.
5. A student participating in athletics must not have attended high school for more than eight (8) semesters. For ‘Hold Back’ athletes refer to LHSAA rules of eligibility.
6. A senior student-athlete is required to take at least (4) subjects per semester and they must pass all four subjects. If a senior takes only 5 subjects they must pass 5 subjects. If a senior takes only six subjects they must pass 6 subjects. If a senior takes 7 subjects they must pass 6 subjects.

**II. Scholastic Requirements**

1. Failure to pass six (6) subjects with a 1.5 GPA at the end of each semester makes a student ineligible for the next semester.
2. Incomplete grades and failures due to absences (F6) are considered as non-passing until made up.
3. Students may work toward eligibility in summer school.
4. Students desiring to compete in college athletic programs should file a NCAA Clearinghouse Form spring of junior year. Additionally, ACT scores should be sent to the NCAA Clearinghouse by marking code 9999 on the registration form or by securing an Additional Score Report Form from the Guidance Department.
5. Transfer students will not be allowed to participate in any athletic event until a full official transcript has been received from the previous school attended and the student is declared eligible by the LSHAA. However, students can participate in summer workouts and athletic PE.

**III. Amateur Rules**

1. A student who receives pay or signs a contract to play is ineligible for high school athletics.
2. A student may not play with or against professional (s) without obtaining permission, prior to the contest, from the principal.
3. Any student who anticipates playing any sport should take out the school insurance policy.
4. Athletes not taking the school insurance policy must provide proof of insurance to school officials.

**IV. LSHAA Packet**

No student is eligible to represent SHS in any athletic event until ALL LSHAA paperwork, including a current physical, is completed. See the coach of your sport for this packet.

**ATTENDANCE**

Sterlington High School complies with the state regulations regarding school attendance. Louisiana State law requires that students be in school every day that school is in session unless an absence is due to one of the justifiable reasons allowed by law and school board policy.

Parents are encouraged to cooperate with the school by scheduling or arranging any other activity or appointment at times other than during the school day.

Attendance Requirements

High school students shall be in attendance a minimum of **eighty** (80) days per semester.

A student can accumulate no more than **five** (5) UNEXCUSED ABSENCES during a semester by state law to be eligible to receive any grade earned that semester.

On any absence after reaching a total of **five** (5) days, and prior to the excuse being presented to the school, the student and/or parent will have to meet with a Child Welfare and Attendance Officer at the School Board Office and provide a justifiable excuse for that absence. This means, any student who reaches absence number **six** (6) and any absence thereafter, must have Child Welfare and Attendance approval for the absence to be considered excused.

Excused Absences

All physician’s statements, legal excuses (court, etc.) and verification statements of death in the family must be presented within **two** (2) school days after the student returns to school.

The following circumstances are recognized as *excused* absences:

1. Extended personal physical or emotional illness as verified by a physician
2. Extended hospital stay as verified by a physician
3. Extended recuperation from an accident as verified by a physician
4. Extended contagious disease within a family as verified by a physician.
5. Prior school system approved travel for education.
6. Death in a family (not to exceed one week).
7. Natural catastrophe and/or disaster.
8. For any other extenuating circumstances parents must make a formal appeal in accordance with due process procedure established by the Ouachita Parish School Board.

Students who are verified as meeting justifiable reasons/extenuating circumstances and therefore eligible to receive grades shall not receive those grades if they are unable to complete make-up work or pass the course.

Students participating in school-approved activities, which necessitate their being away from school, shall be considered to be present and shall be given the opportunity for make-up work.

SHS Attendance Policy

The Sterlington High School procedure for implementation of the Ouachita Parish School System's Attendance Policy is as follows:

1. Attendance at school begins at the time the student gets on the bus or arrives on campus via personal transportation. The student is officially at school and cannot leave the campus until the school day is over or he/she officially checks out through Student Services. This includes prior to the first bell in the morning*.*
2. Any student missing more than **five** (5) unexcused days in a semester will not be given credit for the courses taken, and will receive the grade of “F6” for the semester. This applies to any or all classes that the student is taking.
3. Verification statements from the student's physician, legal excuses, and/or statements of death in the family **must be presented within forty-eight hours (two (2) school days)** after the student returns to school.
4. Students returning to school after an illness, legal meeting, or death in the family must report to student services office with the verification statement. The dates on the excused will be documented in WebPams. Each teacher will be able to see the dates and times of the excused absence in WebPams. Should a question arise regarding the student's attendance and/or excuses, the students will be able to secure the filed statement from Student Services.
5. If an excuse is faxed, the doctor must send an original directly to Student Services; it will not be accepted from parent or student.
6. Time spent in Student Services and or the Nurses Office as a result of illness may count toward the student's five (5) days in any class.
7. Classes missed as a result of checking in or out will count toward the student's five (5) days. If the student has an excuse when checking in, the excuse should be taken to student services at this time.
8. To be counted as present in any class, the student must be in attendance at least one-half of the class period.
9. In order to participate in extra-curricular activities, a student must attend at least three class periods in the regular school day on the day of the event.
10. State law requires that Student Services shall attempt to notify parent/guardian when the student is absent from school. If a parent knows that the student cannot attend school on a given day, Student Services should be notified, preferably between 7:30 - 7:50 A. M.
11. **Any type of illegal or fraudulent excuse, written or oral, will result in having the student suspended from school.**

Excessive Absence Form

This form is issued by the classroom teacher or administrator to notify the student and parent that the student has accumulated 6 or more unexcused absences for a class or from school.

The student signs this form upon issuance to verify notification. A copy is given to the student and his/her administrator. The student must take this form home to his/her parent or guardian. The parent/guardian shall call the Child Welfare and Attendance office to make an appointment for eligibility and assignment of Saturday Seat Time Recovery classes.



**REGULAR BELL SCHEDULE**

7:44 First Bell

7:50 – 8:50 First Period

8:54 – 9:48 Second Period

9:52 – 10:46 Third Period

10:50 – 11:44 Fourth Period

**11:44 – 12:05 1st Lunch Shift**

11:48 – 12:42 Fifth Period (Class 2)

12:09 – 1:03 Fifth Period (Class 1)

**12:42 – 1:03 2nd Lunch Shift**

1:08 – 2:03 Sixth Period

2:07 – 3:02 Seventh Period

**MORNING PEP RALLY BELL SCHEDULE**

7:44 School Bell

7:50 – 8:00 First Period

8:00 – 8:30 Pep Rally

8:30 – 9:15 First Period

9:19 – 10:05 Second Period

10:09 – 10:55 Third Period

10:59 – 11:44 Fourth Period

**11:44 – 12:0 1st Lunch Shift**

11:48 – 12:42 Fifth Period (Class 2)

12:09 – 1:03 Fifth Period (Class 1)

**12:42 – 1:03 2nd Lunch Shift**

1:08 – 2:03 Sixth Period

2:07 – 3:02 Seventh Period

**AFTERNOON PEP RALLY BELL SCHEDULE**

7:44 School Bell

7:50 – 8:45 First Period

8:49 – 9:40 Second Period

9:44 – 10:30 Third Period

10:34 – 11:25 Fourth Period

**11:25 – 11:46 1st Lunch Shift**

11:29 – 12:20 Fifth Period (Class 2)

11:50 – 12:40 Fifth Period (Class 1)

**12:20 – 12:40 2nd Lunch Shift**

12:45 – 1:30 Sixth Period

1:34 – 2:25 Seventh Period

2:25 – 3:02 PEP RALLY

**EARLY DISMISSAL BELL SCHEDULE**

7:44 School Bell

7:50 – 8:30 First Period

8:34 – 9:05 Second Period

9:09 – 9:40 Third Period

9:44 – 10:15 Fourth Period

10:19 – 10:50 Fifth Period

10:54 – 11:20 Sixth Period

11:24 – 11:45 Seventh Period

Lunch Bell – All Grades 11:45 – 12:00

**Students with transportation may leave at 11:45**

**Buses will depart at 12:00**

**CELL PHONE/ELECTRONIC DEVICES**

Students will be allowed use of cell phones:

* Prior to school
* During their lunch period in the “Phone Zone” (Cafeteria/Commons Area)
* At the end of the school day (AFTER the bell only)

**Students WILL NOT be allowed the use of cell phones:**

* **After the bell rings to begin 1st period**
* **This includes in the classroom, hallways, restrooms, gymnasium, outside, etc.**

If an emergency arises, students may come to Student Services to make a phone call on the office phone if necessary.

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

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

* **First Offense** – Administrator or teacher will issue a “Written Warning” to student outlining the violation. Student will sign and parent will be contacted.
* **Second Offense** – The confiscated item will be held at the school for (10) calendar days and returned to the student. Parent will be contacted.
* **Third Offense** – The confiscated item will be held at the school for (20) calendar days and returned to the student. Parent will be contacted
* **Fourth Offense** – The confiscated item will not be returned to student. Parent must pick up item and student will lose privileges for the remainder of the school year.

**If a student refuses to turn over requested item, they will receive three (3) days of out of school suspension.**

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

**STATE LAW REGARDING STUDENT USE OF CELL PHONES OR ANY ELECTRONIC TELECOMMUNICATION DEVICE DURING REGULAR SCHOOL HOURS**

As outlined in Louisiana law R.S. 17:239, students are prohibited from **using** cell phones or any electronic telecommunication device in all 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 being in the “on” position or mode.

During regular school hours, student cell phones are required to be **kept out of sight and turned off** while in a school building, on school grounds, or on a school bus. This policy is inclusive of any electronic telecommunication device in a student’s possession.

\*\*ACT No. 472 signed into state law June 2016 states the use of wireless communication devices in school zones is punishable by a fine of not more than $500 for the first offense and each subsequent violation a fine of not more than $1,000 and suspension of driver’s license for 60 days. While recognizing the OPSB cell phone policy, SHS administration strongly suggests that students not bring electronic devices to school. Bring them “at your own risk.”



**EXCEPTION**: 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.**

Modification approved by the OPSB: May 19, 2009

* Inappropriate use of cell phones with camera capabilities MAY result in immediate suspension and/or expulsion.
* Any student responsible for bringing pornographic materials onto school grounds or school busses at any time MAY be subject to suspension and/or expulsion from school. This includes books, magazines, pictures on clothing, and pornography via the phone, fax, or computer.

\*Unusual situation: Parent supports student to keep phone.

Situation: Student is caught using cell phone in violation of the student cell phone policy. Student REFUSES to turn over phone to Administrator. Administrator contacts parent, and parent is in agreement with student (will not tell student to turn over the phone).

Action to be taken:

1. Administrator will inform student/parent the student is **being suspended from school for 3 days and both parent and student will have to see Mr. Moore prior to the student returning to school.**
2. When meeting with them, the parent and student will be told the **student cannot have a cell phone at school for the rest of the school year. If student is caught with a cell phone after returning to school following the suspension and meeting, the student will be recommended for expulsion.**

**CHECK-IN CHECK –OUT**

**THERE WILL BE NO CHECKOUTS BY PHONE AT ANY TIME**. This rule is in place for the protection of the student. Please contact your student’s administrator if you need assistance.

If a student must leave school before the end of the school day**, a parent or guardian must come to Student Services to sign out the student**. The parent may do the signing of the checkout form any time before the student is to leave school (i.e. the day before, on the way to work the day of the check-out, etc**.)** Students must report to Student Support for a checkout pass before leaving campus. Failure to do so will result in detention or suspension.

In order for a student to be checked out by anyone other than a legal guardian, a permission form must be signed and completed by the parent/guardian in person at Student Support. These forms are available in Student Support and cannot be sent home by the student.

**18 year old students do not automatically have the right to check out of school without parental consent. The only students who are permitted to check themselves out are as follows:**

1. Students eighteen (18) and above who reside in a bona fide home **other** than that of parents or guardian. Parent/guardian must place this in writing with the appropriate administrator.
2. Students who are married and the marriage certificate has been presented to administration.
3. Students who are **legally emancipated** from their parents. Documentation must be on file at SHS.

SHS is a closed campus. When a student gets on the bus or comes on the SHS campus, he/she is officially at school and cannot leave the campus until the school day is over or until he/she is officially checked out by a parent/guardian. If a student leaves the campus at any time after the official arrival time, disciplinary action will be taken if he/she does not officially check out. This is considered to be skipping class and/or school.

1. Photo ID will be required of anyone checking a student out. Students must also show photo ID.
2. Any student reporting to school after 7:50 AM should report immediately to the Hall Monitor and receive an admit slip before reporting to class. The student is expected to report immediately to the class that is in session. Failure to do so will result in detention or suspension.
3. Fraudulent check-in and/or checkout will be treated in the same manner as skipping.
4. Any student leaving the campus for any reason and not properly checking out will be disciplined.
5. If a parent or guardian comes to school to check out a student, it is the student's responsibility to make sure the parent has properly signed the student out through Student Services. Failure to do so will result in disciplinary action for the student. **A photo ID will be required of anyone checking out a student.**
6. Any student who checks out of SHS and returns the same day must report immediately to Student Support and check back in. Detention will be assigned to those students who do not do so.
7. Parents wishing to allow other adults to check out their child must complete an Approved Check-Out List form. The parent must complete this list in person in Student Support ahead of time.
8. Parents may prearrange a checkout one day in advance. The parent must personally complete the prearranged checkout form in Student Services.

**CLASSIFICATION OF STUDENTS**

In order to become a **Sophomore** at SHS, you must earn at least **5 credits**. **Juniors** must have earned at least **11 credits**, and **Seniors** need at least **16 credits**. (see table for details)

Students who transfer to SHS may not have the proper credentials with them at the time of registration. These students will be classified and enrolled on a temporary basis until confirmation is received from the school from which they have withdrawn, and adjustments will be made as necessary.

**Students cannot change from one elective to another at midterm unless necessary to pick up a required 1/2 credit.**

|  |  |
| --- | --- |
| Grade 9 | A 9th grade student (Freshman) is one who has acquired between 0 and 5 Carnegie units and has been promoted as a result of passing all required coursework and testing at the culmination of 8th grade. At the end of the 9th grade year, to be considered a 10th grader (Sophomore), students must have acquired at least **6** credits \*Credits **must** include one credit each of math and English |
| Grade 10 | At the end of the 10th grade school year, to be considered an 11th grader (Junior), students must have earned **11** credits \*Two courses each in English and Math, and one required course in Science and social studies. 10th grade students make the decision to pursue either the Jump Start TOPS Tech or TOPS graduation pathway. Students in the TOPS Tech graduation pathway are required to have two approved Jump Start elective credits for placement in 11th grade. |
| Grade 11 | At the end of the 11th grade year, to be considered a 12th grader (Senior), students must have acquired **17** units of credit that include three courses each in English and Math, and two courses each in Science and Social Studies. |
| Grade 12 | Must have acquired **24** units for TOPs graduation pathway and **23** for students in the TOPS Tech graduation pathway—*9 units must be elective credits from the selected major pathway* *and pass necessary industry-based certifications (IBCs)),* including all required courses, and have passed the required EOC and/or LEAP 2025 HS tests shall be eligible for graduation in accordance with Bulletin 741  \**Students identified under ACT 833 have alternative graduation requirements designated in their IEP. Students are required to attempt IBC acquisition, but failure to acquire the sought IBC does not prevent graduation.* |

**CODE OF CONDUCT**

At Sterlington High School, we believe the conduct of our students plays a vital role in their success.

We expect each student to be able to perform at his/her fullest potential. We believe that in order to develop competent, responsible, motivated students we must provide a safe environment that is conducive to learning. To help maintain this environment we adhere to the belief that dress, physical appearance, courtesy, and mutual respect are essential to having a successful and productive life. Therefore, we expect our students to know and understand the following general rules of conduct as well as all rules in this handbook and to follow these rules on a daily basis.

Students are expected to:

1. attend school whenever classes are in session
2. respect all school personnel and other students at all times
3. be on time for school and all classes
4. know the rules, policies, and procedures of the school and follow them at all times
5. adhere to dress and physical appearance guidelines
6. and, in general, conduct themselves at all times in a manner that is conducive to a quality education as well as acceptable to our society.

**DANCE POLICY AND GUIDELINES**

SHS students must complete a guest form if taking a non-SHS student to a dance. This is a form that all SHS students would have to get approved by administration for their guest. The guest will have to take the form to their school and have the form filled out and mailed/faxed in by the guest’s school administration/office personnel. All guest forms must be approved prior to attendance.

\*\*\*Please review the Dress Code section for ALL dress code guidelines.\*\*\*

1. Breath-A-Lyzer testing will be at the door for EVERY dance.
2. Vulgar dancing will not be tolerated. Students involved will be asked to leave without warning.
3. Students who break the rules may be banned from attending other dances.
4. Students or anyone 21 years of age or older are not allowed to attend Homecoming or Prom.
5. Freshmen are not allowed to attend Prom and NO middle school students are allowed to attend any dances.
6. All past school year fees and debts must be paid in full in order to attend Homecoming and Prom.

Homecoming Court Guidelines:

1. The court will consist of the following members: 2-Freshman, 2-Sophomores, 3 – Juniors, 4 – Seniors,

1 – Football Sweetheart (the Football Sweetheart will be a Senior female escorted by a Senior male.)

1. At least TWO members of the court will be of a minority race. This includes: African-American, Hispanic, Asian, etc. On September 1, the minority ratio of SHS students will be analyzed to determine if two minorities on the court is proportionate to the minority ratio.
2. Court members will be selected by their respective classes.
3. In a separate election, 9th-12th grade students will vote on the Queen and Maid of Honor.
4. The Homecoming Queen ballot will consist of 4 – Senior Maids. The senior maid who receives the most votes in the election will be the Homecoming Queen.
5. The Maid of Honor will be the senior maid who is the runner-up in the election of the Queen.
6. Each nominee/escort has 8 consecutive semesters to represent her class. After that, she is ineligible. She must remain with that class until graduation.
7. Nominees/escorts whose residence is outside the SHS school zone must have attended SHS the entire semester prior to nominations, and those in the zone are eligible immediately. The Principal determines the eligibility of nominees. Ineligible nominees will be removed from the nominee list and their name will not appear on the homecoming ballot.
8. From January of the previous school year to election time, every nominee/escort may have no more than ONE disciplinary referral, excluding tardies, and NO suspensions, for any reason.
9. To be an eligible nominee/escort, PAST school year fees and debts must be paid in full.
10. If you want your name to be on the ballot, you must sign up indicating you wish to be on the ballot for your grade.
11. Any unlawful act, involving court nominees or escort, on or off campus, will be a basis for removal from the homecoming activities.

**DEBTS**

Students owing for anything at SHS are encouraged to pay all debts as soon as possible. If a student owes anything at SHS, his/her permanent records and/or transcript of grades will not be released for any reason. Report cards are not withheld for outstanding debts of any kind. Students will not be allowed to go on school sponsored trips until all of their school expenses are cleared.

**DISCIPLINE POLICY VIOLATIONS**

Students may be disciplined (teacher assigned PBIS writing assignment, work detail, (ISS) In- School Suspension, Saturday morning detention, Saturday Seminar,(OSS) out of school suspension, expulsion recommendation) for the following violations:

1. SKIPPING ANY CLASS -students are assigned a class each hour of the school day. They are expected to be in this assigned area every day.
2. SKIPPING SCHOOL –students skipping school will not be allowed to make up work that is missed. Students who are absent without a valid excuse are considered to be truant and skipping.
3. LEAVING THE CAMPUS WITHOUT PERMISSION -the student is officially at school from the time he steps on the bus or arrives on any part of the school campus including the parking lot. Unless the student is properly checked out, he cannot legally leave campus until the school day ends. This includes running errands for a teacher. Teachers cannot authorize a student to leave campus unless it is an approved, school-sponsored trip.
4. LEAVING CLASS WITHOUT PERMISSION-Students should never leave class unless it is an emergency. During class time no student shall be in the hall or on the campus without a pass issued by an administrator, counselor, or the teacher in charge of the student during that time. This includes trips to the restroom, locker, library, office or water fountain. Should an emergency occur, the teacher should issue the student a hall pass. If a student is out of class on a pass, he/she is expected to go to the designated area and only that area by the shortest route possible. *It is the student’s responsibility to ask for a pass before leaving a class or special area.* Students without passes are subject to detention. The student should never leave a class without permission. If the teacher refuses to give permission and the student feels that it is imperative to leave, he/she should ask to check with Student Services about the problem. Never just walk out of a class.
5. HAVING ALCOHOLIC BEVERAGES OR BEING UNDER THE INFLUENCE OF ALCOHOL WHILE ON CAMPUS OR AT SCHOOL-SPONSORED FUNCTIONS-

**Ouachita Parish School Board Policy**

Harmful involvement with mood-altering chemicals is an illness that affects the quality of education provided by our school system. While the school system is not responsible for the use and abuse of mood-altering chemicals by the students or employees, we do recognize and accept a responsibility to the students, parents, and employees to offer assistance to those in need. We know from experience that harmful use of mood-altering chemicals changes behavior in certain predictable ways, which may be objectively observed by trained personnel.

Our school system is committed to educating students, parents, employees and the entire community about the reality of chemical dependency (causes, effects, dynamics of progression and available sources of assistance.) Persons who are harmfully involved with mood-altering chemicals need help. Parents need to be informed of their children’s behavior and, if appropriate, recommendations for further assistance and evaluation should be offered.

If a student is caught using, possessing, or distributing any form of illegal drugs, prescription drugs, alcohol, marijuana, or any other mood altering substance on campus or at a school function or having obtained same without a prescription, the parent(s) will be notified and the police, if necessary. The student will be recommended for expulsion per state mandate.

(*Approved by Ouachita Parish School Board 10/22/08)*

1. POSSESSION OF E-CIGS, VAPES, JUULES, ETC...WHILE ON CAMPUS OR AT ANY SCHOOL FUNCTION

* First Offense - ISS (in school suspension)
* Second Offense - Saturaday School
* Third Offense - 3 days OOS (out of school suspension)

1. FIGHTING-SHS continues to hold a zero tolerance view toward fighting. Fighting on the school campus or at school-sponsored events is strictly forbidden.

* It is each student’s responsibility to report to Student Services any problem encountered with another student or any problem observed between other students that may need administrative attention.
* Each student is to do whatever is necessary to avoid being in a fight or to stop a possible fight between classmates. When approached by a student who you are having a problem with, do not get involved. Turn around and walk to the nearest teacher, principal, or counselor or go to Student Services and report the problem.
* Any student involved in a fight will be subject to suspension on the first offense and expulsion the second time. Any type of vicious attack or assault (unprovoked physical attack on one student by another) could be cause for suspension and expulsion recommendation on the first offense.
* Instigating a fight through verbal and/or social media methods will be viewed as equal to participating in a fight by the administration.
* FILMING a fight will also be grounds for suspension.

**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.**

* **First Offense Fighting** –Each participant determined by school authorities to be actively involved in starting the fight will be subject to arrest. Every effort will be made to contact a parent before the student is arrested. If after all effort to contact a parent or legal guardian has failed, the officer will then contact the parent from the police station. The student will be charged with disturbing the peace and the court will determine the legal penalty. The student will receive a three-day suspension from school and must meet with Ouachita Parish Child Welfare before returning to school.
* **Second Offense Fighting** - As required by state law RS: 17-416, any student committing a second offense fighting will be recommended for expulsion.

1. FIREWORKS ON CAMPUS-possession of fireworks while on campus will result in the loss of the fireworks and a detention or suspension penalty. Exploding fireworks on campus will mean automatic suspension and recommendation for expulsion.
2. STEALING
3. CARRYING FIREARMS, KNIVES, AND OTHER WEAPONS- for everyone's safety, it is imperative that no one bring to school or a school sponsored function any item that can be used as a weapon or would endanger the life of a fellow student or teacher. Such items as knives, firearms, chains, explosives, metal combs, forks, rakes, cake cutters, and jewelry designed as a protective device, leather straps, etc. will not be allowed.

**NOTICE OF STATE LAW CONCERNING MINIMUM PERIODS OF EXPULSION OF STUDENTS FOR KNIFE, FIREARM, AND DRUG OFFENSES. EFFECTIVE DATE IS AUGUST 15, 2007**

TO ALL SCHOOL ADMINISTRATORS, PARENTS, AND STUDENTS:

R.S. 17:416 was amended by Act 385 of the 2007 Legislature to change the required minimum periods of expulsion of students for knife, firearm, and drug offenses.

Governor Blanco signed the bill as of July 10, 2007. The effective date of the new law is August 15, 2007.

This new law requires the following changes:

**Kindergarten-Grade 5:** A firearm or knife offense requires an expulsion from school for

**two complete** semesters (six 6 week grading periods). There is no change for drug related offenses in grades K-5.

**Grades 6-12:** A firearm or knife offense requires an expulsion from

school for **four** complete semesters.

**Students under age 16:** A drug offense requires an expulsion of **two complete**

semesters.

**Students age 16 /older:** A drug offense requires an expulsion of **four** complete

semesters.

\*\*Local school superintendents do have the authority to modify the length of the four semesters minimum semester period on a case by case basis, provided that such modification is in writing.

Act 385 also changed the law to state that (1) it will now be **discretionary** whether or not to expel a student for a fourth suspension for all other disciplinary offenses, and

(2) requires a student expelled for knife, firearm, and drug related offenses to provide documentation that the student has participated in a rehabilitation or counseling program related to the offense causing the expulsion **before readmission to school, including alternative education placement.**

1. DISTURBING CLASS
2. WILLFUL DISOBEDIENCE
3. DESTROYING OR VANDALIZING SCHOOL PROPERTY OR THE PROPERTY OF ANOTHER STUDENT WHILE ON THE SCHOOL CAMPUS OR AT A SCHOOL FUNCTION -the student will be suspended and not allowed to return to school until full restitution is made.
4. PUBLIC DISPLAY OF AFFECTION- the high school campus is not the place for obvious displays of affection. Students are expected to adhere to the policy of "keeping your hands to yourself." Failure to comply will result in disciplinary action.
5. BEING DISRESPECTFUL TO ANY SCHOOL BOARD EMPLOYEE
6. USING PROFANE OR OBSCENE LANGUAGE OR MATERIAL, EITHER PHYSICALLY OR ELECTRONICALLY- this behavior is totally unacceptable and will not be tolerated at any time at SHS. If you are guilty of using any type of profanity or obscenity, you will face disciplinary action. *Using profanity or obscene gestures toward any school employee will mean automatic suspension or recommendation for expulsion.*
7. GAMBLING
8. CHEATING/PLAGIARIZING- any student caught cheating, plagiarizing, falsifying or changing any records will be subject to suspension. A zero (0) will be given if class work or a test is involved.
9. FOOD, DRINK, OR GUM IN THE BUILDING
10. MISCONDUCT ON ANY OUACHITA PARISH SCHOOL BUS- The school bus is an extension of the SHS campus whether the student is in route to/from school or on a school sponsored trip. The privilege of riding the bus is conditioned on a student's good behavior and the observance of all school rules and regulations. Students are reminded that the bus driver is a school board employee and is in full control during the time the student is a passenger. The Assistant Principal will handle all disciplinary problems which develop on a school bus. Students may be removed from the bus, suspended or expelled for non-compliance. *Students may ride only the bus that they are assigned.* Students who move from one location to another must make arrangements for bus transportation in advance.
11. REFUSAL TO ACCEPT OR COMPLETE DETENTION WHEN ASSIGNED
12. FAILURE TO COMPLY WITH DETENTION RULES
13. FAILURE TO COMPLY WITH VEHICLE REGISTRATION AND PARKING REGULATIONS
14. PRESENTING ANY KIND OF FRAUDULENT EXCUSE, NOTE, OR PASS
15. NON-COMPLIANCE WITH THE SCHOOL DRESS CODE
16. CAUSING A FALSE ALARM WITH THE EMERGENCY SYSTEM
17. HABITUAL TARDIES- tardies and discipline pertaining thereto are on a semester basis. Habitual tardiness to school or class could result in suspension and/or expulsion and is reported to the truancy officer.
18. ABSENCES - Any student determined to be guilty of excessive absences without notifying the school administration, should be aware that these practices could result in suspension and/or expulsion. Refer to R.S. 17:416A
19. INTERFERING WITH OR ALTERING THE SCHOOL SURVEILLANCE SYSTEM

**DISCIPLINE VIOLATION CONSEQUENCES**

PBIS MINOR INFRACTIONS ASSIGNMENT

Intervention strategies used by the classroom teacher which include warning, parental contact, and writing assignments documented by classroom teacher prior to referral to an assistant principal.

**SATURDAY SEMINAR**

The Ouachita Parish School Board has provided, as another means of discipline, Saturday Seminar. This is to be given to students, in **lieu** of a suspension, that have committed a suspendable offense. Students that fail to meet the requirements of attendance, or who fail to follow all rules and policies of Saturday Seminar, will be subject to immediate suspension. Saturday Seminar can be assigned only **ONCE** per semester.

Saturday Seminar Policies:

* Students must be on time (8:00 a.m. promptly).
* **NO TARDIES ARE ALLOWED.**
* Students must remain at Saturday Seminar the full time (8:00 – 11:30 a.m.).
* No food or drinks are allowed in the building.
* No smoking or sitting in automobiles during the break.
* **CLOSED CAMPUS**—All visitors must report to one of the site coordinators upon entering the building.
* Students who sleep will be warned the first time and will be dismissed after the second warning.
* If you are excused from class, leave the premises immediately.
* If someone is to pick you up, have that person check you out through the site coordinator.
* Male students are not allowed to wear earrings.
* Students, parents or visitors must check with the site coordinator for emergency situations.
* Male or female students in building should wear no head covering of any kind.
* NO SHORTS OF ANY KIND ARE PERMITTED. (STUDENT WILL BE SENT BACK HOME IMMEDIATELY.)
* Girls should not bring purses unless absolutely necessary.
* No low riding pants revealing underwear allowed.
* No pajama pants allowed.
* No mid-drift or belly button showing allowed.
* No friends will be allowed at seminar.
* No beeper, cellular phones, or radios are allowed in building.
* Students are asked to provide notebooks and pens or pencils.
* Your ride should be present to pick you up approximately 11:20 a.m.
* NO ONE (coordinator or instructor) will be on duty after 11:50 a.m.

**IN-SCHOOL SUSPENSION (ISS)**

In accordance with the “School-Wide Positive Behavior Support” program, Sterlington High School will incorporate the use of in-school suspension (ISS) as a method of discipline. In-school suspension is an in-house program to which a student may be assigned for a short period of time in lieu of out-of-school suspension (OSS). Students can be isolated from the learning environment of the regular classroom but remain in a school setting with work provided and adult supervision. Developed for success in stopping negative, undesirable behavior, our ISS program will possess the following characteristics:

1. A setting which is isolated from the rest of the students and conducive to work.
2. A supervisor who is firm, has a good relationship with staff and students, and can keep students on task.
3. A set of rules which promotes task-oriented behavior.
4. A process where administration and teachers establish work/assignments for ISS students. The ISS monitor will provide the classroom teachers with an ISS progress report.

Based upon these general characteristics, ISS is a denial of attendance in regular classes and interaction with peers for a period of hours/days, to be determined by the assistant principal. The purpose of ISS is to prevent and correct discipline problems. The philosophy permits a student who has been suspended as a result of a rule violation to return to school at the discretion of the administration and continue his study in a structured, non-disruptive, rule abiding, self-contained room. As opposed to “75%” credit earned during out-of-school suspension, students who successfully honor the “ISS contract” will be allowed to make up missed classroom assignments with 100% credit.

**OUT OF SCHOOL SUSPENSION (OSS)/EXPULSION RECOMMENDATION**

Louisiana Law provides that a student may be recommended for suspension/expulsion at any time for any serious violation of school regulations. Upon returning to school the student must present a readmit slip to his/her teacher, and return it to Student Services by the end of the day. On a student’s third suspension, the student and/or parent will be required to have a conference with the Supervisor of Child Welfare at the Ouachita Parish School Board office before the student may return to school. On the fourth suspension, the student shall be recommended for expulsion from all public schools for an undetermined length of time.

**\*\*A suspended student is not allowed on campus during his/her suspension for any reason including extra-curricular events. Graded assignments missed during suspension can be made up. The student will be allowed to earn up to 75% credit on missed work.**

**\*\*\*Suspension days count in the 5 day rule for attendance.**

**RULES FOR MORNING DETENTION**

1. Morning Detention (7:30 – 7:44) Room 118. Any student arriving after 7:30 will not be allowed in morning detention. There will be no Friday morning detention.
2. Students must bring books, assignments, and/or materials to work on during detention time.
3. There will be no talking or any form of communication while in the detention room.
4. No food or drinks are allowed in the detention room.
5. Students have (2) school days to complete a (1) day detention assignment. Only excused absences are accepted.
6. Failure to follow detention rules /school policies will result in (1) day suspension, ISS, or Saturday Seminar.

**RULES FOR LUNCH DETENTION**

1. Lunch Detention – 1st lunch shift (11:44 – 12:05) AND 2nd lunch shift (12:42 – 1:03)
2. Students must report to the lunch detention room (Rm TBA) by 11:49 and 12:47 respectively.
3. It is the student’s responsibility to obtain a carry out lunch (if lunch is desired) from the cafeteria and report to the detention room on time. Concessions will not be available.
4. See rules 2 through 6 under Morning Detention for additional rules.

**DRESS CODE**

The Ouachita Parish School Board and Sterlington High School consider appropriate dress a vital part of the learning process. Students are expected to keep themselves well-groomed and neatly dressed at all times. The classroom is not the proper place to display outlandish, distracting or inappropriate grooming and dress fads. Students shall be in compliance with the dress code upon arrival to campus. Students who violate the dress code will not be allowed to attend class. Every effort will be made to contact a parent and get the issue corrected. The student will be detained in ISS until he/she can model the proper attire. \*\***Absences due to dress code violations will not be excused\*\***

**Discipline Procedures for Dress Code**

1st offense - Warning-Parents notified to bring a change of attire- student will wait in ISS

2nd offense - ISS remainder of school day

3rd and subsequent offenses - Out of school suspension . Parent will be contacted to pick up student. Student will

wait on parent in ISS. If a student is not picked up the same day, the out of school suspension will follow the

next school day.

The final decision regarding the appropriateness of attire for school will be left to the discretion of SHS administration. Fashions, trends, styles, and fads change rapidly, therefore, administration reserves the right to adjust the dress code to meet the needs of adverse changes in the way students dress. Any type of injury or extenuating circumstance

that would cause a student to have to deviate from the established dress code must be approved by the administration. *Special education students will be allowed to wear clothing that adapts to their exceptionality and/or physical disability*.

**THE FOLLOWING ATTIRE WILL NOT BE ALLOWED ON SCHOOL CAMPUS - THIS INCLUDES DANCES AND ANY OTHER SCHOOL RELATED FUNCTION:**

1. Spandex/stretch based pants that fit like leggings (with or without pockets) unless worn with appropriate length top that falls at or below mid-thigh length. (See # 1 of helpful hints)
2. Jeans or pants with holes and/or frays on or above the knee that show skin or undergarments.
3. Shorts or pants made of mesh, perforated, or see through material. (See # 3 of helpful guidelines.) P.E. issued shorts are not allowed to be worn outside of PE class.
4. Boys will not be allowed to wear leggings.
5. Bare midriff/open back attire or see through clothing.
6. Dresses or skirts shorter than 3 inches above the knee or an inappropriate slit. This rule applies to all dances!
7. Sleeveless shirts (boys), strapless, spaghetti-strap clothing, or tops exposing undergarments. Tank top style shirts are not permitted unless covered by a jacket or sweater. There is no “two finger rule”.
8. Low cut apparel with a plunging neckline that reveals an excessive area of the chest. This rule applies to all dances!
9. Off the shoulder tops and/or open shoulder tops.
10. Sagging or low riding pants or shorts- all pants must be worn appropriately at the waistline preferably with a belt.
11. Clothing, jewelry, paraphernalia, backpacks or material that has any type of drawing, screen painting, décor, word(s), slogans or advertising that is suggestive, vulgar, profane, indecent or advertises/promotes violence, death, alcohol, drugs or tobacco products.
12. Night time attire: house shoes, slippers, pajama tops and/or bottoms, blankets, etc.
13. Unfastened/loose straps, suspenders, buckles or laces.
14. Caps, visors, beanies, hats, bandanas, head wraps (males and females) (Subject to confiscation)
15. Piercings of any kind in boys.
16. Piercings of any kind other than ears in girls.
17. Sunglasses
18. Accessories such as chains, combs, picks, spike collars/bracelets/necklaces, etc.
19. Trench coats
20. Extreme hair styles which is determined to be a distraction.
21. Excessively tight clothing or excessively baggy clothing
22. Cut off clothing

**DRESS CODE HELPFUL GUIDELINES FOR PARENTS:**

1. Spandex type pants that fit like leggings (with or without pockets) may be worn with a top of appropriate length. Appropriate length is mid -thigh – usually if a student can bend over and the top completely covers the student’s bottom.
2. Capri pants are allowed provided they are nice, neat, **hemmed** and worn properly.
3. Shorts are allowed but must be of knee length, worn at the waist, hemmed and of appropriate fit. Shorts, regardless of the material of which they are made, that are excessively baggy and wide-legged are not permissible. Neatness is a priority in school dress.
4. Hair should be clean, above the eyes and well-groomed
5. Students must be able to sit, stand, and walk without revealing any skin and/or underwear.
6. Band aids or tape cannot be worn to cover up piercings.

**DRIVER'S ED/DRIVER'S LICENSE INFORMATION**

Driver's Education classes are not offered through SHS at this time. Information required by the Driver's License Bureau when applying for driver's license are as follows: birth certificate with raised seal (no copy), original paperback social security card, one natural parent or legal guardian with the court order showing guardianship, and parent/guardian's driver's license. Call the Bureau to verify hours of operation and additional information.

**DUAL ENROLLMENT**

All classes taken at SHS for dual enrollment credit will appear on the student’s transcript and the grade the student receives will count just as a normal class is counted. The ONLY exception to this is if the student taking collegiate classes on the campus of a university/college will only report grades to SHS ***IF*** they wish to receive high school credit for the course. This decision must be made at the beginning of the semester and cannot be thereafter altered. To be eligible, students must have a 2.5 GPA, 19 ACT composite, 18 English ACT composite, and a 19 Math ACT composite.

**EARLY ENTRY PROGRAM**

The State Department of Education allows a student to participate in "early entry" if a student is accepted by an accredited college or university and has the principal's approval. The student choosing to do this would skip his/her senior year at SHS. Upon successful completion of 24 semester hours of college level work, the student would be granted a high school diploma. The student would be eligible to participate in senior activities and graduation ceremonies if desired. Additional information on the program is available in the Guidance Office and/or from the university the student wishes to attend.

**ELEVATORS**

The elevator is located in the Academic Hall and is for use by persons in wheel chairs, handicapped students or personnel, or others that have prior permission from administration. Anyone without authorization using the elevator will be subjected to **disciplinary action.**

**EMERGENCY DRILLS**

Fire drills will be held periodically during the school year. When the signal indicating a drill or emergency is sounded, everyone in the building is required to evacuate immediately.

Teachers should have previously informed each class of the evacuation route from the building. Teachers should lead the class in a quiet, orderly, rapid, single file from the room to the exit and designated area outside the building that has been assigned that particular room. The last person leaving the room should be certain that the door has closed. Other persons in the building should vacate through the nearest exit.

After exiting the building, students should be at least 50-100 feet away from the building. Those students who exit to one of the city streets or streets serving as vehicular access to any part of the campus should not block the street in the event that emergency vehicles should need to enter the area. Teachers and students are expected to behave in a manner that is acceptable should an actual emergency be in effect even though it is a suspected drill.



**EXTENDED ILLNESS**

If a student is absent for **three** (3) or more days, the parent may request assignments for the student. The parent should call the Main Office (665-2725) and give the student's full legal name. **At least one full day** should be allowed for securing assignments from the teachers involved. Assignments can be picked up in the main office. **Assignments will not be secured for students missing fewer than three (3) days**. The student can secure assignments missed when he/she returns to school. Should a student be required to be absent for more than two weeks, the parent should consider Homebound Services. This can be granted only with a physician's request. The parent should secure the medical excuse and then contact Special Education Services at 388-2541.

**A student is not homebound until Special Education Personnel notifies SHS.**

**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.

**GRADING SCALE**

The following grading system is used for all students enrolled in grades K-12 for which letter grades are used.

|  |  |
| --- | --- |
| **Grading Scale for Regular Courses** | |
| **Grade** | **Percentage** |
| A | 100-93 |
| B | 92-85 |
| C | 84-75 |
| D | 74-67 |
| F | 66-0 |

I =INCOMPLETE -Becomes ‘F’ if not made up at the end of the following 6 weeks.

F6 = NO GRADE BECAUSE OF EXCESSIVE ABSENCES

**The first and second semester grades will be averaged for the final grade. (OPSB Pupil Progression)**

**EOC test scores count 15% of a student’s final grade in: Algebra I, Geometry, English I, English II, English III, Biology and U.S. History**

**GRADUATION REQUIREMENTS**

|  |  |
| --- | --- |
| LOUISIANA HIGH SCHOOL GRADUATION REQUIREMENTS  24 UNITS REQUIRED for TOPS University Pathway/ 23 UNITS REQUIRED for Jump Start TOPS TECH Pathway | |
| **ENGLISH**—**4 units**  English I, II, III, IV  ***Jump Start*** *(4 units)* – Eng I, II, Technical Writing, Business English  **MATHEMATICS—4 units**   * Algebra I * Geometry * Algebra II * The remaining unit shall come from the following:   Advanced Math, Pre-Calculus, Statistics, Calculus  ***Jump Start****(4 units)* – Integrated Math I, II, Math Ess, Financial Lit (Business Math, Integrated Math III also can be used)  \*Integrated Math I, II, III can substitute for Alg I, Geometry, Algebra II sequence on both pathways  **SCIENCE—4 units**   * Biology * Chemistry * 2 units from the following:   Physical Science, Physics, Biology II, Chemistry II, Environmental Sc, Agriscience II  ***Jump Start****(2 units*) –Biology, then one from Physical Sc., Environmental Sc. or Agriscience II  \*\*\*Students/Parents will decide at the end of the 10 grade year if they are to pursue the Jumpstart Pathway. Parents must sign off with the students’ counselor. | **SOCIAL STUDIES—4 units**   * Civics * US History * 2 units from the following:   World Geography, World History  ***Jump Start****(2 units)*- Civics, Us History  **HEALTH EDUCATION—½ unit**  **PHYSICAL EDUCATION**—**1½ units**  **NOTE**: Band, Color Guard and Sports can sub.  **FOREIGN LANGUAGE – 2 units of same language**  ***Jump Start*** – No Foreign Language  **ART – I unit**  **NOTE:** 1 unit of Art, Band, Dance, Cheer  ***Jump Start*** – No Art  **ELECTIVES**—**3 units**  ***Jump Start*** *(9 units)*  \*Must have career based elective  \*Students must obtain approved pathway  credentials in order to graduate.  **TOTAL UNITS TO GRADUATE – 24 UNITS**  ***Jump Start – 23 UNITS***  \*Jump Start courses are the course paths recommended  \*Courses are based on SHS’s course offerings |

**HALL PASSES**

No student shall be in the hall during regular class time without permission of the teacher in charge of the student during that time. This will include trips to the restroom, library, and office, as well as to any place other than the room to which the student has been assigned. Passage shall be by the shortest and quickest route without stopovers at other points or without bothering other classes in session. Students are asked to be courteous at all times.

**HARASSMENT, INTIMIDATION, AND BULLYING POLICY**

**DEFINITION OF BULLYING: (As Provided in Act 861 of 2012)**

A **pattern** of one or more of the following:

* Gestures, including but not limited to obscene gestures and making faces
* Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumor
* Electronic communication including but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device
* Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property
* Repeatedly and purposefully shunning or excluding from activities

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student’s property, placing the student in reasonable fear of damage to the student’s property, or must be sufficiently severe persistent, pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student’s performance in school, or have the effect of substantially disrupting the orderly operation of the school.

The Ouachita Parish School Board directs students, school board employees and school volunteers to report any incidents of harassment, intimidation, 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 for 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. The disciplinary action may include a conference with the student(s) involved; a conference with parents/guardians; a warning; or in more serious cases, the student(s) may be suspended/expelled from school as follows:

**First Offense: 1-3 day suspension, counseling required**

**Second Offense: 1-5 day suspension, counseling required**

**Three or more offenses: 1-5 day suspension or a recommendation for expulsion**

**Serious cases will result in recommendation for expulsion to the alternative school.**

\*In serious cases, it will be the administration’s discretion to involve law enforcement. Legal Reference: Louisiana R.S. 17:416.13

**HOMELESS EDUCATION PROGRAM**

“Bridges to 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.-12.00 – 1012.05 and 2.012.00 – 2.012.04. For more information about OPSB Homeless Education Program, please contact Anthony Killian @ 318-432-5273.

**HOMEWORK ASSISTANCE SERVICES**

**HomeworkLouisiana** (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.

Your child will have homework daily. Homework in no way is to be viewed as punishment, but rather as a way for encouraging and extending learning. There are several reasons for this homework.

1. To provide extra practice on learned skills
2. To provide further learning in areas covered in the classroom
3. To provide an opportunity for students to learn good work habits and grow in responsibility
4. To provide you with an opportunity to see what your child is studying and how well he is doing. \*\*\*add ideas for parents under this (7 points)

**HONOR ROLL**

SHS honors those students who have maintained a minimum **3.5** grade point average.

**Seniors must be enrolled in at least four subjects to qualify for the honor roll**.

\*\* The Honor Roll Breakfast is determined each 6 weeks. Students must not have below a ‘B’ average in each class.

**INSURANCE**

A student accident insurance plan selected by the school board is made available on an optional basis to all students. At the beginning of the school year, the school will distribute the information about the policy and provide an application. When completed, the application is mailed directly to the company, not returned to the school.

**LETTERING POLICIES**

**ATHLETICS**

* Football players must play in 20 quarters during the season.
* Basketball players must play in 50% of the total quarters during the season. (Boys and Girls)
* Baseball and Softball players must play in 50% of the total number of games.
* Track members must have scored points in Regional meet.
* Cross Country, tennis, soccer, power lifting, and golf members must play or participate in 75% of all meets.
* The athlete will not letter unless he/she completes the entire season. Any student who quits, is dismissed from the team or becomes academically ineligible during the season will not be eligible for a letter, an award, or participation certification regardless of time played.
* There is an exception to the above policy. An injured player may letter if he was en route to the lettering before the injury. En route to lettering will be determined by the coach.
* All first year lettermen will receive a red letter award certificate for each sport lettered in.
* Once an athlete reaches his sophomore year, in addition to trophy or plaque, he/she will be eligible for a letter jacket provided he/she has lettered for two years in the same sport or has reached junior class status and has played for 3 or 4 years in the same sport but failed to letter. The athlete must letter during the year he receives a jacket.
* A transfer student will receive a jacket if he/she had lettered in the sport prior to moving to SHS and has not received a letter jacket.
* A student with senior eligibility lettering for the first time in a sport will not receive a letter jacket. He/she receives a red letter certificate.
* The student will pay for the base jacket and any inserts.
* Individual awards such as MVP, Coaches' Award, etc. will be left to the discretion of each coach.
* A participation certificate will be issued for each year until athlete letters. Once you have lettered, you receive the following awards unless you fail to letter again; then you go back to a participation certificate.
* Athletes will receive the following awards:

1st year letterman - Red Letter Certificate

2nd year letterman - Small Trophy and Jacket

3rd year letterman - Small Plaque

4th year letterman - Large Plaque

* If an athlete is a sophomore with junior eligibility (ineligible senior year), he/she will receive his/her jacket at the end of his/her sophomore year, in addition to the trophy or plaque, assuming he/she meets all the requirements.
* Managers must meet the same criteria as a player to letter and to receive a jacket.

**BAND and COLOR GUARD LETTERING POLICY**

* In order to earn a letterman jacket, one must participate in 2 (two) consecutive high school years in band, with no breaks in between. Mixed organizations do not qualify. Ex. 1 (one) year of band and one year of cheerleading do not qualify. The jacket will be ordered at the end of the second year. The student will pay for the base jacket and any inserts. Payment will be made to the company and not to the band.

1st year letterman - certificate

2nd year letterman - small trophy

3rd year letterman - a medium sized trophy. Letterman jacket will be ordered at the end the 2nd high school year.

4th year letterman - the jacket

**VARSITY CHEER AND DANCE LETTERING POLICY**

* A varsity spirit group student will receive a jacket if he/she has participated in 2 years on a varsity spirit group (dance team, flag, or cheerleader) and be of 10th grade standing (including at least the junior and/or senior year). From the time selected at tryouts until tryouts the next year is considered one full year. Mixed organizations do qualify. Ex. 1 year of dance team and 1 year of cheerleading does qualify. The student will pay for the base jacket and any inserts.

**LIBRARY POLICY**

* Students who need to do reference work, check out materials or complete class assignments on computers may come to the library from a class if they present a library hall pass to the librarian.
* Students will not be admitted to the library without a pass from a teacher except during lunch
* Students may use the library before/after school and during lunch shifts without a pass.
* To avoid delay and possibly be late to the next class, the student should take a book he/she has selected to the circulation desk immediately to have it checked out to him/her.
* A student may check out two books at a time.
* Books may be checked out for a period of two weeks and renewed for the same period of time provided they are brought in on the day they are due and provided the materials are not in demand.
* All reference books must be used in the library.
* Students should watch the due date on library materials and return them on time.
* Students are responsible for returning all materials used to the proper area. If in doubt as to location to return, leave the material at the circulation desk.
* Keep the reading area, books, and all materials clean and invitingly neat.
* Librarians have the right to restrict library and computer use for those students who fail to cooperate with library and parish technology guidelines (AUP).

**LOCKERS**

Lockers will be assigned at the beginning of the year by 1st period teachers. The student is responsible for seeing that it is kept in a neat, orderly manner and that it is KEPT LOCKED AT ALL TIMES. **These lockers are not security lockers. Do not leave valuables in a locker**. Although the school will attempt to investigate any reports of stolen property, it cannot be held responsible for items lost, damaged, or taken from the locker. Lockers are not to be shared. Replacement locks are $6.00.

**LOST AND FOUND ARTICLES**

If you find any article in the classroom, give it to the teacher in charge of that room. If you find any article on the campus take it to the Main Office so that proper care will be taken and the owner can be located. Keep valuables with you at all times.

**LUNCH**

The Ouachita Parish School Board has adopted a parish wide policy that designates all school campuses as closed and all students will remain at the school the entire day. Students are not allowed to leave the campus at lunch. No lunch passes are issued and any student who goes off of the campus and has not been properly checked out will be disciplined.

When the bell signals the beginning of a lunch shift, students should move to the cafeteria or the Common Area in an orderly manner. Students will be required to clear the halls by the time the tardy bell rings.

The SHS Cafeteria is prepared to serve students a nutritionally balanced full lunch. Free, reduced-price, and paid meals are served. Each person will have an account number in the cafeteria computer system. Students must secure a free/reduced-price application from the cafeteria manager and return it for eligibility to be determined. Meals can be paid for at the time of service; however, students are encouraged to pay the account in advance to assist in quicker service of the cafeteria line. Payments for meals can also be made through the Online School Payment System in SchoolMessenger. The account owner can only use money placed in this account.

Prepayment money will automatically be deducted from this account as the student selects a meal. **Students will not be allowed to charge any meals.**. Money may be left in student accounts and carried over to the next school year. If a student transfers to another school within Ouachita Parish, their money goes with them. A parent may request a refund of money in a student’s account, if a request is placed in writing along with the designation of whom the money is to be given.

Students who wish to bring a lunch from home will be expected to consume the lunch inside the cafeteria or in the Common Area. Students are not allowed at any time to take cafeteria food outside the cafeteria. Students are responsible for clearing tables and returning trays and waste to the proper place. **Students are NOT ALLOWED to bring or have delivered commercially prepared foods to school**.

**Food and/or drinks shall not be consumed in the classroom or the hallways of the building. All food items are restricted to the cafeteria and/or pavilion/commons area.**

**Students are asked to be good citizens and take pride in the appearance of SHS by helping to keep the campus as clean as possible. Place all trash and cans in the trash receptacles located about the building and grounds. The monumental task of keeping SHS attractive could become an easy one if each student would do his/her part in keeping it clean.**

Prices for Meals:

**Breakfast**  **Lunch**

Student $1.00 Student $1.75

Reduced Lunch .30 Reduced Lunch .40

Employee $1.50 Employee $3.00

Visitor $2.50 Visitor $5.00



**MAKE-UP WORK POLICY**

The following will constitute the make-up policy of this school:

1. Students will be permitted to make up all work missed including tests and graded material unless the teacher is notified otherwise by the office. Students will not be required to provide notes, phone calls, or doctor’s excuses.

* **Students will not be allowed to make up work missed due to skipping class.**
* **Our district will allow up to 75% credit to be earned for student work and/or tests missed due to an out of school suspension.**

1. Missed tests will be made up individually. Teachers should not allow a subsequent test to count double.
2. Make-up tests will be given during a regular class period or a mutually agreed upon alternative time.
3. It is the teacher’s responsibility to notify the student upon his or her return to school that a test or other graded material needs to be made up. Teachers will, at this time, establish the time and place of make-up.
4. Students in school when a test or activity is announced and who are absent the day of the test or activity only will be expected to take the test or complete the activity immediately upon their return. This is designed to discourage students who are habitually absent on test days.
5. Students missing more than one consecutive day will be allowed a minimum of one day for each day missed before being required to make up a test, turn in material, or complete an activity. This will in no case exceed five days. If after notification, the student fails to accomplish make-up in the allotted time, the proper grade is zero (0).
6. We believe that teachers can solve some of the problems of absences on test day by not administering the same test as a make-up test. Teachers have the right to design a different make- up test that covers the same material as the original test. This will include all principal approved school functions that are two or more consecutive days.
7. It is recognized that there will be situations and extenuating circumstances that will have to be resolved by the office. It is hoped that all will continue to use good judgment and that all actions be to the advantage of our students.

**MEDICINE ON CAMPUS**

**The Louisiana State Legislature has passed a new school medication law. OPSB has established new guidelines and procedures in order to be in compliance with this law.**

**Students are not to have medicine of any kind on the SHS campus. If a student is on a prescribed medication that must be taken during the school day, the parent will need to get the proper forms from the Nurse’s office and have completed forms returned before the medication can be given.**

**The following policy will be adhered to:**

1. Any student who is required to take medication during school hours must have written orders from a physician detailing the name of the medicine, dosage, and exact time to be given on the proper Ouachita Parish medication order form. Parents must meet with the school nurse to sign medication forms before any medication can be administered at the school.
2. Medication must be brought to the school by the parent in a current container appropriately labeled by the pharmacy. No more than a 25-day supply, in TABLET form, will be accepted. NO PLASTIC BAGS!
3. Medication MUST have a proper medication order form completed by the physician detailing the name of the medicine, dosage, and the exact time to be given. “Controlled” medication (scheduled) must be in a blister pack (ex. ADHD meds, narcotics).
4. No "over the counter" medications will be given at school unless prescribed by a doctor or dentist with proper paperwork completed. (This means aspirin, Tylenol, cough syrup, cough drops, antacids, etc.)
5. Students are not allowed to have any medication in their possession with the exception of an inhaler and Epi-pen. Additional paperwork would need to be completed with these exceptions.
6. A parent may administer any medication at any time to their child without meeting any requirements.
7. 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.
8. No eye or ear drops can be given at school.
9. Antibiotics should be given in a time-span so they may receive it at home if possible.



**MIGRANT EDUCATION PROGRAM**

The Migrant Education Program (MEP) was established in 1966 under the Elementary and Secondary Education Act (ESEA) of 1965. The Program is a federally funded program, authorized under the No Child Left Behind Act (NCLB). MEP is Part C of Title I and designed to support high quality and comprehensive educational programs for migrant children.

**According to NCLB the purpose of Migrant Education is to:**

Support high-quality and comprehensive educational programs for migratory children to help reduce the educational disruption and other problems that result from repeated moves;

* Ensure that migratory children who move among the states are not penalized in any manner by disparities among the state in curriculum, graduation requirements, and state academic content and student academic achievement standards;
* Ensure that migratory children are provided with appropriate educational services (including supportive services) that address their special needs in a coordinated and efficient manner;
* Ensure that migratory children receive full and appropriate opportunities to meet the same challenging state academic content and achievement standards that all children are expected to meet;
* Design programs to help migratory children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such children to make a successful transition to postsecondary education or employment; and
* Ensure that migratory children benefit from state and local systemic reforms.

**Eligibility Requirements for Participation**

A child is considered “migrant” if the parent or guardian is a migratory worker in the agricultural, dairy, or fishing industries and whose family has moved during the past three years. A “qualifying” move can range from moving across school district boundaries or from one state to another for the purpose of finding temporary or seasonal employment. A young adult may also qualify if he or she has moved on his own for the same reasons. The eligibility period is three years from the date of the last move. The program begins to receive funding for children at age 3 through 21. Eligibility is established through an interview conducted by a Migrant Education recruiter. The law states that migrant education services are a priority for those students whose education has been interrupted during the current school year and who are failing, or are most at risk of failing to meet state content and performance standards.

**Migrant Education Program Services:**

* Access to student information through the Louisiana record transfer system
* Continuing communication between home and school
* Technical assistance to teachers at school
* Basic supplies
* Coordination of migrant family services with other agencies and programs
* Short-term tutoring
* Toll-free numbers so that any educator or any parent can contact the nearest Migrant Education Office
* Your Local Migrant Office-(318) 432-5330 or (1-800-725-9702)

**PARKING**

Any vehicle operated on SHS campus must be properly registered with SHS. To apply for registration and purchase a parking decal, the student needs the following: vehicle registration, receipt from Student Messenger indicating that student has paid for decal, and completed registration form. Any vehicle parked on the campus that is not properly registered with a parking decal displayed is subject to towing at the owner’s expense, immobilization of vehicle, and/or disciplinary action. **Maximum speed on campus is 15 MPH.**

Seniors who purchase their parking space are the only classman with special parking privileges but must still have their vehicle registered and display a parking decal.

The student issued a parking decal assumes the responsibility of accepting established rules and regulations of safe and courteous driving, and any infractions incurred on his/her permit number. Further, he/she accepts the responsibility for those students that he/she allows to drive or ride in his vehicle. Failure to comply with parking regulations will result in disciplinary action. **Repeated parking violations will result in a student’s privilege to park on campus being revoked and disciplinary action. Violations will be as follows:**

* Violation 1 – Warning
* Violation 2 - $5.00 fine
* Violation 3 - $10.00 fine
* Violation 4 - $15.00 fine
* Violation 5 – Driving Privilege Revoked

Upon arrival at school, drivers must park the vehicle, secure it, and leave the parking lot immediately. Students are not allowed to go to their vehicle during the school day without Administrative permission.

**POSITIVE BEHAVIOR**

In keeping with our “Student Code of Conduct”, every student at SHS is expected to be courteous to administrators, teachers, staff and fellow students, attempting at all times to exhibit behavior that is indicative of respectful ladies and gentlemen.

Every teacher at SHS is authorized to hold every student accountable for any disorderly conduct on the school campus or at any school sponsored events. We would all like to create a safe and civil school atmosphere where they know that the future is theirs.

The ultimate goal is to build a proactive school wide behavior management program that results in positive changes in our school culture and desirable student achievement. Sterlington High School utilizes school wide positive behavior support.

Positive Behavioral Interventions and Supports (PBIS) is a data/research-based systems approach to enhancing the capacity of schools to educate all students. PBIS is a proactive process whereby school leadership teams, in alignment with school improvement efforts:

1. facilitate the schools’ implementation of system-wide positive discipline procedures,
2. make ongoing data-based decisions about the effectiveness of their discipline procedures/interventions, and
3. make adjustments as needed throughout the year to enhance the success of both students and staff.

PBIS meets the demands of Act 1225, The Education/Juvenile Justice Partnership Act, and facilitates improved school climates so that students and faculty can focus on learning. It is our intention to build a positive learning community in which positive behavior replaces undesirable behavior and to alter the environment by teaching appropriate skills and rewarding appropriate behavior.

Sterlington High School will be using PANTHER PRIDE to express behavioral expectations for all students.

***R***espect yourself ***R***espect others ***R***esponsibility for your actions



**SAFETY**

The safety of our students and employees is very important. Many of the rules and regulations mandated in this handbook are enforced with safety in mind. Therefore, please understand and adhere to following safety measures for Sterlington High School. Parents, students, employees and visitors working together ensure the greatest safety possible. The employees of Sterlington High School take care and make preparation to keep you safe, please do your part.

1. If you perceive of something, someone, or a situation that could be dangerous you should immediately contact an administrator or any school employee. Early warning is a proven aspect of school safety. This includes but is not limited to the following: fighting, vandalism, facility repair, intruders, depression, bullying, reckless driving, substance abuse, domestic violence, cyber bullying, threats, weapons, etc.
2. Keep all contact information on (home address, phone numbers, emergency contact, etc.) up to date with the school. In the event that a student should change address or phone number, it is the responsibility of the student and parent to report it to the guidance secretary. It is critical that addresses, emergency contacts, medical information, and approved adults for check in/out purposes are kept current at all times. Should an emergency occur, this information is vital to the health and safety of the student.
3. Know and understand the following emergency codes, and procedures:

LOCKDOWN (school shooter) - every person on campus must secure behind a locked door and get out of sight immediately. Remain there until law enforcement enters your area to escort you to safety. Should your secure area become compromised by an assailant you are advised to defend yourself.

EVACUATE- you will be directed to leave a particular area and repot to a safe location. This may be an evacuation of a portion of campus or a complete evacuation of the entire campus to an alternate campus. Directions will be issued via intercom, emergency text, and faculty leaders. Our evacuation sites are North Monroe Baptist Church and The Sterlington Library.

SECURE YOUR DOORS- (school disruption not warranting a lockdown) - all students, employees, and visitors are to be behind locked doors until further notice. No persons on the hallways.

SHELTER IN PLACE- a storm/tornado is upon us without warning. Get away from windows and exterior doors; seek cover under your desks on your knees with your hands clasped behind your head and face to the floor. All persons outdoors must come indoors immediately.

SHELTER IN THE HALL- a storm/tornado is several minutes away. All persons shelter on the first floor hallways away from windows and exterior doors. All persons outdoors must come indoors immediately. Get in a kneeling position with face to the floor and hands clasped behind your head.

FIRE ALARM SOUNDS- exit the building with your teacher to your assigned area and await further instructions. Do not re-enter the building until the all clear announcement is made.

ALL CLEAR - the announcement following any practice drill. Return to class.

MEDICAL EMERGENCY- The term you or an employee uses when you call the office to seek medical help. State your name, room #, and the nature of the emergency.

UNAUTHORIZED PERSON- The term used when you suspect a person is on campus that should not be here.

1. SHS is a CLOSED CAMPUS. All visitors, parents, and/or nonstudents must report to the Main Office when coming on campus. The Main Office Entrance is the only allowed entrance on campus. Persons anywhere on campus without proper visitor passes will be considered an unauthorized person and will be subject to questioning by security/law enforcement and school administration.
2. All students late to school (after 7:55 a.m.) must sign in at Student Services. No matter where a student parks or enters the building they should always sign in at Student Services before attending class.
3. All student vehicles must be properly registered in Student Services and display the proper parking decal. Student vehicles must be parked properly in the assigned areas.
4. Learn your proper evacuation routes in all locations.
5. All limited mobility persons should take care to learn their safety routes. If you have questions meet with an administrator.
6. Sterlington High School is a weapon prohibited zone. No firearms, knives, or incendiary devices allowed.
7. Students are allowed to bring cell phones to school however the school has the legal authority to regulate their use.
8. All medication both prescription and nonprescription must be kept by the school nurse. This must be hand delivered by the parent/guardian to the school nurse. Students are not allowed to carry any medication at school.
9. Students are expected to follow the school dress code at all times. This is an aspect of school safety with regards to helping identify unauthorized persons.
10. All persons are expected to perform as good Samaritans or responsible citizens in the event of an emergency great or small. You may provide first aid, call 911, run for help, be a witness, or simply be a voice of courtesy and wisdom. Do your part.

**SCHOOL BUILDING LEVEL COMMITTEE**

A state-mandated School Building Level Committee exists at SHS just as it does in every school in Ouachita Parish. The purpose of this Committee is to screen and determine what needs and services should be provided for students. Most high school students have been screened prior to SHS entry; however, students new to the parish and/or students who feel that needs have not been identified should contact their counselor. Referrals from parents and/or teachers are presented to the student’s counselor. The counselor will then begin the referral process. Information used in this process includes RTI data from teachers, standardized test scores, and classroom grades. All information gathered is then presented to the committee for review. Upon meeting the criteria and qualifications for further evaluations, pupil appraisal will begin formal evaluations.

**SCHOOL BUS TRANSPORTATION DISCIPLINE POLICY**

At any time, if the severity of the behavior warrants, the students may be suspended from school on the first infraction. The following actions will be considered severe behavior and students may be suspended from school for a minimum of three days or for the remainder of the school year for such behavior:

1. Fighting
2. Possession of alcohol or drugs
3. Smoking, vaping
4. Possession of any kind of weapon
5. Assault
6. Destruction of school property
7. Intentional disrespect (Ex. Cursing the driver)

**First Infraction -** Written discipline reports by the bus driver are submitted to the principal of the school. The principal shall summon the student to the office for a warning and shall notify the parent/guardian of the incident. Bus drivers should also attempt to contact the parent. The principal shall also send a copy of the discipline report to the bus driver and the Transportation Department.

**Second Infraction -** The student shall be suspended from bus riding privileges for three (3) days. NO EXCEPTIONS.

**Third Infraction -** The student shall be suspended from bus riding privileges for minimum of one(1) week. Principal may hold conference with parent.

**Fourth Infraction -** The student shall be suspended from bus riding privileges for the remainder of the school term.

**SCHOOL SPIRIT**

School spirit is the feeling of loyalty and pride toward one's school and all that it symbolizes. It is the most important factor in a successful and eventful school year. Students should at all times boost and hold high the name of our school in an effort to live up to the history and traditions that we have inherited. School spirit means cooperation and participation in all school activities, for each has a part to play. Each part is important, large or small; and if one does not play his/her part, a student body that could have been strong becomes weak and divided. School spirit is that feeling that makes one keep on trying when a cause seems lost; it is the feeling of joy when one wins or the feeling of pride knowing that one has tried and done his best for his school. If each and every student will study, respect the feelings, property, and rights of others, take pride in the appearance of the school, cooperate with others, develop school loyalty and school pride, then Sterlington High School cannot be beaten.



**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.



**SECTION 504 COMPLIANCE POLICY**

It is the policy of the Ouachita Parish School System to provide a free and appropriate public education 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 disabled students and their parents under Section 504 will be enforced.**

**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 program receiving federal funds. 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." 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.

(Note: A physical or mental disability only constitutes a disability for purposes of Section 504 if it results in substantial limitation of the life activity in question. A student's general weakness in a given area would not typically constitute a disability under Section 504.) 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.

If the student is determined to be disabled under Section 504, the school must develop an Individual Accommodation Plan (IAP) and implement the delivery of all needed accommodations as determined by a group of persons knowledgeable about the student, evaluation data, and placement options. 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.

**Parental Rights and Procedural Safeguards**

The following is a description of the rights granted by Federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.



You have the right to:

* Have your child take part in and receive benefits from public educational programs without discrimination because of his/her disabling condition.
* Have the school district advise you of your rights under federal law.
* Receive notice with respect to identification, evaluation, or placement of your child.
* Have your child receive a free, appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate to the needs of the disabled child. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school- related activities.
* Have your child educated in facilities and receive services comparable to those provided non-disabled students.
* Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act.
* Have evaluation, educational, and placement decisions made based upon a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
* Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
* Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
* Examine all relevant records relating to decisions regarding your child’s identification, evaluation, educational program, and placement.
* Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.
* A response from the school district to reasonable requests for explanations and interpretations of your child’s records.
* 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.
* 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 the student may take part in the hearing and be represented by counsel. A hearing request must be made in writing to Myrrah Thompson, Section 504 Facilitator, Ouachita Parish School System.
* Request payment of reasonable attorney fees if you are successful on your claim.
* File a local grievance.

The person in this district who is responsible for assuring that the Ouachita Parish School System complies with Section 504 is: Myrrah Thompson

Section 504 Facilitator

800 Claiborne Street

West Monroe, Louisiana 71291 (318) 342-5400



**SENIOR YEAR INFORMATION**

If information is needed to purchase a class ring, contact the Guidance office for assistance.

Supplies relative to graduation will be ordered through The Graduate Shop (396-8232) in November. Delivery of these supplies will be in March/April. Caps and Gowns will be ordered in February with delivery expected in May. A deposit is required with each order. Balances can be paid to The Graduate Shop in installments.

Graduation is a very special time for the seniors at SHS. We strive to maintain a sense of pride and dignity in all that is associated with this memorable event. **The Class of 2019 will graduate on Monday, May 13, 2019,** in ceremonies to be held at Monroe Civic Center at 6:00 P. M. While the student has the option of participating in the ceremonies, SHS expects and hopes that every graduate will be a participant. A graduation packet will be given two weeks before graduation with necessary information pertaining to graduation. Mid-term graduates will not receive a diploma until May. Seniors who wish to participate are required to attend the rehearsal, which will be held on the day of graduation. If a senior does not report for rehearsal, he/she will not be allowed to participate in the ceremonies. *Regular school dress is required at the rehearsal*. Students not conforming to the SHS Dress Code will be sent home from rehearsal. This may result in the student missing rehearsal and not being allowed to participate that evening. Should a graduate decide not to participate, the parent/ guardian of that student shall notify the counselor in writing. The diploma for that student will be available in the SHS Main Office on Friday, May 17, 2019.

**Any student involved in any pranks will not be allowed to participate in graduation ceremonies. Inappropriate behavior by a student will result in his/her being escorted from the Civic Center, and he/she will be prohibited from all activities at SHS in the future. In addition, a fine could possibly be assessed. Breathalyzer tests will be given to anyone suspected of being under the influence of alcohol.**

***Students not eligible to receive a regular diploma or a certificate of completion through SHS will not be allowed to participate in graduation ceremonies*.**

**STUDENT ORGANIZATIONS**

The Ouachita Parish School Board, recognizing the importance of worthwhile organizations in the school, encourages all students to participate in student organizations and club activities. Students shall have the right to form organizations within the school for cultural, social, athletic, and other authorized purposes which will enrich and extend their education. Such groups shall follow administrative regulations and procedures developed and maintained by the Superintendent and staff governing the creation and operation of student organizations and clubs in accordance with School Board policy.

Student organizations or clubs shall not deny membership to any student because of race, color, creed, sex, national origin, or disability.

Principals shall be responsible for approving or authorizing any student activity and/or organization and shall also be responsible for the operation and oversight of all student activities or organizations to assure compliance with administrative regulations. Requests for new club or charters must be submitted to the school principal on the School Board’s *Student Organization Charter Application* at least one calendar year in advance. The principal’s decision regarding the request for the new club or charter shall be final.

**STUDENT PROGRESS**

1. **Remember** that you are seeing your student’s progress. Often, the grades may reflect quizzes and homework rather than major tests. Pay close attention to the number of maximum points for each assignment. Assignments with more points have a more profound effect on the students’ grades. By simply monitoring your student’s progress throughout the entire grading period, you will likely see improvement as he/she realizes that you are now seeing more than just one progress report and a report card.
2. **Discuss** the situation with your student.
3. Contact the teacher via **email**. Keep in mind that the teacher may have already had his/her planning period and it could be 24-36 hours before you will receive a response.
4. If a **phone** conversation is desired, leave a message at the main office (665-2725). The teacher will return your call at his/her earliest convenience which could be the following day.
5. After completing the previous steps, if necessary, a **conference** may be scheduled with the teacher at a mutually agreed upon time.
6. If the teacher conference is not successful, contact your **student’s counselor and/or assistant principal** for further advice.

The administration, counselors, and teachers at SHS are available for the parent and the student. Students should NEVER feel that they cannot see a counselor. The student may not be able to leave a class, but he/she has free access to the guidance office during their lunch shift and before or after school.



**TARDY POLICY**

Tardies serve as stumbling blocks and interfere with the educational process. Recognizing that our bell schedule allows a four minute interval for class change, our students should not only arrive at school on time each morning, but also consistently make a vigilant effort to be punctual throughout their daily routine. **Class tardiness is defined as not being in the room when the tardy bell rings.** A student arriving after 7:50 must sign in through the Hall Monitor. He will be given an admit slip which is to be given to the teacher. If the student has been to a doctor or dentist, an excuse will be needed to excuse the tardy as well as any classes the student may have missed. Tardies are on a semester basis.

Discipline Procedures for Tardies

* 1st offense Warning
* 2nd offense Letter to Parents
* 3rd offense Kitchen Patrol
* 4th offense AM Detention
* 5th offense Saturday Seminar
* 6th offense ISS
* 7th offense Suspension

**TECHNOLOGY ACCEPTABLE USE POLICY**

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**
2. Users will not reveal any personal contact information about themselves or any other person on the Internet.
3. 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
4. **Illegal Activities**
5. Users will not transmit any material or engage in any activities in violation of any national, state, or local regulations.
6. Users will not attempt to gain unauthorized access to any network resources including (but not limited to) computer systems and other users’ accounts or files.
7. 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.
8. Users will not attempt to impersonate another individual using network resources for any reason.
9. **Security**
10. Users will immediately notify system an administrator of a possible security problem is identified. However, purposely looking for security problems may be considered an illegal attempt to gain access.
11. Users will only use storage media (disks, CDs, pen drives, etc.) that have been scanned and found to be free of viruses.
12. Users will not attach any device to the network without prior approval by the system administrators.
13. Users should be aware that all network traffic (including Internet usage and email) is regularly monitored for inappropriate use.
14. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network resources.
15. **Network Resources**
16. Users will only use network resources in support of the educational goals and objectives of the Ouachita Parish School System.
17. Users will not intentionally waste network bandwidth (listening on online radio stations, viewing streaming video, downloading large files, etc.)
18. Users will not use network resources for commercial purposes.
19. 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.
20. Users will not display, download, or transmit any inappropriate materials (including offensive messages, images, and videos).
21. OPSB.net email accounts are for employees only. Students will not be assigned OPSB.net email accounts.
22. Users will not send or forward email “chain letters” or send annoying or unnecessary messages.
23. Users will not send mass email or “spam” any users (internal or external) with unauthorized communications or solicitations.
24. Users will respect copyrighted material and other intellectual property. Users may not duplicate or distribute electronic resources without the appropriate permissions, documentations, or citations.
25. **Software**
26. Users will not download, store, or install any unapproved or unlicensed software on school system computers.
27. Users will not install any unauthorized or unlicensed school system software on their personal/home computers.
28. **Content Filtering**
29. Precautions have been taken to eliminate inappropriate content. However, it is impossible to restrict access to all inappropriate content.
30. Users will immediately report to school authorities any website they access that contains inappropriate content.
31. Users will not attempt to bypass the district’s content filters to view inappropriate content.
32. **Consequences of Inappropriate Use**
33. 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.
34. 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.
35. 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.
36. Users bringing illegal and/or inappropriate materials onto the network will be subject to disciplinary action.

**TELEPHONE USE/MESSAGES/DELIVERIES**

**Under no circumstance will the delivery of flowers, gifts, balloons, or food be made to a student by anyone.**

A student is not allowed to use school phones unless he/she has reported to Student Services with a pass from a teacher indicating that the student is ill and needs to call home. Students cannot receive deliveries of any type during the school day. All books, materials, money, etc. should be brought when the student comes to school. If a parent leaves an item in the office for a student, the office staff assumes no responsibility in seeing that the delivery is made.

**TESTING INFORMATION/SCHEDULE**

SHS students have many opportunities for standardized testing. Standardized testing allows a student/parent to judge progress and educational gains with others. Testing is an important aspect of the educational process. Students withdisabilities are eligible for special modifications in testing. Questions regarding standardized testing should be directedto the Testing Coordinator**.**

**EOC test scores count 15% of a student’s final grade in: Algebra I, Geometry, English I, English II, English III, Biology and U.S. History.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standardized Test** | **Targeted Students** | **Test Date(s)** | **Registration Information** | **Fee** |
| **ACT – State**  **Administration** | **11th Grade Students** | **March 20, 2018** | **All 11th grade students – no**  **registration necessary** | **None** |
| ACT  Saturday Test Administration | All students planning on post- secondary education | September 8, 2018  October 27, 2018  December 8, 2018  February 9, 2019  April 13, 2019  June 8, 2019  July 13, 2019 | Registration ends approx 5 weeks prior to test date. Information is available in the guidance office or online at <http://actstudent.org/> | $46.00-  $62.50  depending on test chosen |
| ASVAB | 11th & 12th Grade Students | January 8, 2018 | Guidance Counselors will register you. | None |
| Benchmark Testing | All Grades | May 2, 3 and 6th, 2019 | None | None |
| **CLEP** | **Students interested in receiving college credit-by- examination** | **TBA** | **Register at** [**https://clep**](https://clep)**.collegeboard.org/ then schedule test date with teacher. Vouchers available at** [**www.modernstates.org**](http://www.modernstates.org) | **$80 each paid online** |
| **End-of-Course (EOC)** | **Students enrolled in Algebra I, Geometry, English I, English II, English III, Biology I, or U.S. History** | **April 23 – May 30, 2019** | **Students will test during their designated class period. All testing days will follow a block schedule.** | **None** |
| End-of-Course Retest\* | Students specified by Test Coordinator | TBA | Students will be notified | None |
| **Finals** | **9, 10 and 11**  **Students with “A” averages and/or Positive Behavior will be exempt** | **May 16, 17, 20, 21, 2019** | **None** | **None** |
| PSAT\* | 10th & 11th Grade Advanced Students | October 10, 2018 | Register with Mrs. Townsend | $20\*  \*$25 after October 6 |
| **WorkKeys** | **Seniors Specified by Test Coordinator** | **Throughout each semester.** | **Students will be notified** | **Initial tests after remediation are free; $9 per session after that.** |

**2018 – 2019 TESTING SCHEDULE** (Mandatory tests are indicated in bold type)



**TEXTBOOKS**

Bulletin 1794—State Textbook Adoption Policy and Procedure Manual

§505. Local Implementation

1. Adequate and Appropriate Instructional Materials
2. Textbooks for Core Curriculum Areas
3. Access. A school system shall, based on input from local teachers, principals, administrators, and others, determine how access to textbooks in core subject areas will be made available to students. School systems must ensure that each child within the classroom will have equal access to any available instructional materials. School systems shall also inform each parent/guardian in writing at the beginning of each school year of the method of access to textbooks which has been selected for each course or grade level. A contact person and phone number should be provided.
4. Options for providing textbook access for students may include:
5. textbooks provided for each student to take home.
6. textbooks provided via a classroom set;
7. textbooks provided as both a classroom set and take home copy for each student; or
8. other specified arrangement as deemed appropriate to the subject area by local officials (or online texts)

Each student is held responsible for the books that he/she receives. Any book lost or damaged will have to be paid for by the student. Book damage will be assessed by the administrator in charge of textbooks. Should a student lose a book, he/she should attempt to locate it immediately. Lost books are always placed in the box of the teacher who has issued the book. Students who lose a book should check first with the teacher who issued it. If the book is not returned to the classroom teacher who issued it within a reasonable time, the student should make arrangements to pay for the lost book and ask the teacher to give you another. The teacher will issue another book when the student presents the receipt for the lost book. Failure to do so within a reasonable length of time jeopardizes the student's academic progress in a class. Should the book be located at a later date, the student can request a refund.



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

The Title VI, Title IX, ADA, and Section 504 federal laws ensure that individuals will be free from discrimination based upon sex, race, national origin, or disabilities. To resolve problems which students, employees, or applicants for employment may believe are the result of discrimination 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 Mickey Merritt

Personnel Director/Title VI Coordinator Director of Secondary Education/Title IX

Ouachita Parish School Board Ouachita Parish School Board

100 Bry Street 100 Bry Street

Monroe, LA 71201 Monroe, LA 71201

(318) 432-5000 (318) 432-5000

Gail Autrey

Director of Special Education

Student Support Services

800 Claiborne Street

West Monroe, LA 71291

(318) 432-5400

Myrrah Thompson

Section 504 Facilitator

Student Support Services

800 Claiborne Street

West Monroe, LA 71291

(318) 432-5400



**TOPS (LOSFA) STUDENT INFORMATION CONSENT FORM**

Act 837 of the 2014 Regular Session of the Louisiana Legislature requires the governing authority of each school to provide a form to the parent or legal guardian of each student enrolled in grades eight through twelve which explains that the parent has the right to determine whether their child’s Personally Identifiable Information (PII) can be released to LOSFA and to the postsecondary education institution(s) to which their child applies. The form must be provided every year, and at least one parent or legal guardian must sign that they either grant consent or deny consent. This form can be obtained in the guidance office.

**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)

**VALEDICTORIAN**

Valedictorian recognition is given to those graduating seniors meeting the OPSB policy guidelines and who have maintained an overall 4.0 GPA. These students share the number 1 ranking in the senior class.

Valedictorian

It is the philosophy of the Ouachita Parish School Board that the honors of valedictorian may be awarded to students whose cumulative grade point averages not only reflect the quality of instruction in the entire school district, but specifically to those who exemplify the highest scholastic achievement in the school from which they graduate.

Residency Requirements To be eligible for the honor of valedictorian and salutatorian, students shall have been in residence for at least the last four semesters in the high school from which they are to graduate.

Student Notification

From the point that a student has earned at least one Carnegie unit, the school will provide that student with an annual printed cumulative record of all Carnegie unit courses taken, grades received, and grade point average. Prior to a student’s enrolling in a course to earn Carnegie units, the student and the parent shall be informed of the possible impact of these grades on high school grade point averages and future academic honors.

Ranking of Students

The ranking for all students, regardless of graduating date, shall be determined by the cumulative grade point average computed for each year of high school. The final average to determine the rank of each student shall be computed to four decimal points.

Appeal Process

Students who disagree with their grade point average, their rank in class, the awarding of honors credit, and/or any other aspect of their transcript shall follow these steps of appeal to activate a change (the first three steps are afforded all students now under due process): 1. Counselor 2. Assistant Principal Curriculum 3. Principal

If the student and/or his parent/legal guardian are not satisfied with the decision of the school principal, an appeal can be made to an Appeal Board. The appeal must be made in writing to the Superintendant and his/her designee for Instruction; in the written appeal, the student shall detail the appeal and attach any pertinent documentation that will aid the Superintendent and his/her designee in its decision making.

Only seniors with a 4.0 grade point average will be considered for Valedictorian of Sterlington High School.

1. The student(s) who attain the highest score as determined by the Valedictorian Checklist will speak at graduation.
2. The student(s) must have attended SHS at least 4 semesters before graduation.
3. The student(s) must have at least a **three** (3) period schedule each semester.
4. Collegiate courses with the same equivalence will count toward enrollment at SHS.
5. Virtual school will NOT count toward points earned.
6. SHS will NOT have a Salutatorian.
7. The student(s) cannot have any major disciplinary referrals in high school.

Valedictorian Checklist – The valedictorian will be selected based on the number of honors, dual enrollment, collegiate, gifted, pre-AP, and AP level courses offered through SHS, and students must take the courses for the entire intended term to earn points. Any additional honors, DE, collegiate, GT, pre-AP, and AP courses added by SHS will follow the same designated point value. Each of these courses is worth ONE (1) point.



**VIRTUAL SCHOOL/EDGENUITY**

The Ouachita Parish School System will implement the Ouachita Bridge Academy on each high school campus. Edgenuity Inc. will provide the online courses, educational resources and test preparation for this virtual school. The school system currently uses Edgenuity Inc. for high school students who need to recover credits or who want to study a subject not offered at their school. Edgenuity's curriculum allows students to pursue studies at their own pace, whether from home or another place with internet connection. All Ouachita Parish School Board policies and high school rules and regulations will apply to students chosen to participate in the academy.

For more information refer to the *Ouachita Parish Pupil Progress Plan* and/or contact your child’s counselor.

**WEB PUBLISHING POLICY**

**Purpose**

The purpose of the Ouachita Parish School Board (OPSB) website is to provide a means of effective communication between administrators, teachers, support staff, students, parents, and our community. All content on the OPSB website must adhere to the policies outlined in this document. Failure to follow these policies may result in a loss of publishing privileges and/or other disciplinary actions.

**Organizational Responsibilities**

* The Website Administrator is responsible for developing and maintaining the OPSB district website.
* The Communications Department has the primary responsibility for the content of the OPSB website. All content of the OPSB district website must be approved by the Communications Department.
* A Website Coordinator will be designated for each school in the district. Each school’s Website Coordinator will be responsible for all content posted to that school’s website. The Website Coordinator is also responsible for insuring that a release form is on file before publishing any identifiable student photos or works.
* The Webmaster is the person who actually creates, publishes, and maintains the school’s website. The Webmaster may be the Website Coordinator or may be designated by the Website Coordinator. The Webmaster may be a teacher (or other school employee), parent, or other individual deemed capable of publishing the school’s website. However, the Website Coordinator is ultimately responsible for the content of the school’s website.

**Content Standards**

* All content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights.
* All official school board and school web pages should reside primarily on the OPSB web server. If a school chooses to host its website with another provider, the OPSB website will provide a link to the school’s website only if the school’s website meets all other criteria maintained in this policy.
* All content must be related to curriculum, instruction, or other school or school district related information.
* Personal information should not be published. Any phone numbers or email addresses should be ones used within the school system
* The OPSB web server will not be used for personal or commercial financial gain or for any illegal activity. Links to retail or political sites will not be allowed.
* All web pages must not link to or contain any inappropriate material. The Communications Department will have full discretion in determining the appropriateness of content.

**Student Safety**

* Student names may be published without a release form. However, no identifiable student photo or student works may be published unless a signed release form is on file for the current school year for every associated student.
* No personal information (other than the student name) should ever be published about a student.
* No information that identifies the location of a student at any particular time during the school day (such as student schedules) should ever be published.
* Students are not allowed to have or use OPSB assigned email accounts.
* Students are not allowed to publish information to the OPSB web server.

**Web Publishing Guidelines**

* All published content must reflect educational goals.
* All published content should be reviewed for accuracy, correct spelling, and correct grammar.
* All published content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights. If you are granted permission to publish copyrighted material, you must maintain documentation of this permission as long as the material is on the OPSB web server.
* All published content must be kept up-to-date.
* Do not use spaces in naming pages or directories. Use the underscore character (“\_”) instead of spaces.
* Graphics should be optimized to minimize page loading times and bandwidth usage.
* School web sites must include:
* School name
* Principal’s name
* Full address
* Telephone number
* Fax number
* A link to [http://www.opsb.net](http://www.opsb.net/)

Published Student Information Release Form

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give permission for the above named student’s full name, photograph, and works (art, written papers, voice, verbal statements, etc.) to appear on the school or school district’s website. I understand that these pictures or works may or may not personally identify the student.

Parent/Legal Guardian (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_



**WITHDRAWALS**

If a student is withdrawing from SHS, it is the responsibility of the parent to notify the assistant principal. The future education of the student should be verified before beginning the withdrawal process. The assistant principal issues the withdrawal form and outlines the procedure for the student to follow. Records will not be cleared or forwarded to any source until the student has cleared obligations and returned books, uniforms, and/or equipment to WMHS.

**WORK PERMIT**

If you plan to seek employment while enrolled in school, you must have a work permit. Work permits may be obtained in the Main Office of Sterlington High School during the hours of 8:00-10:30 a.m. and 1:00-2:30 p.m. Monday - Friday.

**2018 - 2019 OUACHITA PARISH SCHOOL CALENDAR**

***Board Approved February 13, 2018***

AUGUST 6-10 (Monday-Friday) {No Students} ..................................MANDATORY EMPLOYEE INSERVICE

{Full Days}

AUGUST 13 (Monday).....................................................................................................K-12 STUDENTS ½ DAY

{PreK Testing Day / Kindergarten Girls Only}

{P.M. Mandatory Employee Inservice}

AUGUST 14 (Tuesday)....................................................................................GRADES K-12 STUDENTS ½ DAY

{PreK Testing Day / Kindergarten Boys Only}

{P.M. Mandatory Employee Inservice}

AUGUST 15 (Wednesday)........................................................................GRADES K-12 STUDENTS FULL DAY

{PreK-K Testing Day}

AUGUST 16 (Thursday) .....................................................................................................STUDENTS FULL DAY

{PreK Girls Only}

AUGUST 17 (Friday)..........................................................................................................STUDENTS FULL DAY

{PreK Boys Only}

SEPTEMBER 3 (Monday) {Holiday} ..................................................................................................LABOR DAY

OCTOBER 8-9 (Monday-Tuesday) {Holiday}................................................................................... FALL BREAK

NOVEMBER 12 (Monday) {Holiday} ........................................................................................ VETERANS’ DAY

NOVEMBER 19-23 (Monday-Friday) {Holiday} ........................................................................ THANKSGIVING

{Dismiss 3:00 Friday, Nov. 16; Return Monday, Nov. 26}

NOVEMBER 28 - DECEMBER14........................................................LEAP & EOC FALL TESTING WINDOW

{Grades 9-12}

DECEMBER 7 (Friday) {No Students}.................................................MANDATORY EMPLOYEE INSERVICE

{Half Day}

DECEMBER 24 - JANUARY 4 (Monday-Friday) {Holiday} .....................................CHRISTMAS/NEW YEARS

{Dismiss 11:30 Friday, Dec. 21; Return Monday, Jan. 7}

JANUARY 21 (Monday) {Holiday}............................................................... MARTIN LUTHER KING, JR. DAY

FEBRUARY 4 - MARCH 15 ....................................................................LEAP CONNECT TESTING WINDOW

{Grades 3-8, 11 Computer-Based Testing}

FEBRUARY 15 (Friday) {No Students} ...............................................MANDATORY EMPLOYEE INSERVICE

{Full Day}

FEBRUARY 18 (Monday) {Holiday} ...................................................................................... PRESIDENTS’ DAY

MARCH 12 (Tuesday) ....................................................................................................................... ACT TESTING

{Grade 11}

MARCH 25-29 (Monday-Friday) {Holiday} ................................................................................. SPRING BREAK

{Dismiss 3:00 Friday, March 22; Return Monday, April 1}

APRIL 1 - MAY 3 .........................................................................................................LEAP TESTING WINDOW

{Grades 3-8 Computer-Based Testing}

APRIL 15 - MAY 17 .......................................................................................................EOC TESTING WINDOW

{Grades 9-12}

APRIL 19-22 (Friday-Monday) ....................................................................................... GOOD FRIDAY/EASTER

{Dismiss 3:00 Thursday, April 18; Return Tuesday, April 23}

APRIL 29-MAY 3 (Monday-Friday) ............................................................................................... LEAP TESTING

{Grades 3-4 Paper-Based Testing}

MAY 9 (Thursday) ................................................................................................................ SENIORS’ LAST DAY

MAY 13-16 (Monday-Thursday) .................................................................................................... GRADUATIONS

MAY 23 (Thursday) .......................................................................................................... STUDENTS’ LAST DAY

{Full Day}

MAY 24 (Friday)............................................................................................................... TEACHERS’ LAST DAY

{Full Day}

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



All teachers can be reached via phone at (318) 665-2725. A teacher’s personal number is not available through the main office and is only available at the teacher’s discretion. Teachers are not required to provide personal phone numbers to students or parents. Parents are encouraged to contact teachers via school phone or email.

WEBSITE INFORMATION: Please visit our school website at http://sterlingtonhigh.opsb.net/. Each teacher has their own webpage available at this site, and parents can get additional information about their child’s classes from the teacher’s individual web page by signing in to the Student Progress Center. If you experience difficulty accessing this information, please contact our school librarian, Mrs. Michele Taylor, at (318) 665-2725 for assistance. Please allow us two weeks to get all of our students loaded into the system and all schedule changes made.

|  |  |  |  |
| --- | --- | --- | --- |
| **Administration** | | | |
| Thompson, Jason | Principal | [jasonthompson@opsb.net](mailto:jasonthompson@opsb.net) | |
| Johnson, Doll Ann | Assistant Principal, Curriculum | [dajohnson@opsb.net](mailto:dajohnson@opsb.net) | |
| Mansfield, Gerry | Assistant Principal, Discipline | [mansfield@opsb.net](mailto:mansfield@opsb.net) | |
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