

Riser Middle School

100 Price Drive – West Monroe, LA, 71292
Phone: (318) 387-0567 | Fax: (318) 387-9072

Our school's mission is to provide students with 21st century tools necessary to excel and prepare for college and career readiness.

Dear Parent or Guardian:

The administration, faculty, and staff welcome you and your student to Riser Middle School. We look forward to working with you to provide your child with an academically challenging curriculum that offers not only a sound education, but also life skills that can be a foundation for a successful future.

Student Code of Conduct

Riser Middle School believes that education is essential in empowering students to overcome challenges in a global society and building a better way of life. The conduct of our students plays a vital role in them being successful in this endeavor.

We expect our students to show respect for themselves and others, stay motivated to do their best, and exhibit self-control in all areas to reach their fullest potential. To develop competent, responsible, and motivated individuals, we must provide a safe environment conducive to learning. Therefore, we expect our students to understand and adhere to the following general rules of conduct daily. Students are expected to:

1. Attend school whenever classes are in session.
2. Always respect all school personnel and other students.
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. Conduct themselves at all times in a manner that is educationally acceptable at school and to our society.

RMS Directory

Principal – DJ Davis
Assistant Principal – Phillip Allen
Curriculum Coordinator – Niki Perry
Admin Assistant – Kisha Hargrave
Counselor – Tammy Boykin
Secretary – Cheryl George
Bookkeeper – Sandra Massey

Title 1 Coordinator – Kim Stewart
Special Services – 387-0573
Librarian – Trish Bonner
Maintenance – Tiffiney Jackson
Cafeteria – Margaret Taylor (323 – 1293)
Riser School Based Health Center (325 – 0973)

This Student Agenda belongs to: _____

Grade: _____ Homeroom Teacher: _____ Room #: _____

2023 – 2024 Ouachita Parish School Calendar

August 5 – 9 (Monday – Friday)	Employee Inservice
August 12 – 13 (Monday, Tuesday)	Students Full Day
September 2 (Monday){Holiday}	Labor Day
September 23 (Monday)	Employee Inservice
October 14 – 18 (Monday – Friday){Holiday}	Fall Break
October 21 (Monday)	Virtual Day/Teacher Workday
November 5 (Tuesday){Holiday}	Election Day
	Veteran's Day Observed
November 25 – 29 (Monday – Friday){Holiday}	Thanksgiving
December 13 (Friday)	Employee Inservice (1/2 day)
December 23 – January 3 (Monday – Friday){Holiday}	Christmas/New Years
January 20 (Monday){Holiday}	MLK Jr. Day
January 21 (Monday)	Virtual Day/Teacher Workday
February 17 (Monday){Holiday}	President's Day
February 18 (Tuesday)	Employee Inservice
March 24 – March 28 (Monday – Friday){Holiday}	Spring Break
April 18 – 21 (Friday – Monday){Holiday}	Easter Break
May 22 (Thursday)	Students' Last Day
May 23 (Friday)	Teachers' Last Day
May 26 (Monday)	Memorial Day

Program	Username	Password
Google Classroom		
iReady		
Student Progress Center		

Hall Locker #: _____ Combination: _____ PE Locker #: _____ Combination: _____

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Academic Recognition and Awards

Riser Middle School is proud to recognize students who excel in mastering subject matter and exhibiting good behavior. Academic as well as attendance recognition includes:

Honors Assembly: To be eligible students must have a 3.0 GPA or better without any F's.

Awards Program: At the end of the year, an awards program will be held to recognize outstanding students for citizenship, and school attendance, as well as academic, athletic, service achievements.

8 Aces: To be eligible, a student must maintain straight A's for the six weeks in all academic areas including all electives.

Junior Beta Club: To be eligible, a student must have at least a 3.3 GPA for the first semester, enrolled at RMS for one semester, receive a high character rating from teachers, and complete and return all required forms by the deadlines.

ASSEMBLIES

At all times, each student's behavior should be refined and courteous. Each student is personally responsible for the impression made by the school as a whole. Any student receiving discipline reports during a specified time will not be allowed to attend.

ATTENDANCE

Guidelines established by Louisiana Law R.S. 17:221

Every parent, guardian, or tutor of any child between the ages of five and eighteen is responsible to enroll that child in a public or private day school in conjunction with the school calendar as set forth by the local board or directors. Every child's parent, guardian, or tutor is responsible for assuring the attendance of that child in regularly assigned classes during regular school hours established by the board or directors. Those who violate these provisions may be fined fifteen dollars each day that violation occurs.

Attendance as it relates to grade eligibility for students in grades K-8. In compliance with Louisiana Bulletin 741, students in grades K-8 **cannot miss more than 10 days in a school year to be eligible for promotion to the next grade.** Excuses for absences 1-10 are turned in to the school. Excuses for every absence beyond 10, must be turned in to the office of Child Welfare and Attendance at the School Board office.

All excuses for any absence should be turned in to the office within 24 hours of the student's return to school following the absence!

Riser Middle School will send a letter to the child's parent/guardian on:

- Third consecutive day of absence
- 5 days total absence
- 10 days total absence

A copy of this letter is also sent to the Ouachita Parish School Board office.

School begins at 7:40 am. Five unexcused tardies will result in 1 unexcused absence – also a referral will be made to the Ouachita Parish Truancy Deputies. Parents are to call the office when their child misses school. This call notifies the school that their child will not be at school that day. This call does not mean that your child's absence is excused. The truancy officer will call and check on each child listed absent.

Excused Absences: Death in the family, Personal illness, Natural catastrophe and/or disaster, Participation in school-approved activities

Procedure upon return to school

For Death in the family: Bring a newspaper clipping, obituary, or funeral documentation to school **within 3 days of return.** These items must be verified, so be sure to include a telephone number where parent may be contacted.

For Personal illness: These absences must be verified by physician's statement **immediately upon returning to school.** The doctor's excuse **must not be altered in any way.** The original excuse will be filed in the office, and the absence will be coded in the computer as excused.

CAFETERIA

Students, along with their teacher, will proceed to the cafeteria as scheduled. Students will enter the cafeteria or report to the lunch/canteen area. After getting their trays, students will state their ID number and name clearly to the worker before proceeding to the dining area. NO CHARGING will be allowed in the cafeteria. Remember to observe the cafeteria rules:

1. Good manners.
2. Minimal noise.
3. Keep the line moving smoothly and stay in your place.
4. Finish your food and drinks in the cafeteria.
5. Lunches cannot be charged.

CELL PHONES

Students may bring cell phones at his/her own risk. ALL student cellphones must be turned off and placed in their backpack or purse during school hours. The office is not responsible for lost or stolen cell phones. The cell phone policy may be changed at any time by the Ouachita Parish School Board.

School Board Policy (Adopted by Ouachita Parish School Board on June 17, 2008)

concerning student use of cell phones or any electronic telecommunication device at school or on school buses: 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. Student cell phones are required to be kept out of sight and turned off during school hours in a school building or on a school bus. This policy is inclusive of any such device as stipulated above.

Reminder to parents and community members regarding Act No. 472: Usage of wireless communications devices for text messaging and social networking while driving shall be punishable by a fine of not more than \$500.

CHECKING OUT OF SCHOOL

No Check-outs after 2:30 pm. Students are not permitted to leave the school grounds without permission from the school office. The parent/ guardian should come in person to the school office and be prepared to show identification to check a student out of school. Checking out of school may cause a child to F6 the classes missed.

If someone other than the parent/guardian is designated to check out a student, or if the student is going by some different means (a bus change or with another student), a written request signed by the parent/guardian is required along with a telephone number where the parent/guardian can be reached. The request must be taken to **office during homeroom** for verification.

CONFERENCES

Parents may make an appointment for a conference with a teacher by contacting the guidance counselor. The guidance counselor may be reached at 387-0567. If a student wishes to talk with the counselor, he/she may write a note to the counselor. Students are called to speak with the counselor and are not to go to office without permission.

DISCIPLINE GUIDELINES

Discipline guidelines are set in order to achieve an atmosphere conducive to learning. Riser Middle School will follow the rules of conduct and discipline set forth by Louisiana State Law 194 and 306. "Every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct ... school principals may suspend from school any student for good cause." Louisiana Revised Statute 17:416

DISCIPLINE LADDER:

The discipline ladder is a process in which the student controls his/her own circumstances. At Riser Middle School, we are incorporating the PBIS (Positive Behavior Intervention and Support) program as part of our discipline ladder. Within the PBIS framework, students are taught schoolwide expectations that should be exhibited daily in all places. Students are expected to exhibit:

- Respect for self and others
- Motivation to do their best
- Self-Control

For minor infractions, students will be given an opportunity to correct their behavior with interventions and support from teachers, parents, counselors, and administrators. Discipline consequences can range from student conference, parent conference, morning or lunch detention, In-school suspension, Out of school suspension, and Expulsion. The student who is suspended or expelled cannot be on campus for any reason and will not be permitted to participate in any extra-curricular activities during the time of his/her suspension. These activities include, but are not limited to, dances, social studies and science fairs, athletic events, and field trips. **A suspended student is allowed to make-up work and to receive credit if completed correctly.** The days that the student is suspended count toward the attendance requirements.

Offenses for which a student may be suspended include but are not limited to:

1. Willful disobedience.
2. Intentional disrespect to any adult, school staff, or school employee.
3. Vulgar or profane language.
4. Immoral or vicious practices, conduct, or habits injurious to peers
5. Using or possessing tobacco, electronic vapes, or alcoholic beverages in any form at school, on the bus, or on school grounds.
6. Habitual classroom disruption or habitual violation of school rules.
7. Cutting, defacing, or damaging any part of the school building, any property belonging to the school, school buses, or any property belonging to someone else that is on school property.
8. Writing, drawing, possessing, or wearing obscene materials or materials containing profane language, drug/alcohol, sexual innuendoes, etc.
9. Throwing things on the school grounds that could result in injury to other people.
10. Displaying verbal and physical aggression, short of actual fighting.
11. Instigating or participating in a fight at school or on a school bus.
12. Bullying.
13. Violating traffic or safety regulations.
14. Leaving the school grounds, classrooms, detention, or other assigned areas without permission.
15. Committing any other serious offense covered by state law, such as theft, extortion, possession of drugs, and distribution of drugs, etc.
16. Verbal or written threats, death lists, etc.

Offenses for which a student may be expelled include but are not limited to:

1. Excessive suspensions
2. Fighting/instigating a fight or participating in a gang fight
3. Distribution, possession, or use of illegal drugs
4. Carrying firearms, knives, or other implements which may be used as a weapon, or which may inflict harm or injury. These may include matches, lighters, fireworks, or any other incendiary device.
5. Verbal or written threats, death lists, etc.

Important message for all Riser Middle School students:

Anyone witnessing any activity that should not be taking place on this campus should report it immediately to a teacher or the office. If anyone is experiencing any problems at school, he or she should report this problem to a person of authority. If you are being bullied by someone, you should report this as well. We want to have a safe and happy campus, and with your help, we can do so. Remember to do the right thing and report any undesirable activity.

DISMISSING FROM SCHOOL

Bus Students: Students will be dismissed by location zones starting around 3:00. Students will proceed to east end (facing Dollar General) or the front of the building to load busses.

Walkers and Car Pickup: Students who walk home and those picked up by an authorized individual will exit at the East end of the building (the end of the building facing Dollar General).

Elementary Students: The elementary school is a separate school from the middle school. Riser Middle School students will **not** be allowed to go into the elementary school wing to pick up students or escort them to the bus.

Students will not be allowed to change mode of travel without **written and approved** parent permission. These notes **must have a phone number and be approved during homeroom** period only.

DRESS CODE

Riser Middle School has adopted a school uniform policy as follows:

6th grade students

Royal blue or white uniform shirts (short or long sleeve or solid sweatshirt or hoodie)
Khaki or navy-blue uniform pants, shorts, or capris

7th and 8th grade students

Black or grey uniform shirts (short or long sleeve or solid sweatshirt or hoodie)
Khaki or navy-blue uniform pants, shorts, or capris

All students will tuck in their shirts and will wear a belt.

The shirts may be short or long-sleeved uniform shirts with no large print graphics.

No flipflops, athletic slides, slippers, Crocs, or house shoes will be allowed.

Hoodies or jackets with hoods will be allowed in the school building if they are solidly colored or school issued.

Skirts that are at or below the knee may be worn.

No bandanas will be allowed as part of the uniform.

“Dress Down Day”

There may be some exceptions where students are allowed to wear regular dress clothes, such as “Dress Down Days”. The following rules will be enforced for regular school dress code and other issues related to personal appearances.

Dress Code Rules (Administration's discretion)

1. Shorts must be no more than 3" above the knee. No skorts.
2. No holes or rips in pants/jeans that reveal skin. "Sagging" pants must not be worn in school.
3. No t-shirts with inappropriate writing, slogans, or graphics.
4. No low-cut shirts or sleeveless shirts. Girls' shirts and blouses must not be tight, sheer, and/or revealing. The top of the blouses cannot be too low or show their stomach, back, or sides.
5. No leggings, jegging, or tights.
6. No caps, sunglasses, sweatbands, bandanas, or headgear.
7. All students will tuck in their shirts and will wear a belt.
8. No flip flops, athletic slides, slippers, Crocs, or house shoes will be allowed.
9. No visible tattoos.
10. Students may wear ear and nose piercings, but they must meet safety standards established by administration, i.e., no large hoops or gaudy accessories.
11. Hair styles or hairdos are required to be clean and neat. Hair styles that cause a disturbance or attract undue attention to a student will not be allowed.
12. No pajama pants, house shoes, house slippers, house coats, or blankets.
13. Students must not wear chains, safety pins, etc. on clothing.

*** Students wearing inappropriate clothing will be provided with appropriate clothing if applicable, sent home, asked to call parents for clothing, or assigned ISS.**

DRUGS - GUIDELINES ESTABLISHED BY THE OUACHITA PARISH SCHOOL BOARD REGARDING DRUGS (PRESCRIPTION AND NON-PRESCRIPTION)

Any student found to be in possession of any UNAUTHORIZED OVER THE COUNTER OR PRESCRIPTION DRUGS will be dealt with in the following manner:

- **First Offense:** The principal or his designee will contact the parent and Ouachita Parish Sheriff's office. The parent and student must meet with the Director of Child Welfare and Attendance.
- **Second Offense:** The student will be recommended for expulsion.
- **Third Offense:** The student will be recommended for expulsion.

*****Any offense could result in expulsion from school.**

DRUGS/ PRESCRIBED MEDICATION Louisiana State Legislature in May 1993 passed a law, Act 87, about medication and procedure to be taken at school. We encourage parents to make arrangements to **administer medication at home** or come to school to give their child medication. As used in this policy, the term medication shall include all prescription and non-prescription drugs.

1. Medication shall not be administered to any student without a completed **Medication Order** from a physician or dentist and a letter of request and authorization from the student's parent or guardian. The following information must be included:
 - The student's name
 - The name and signature of the physician/dentist/other authorized prescriber along with the business address, office phone number, and emergency phone numbers
 - Relevant diagnosis
 - Name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
 - A written statement of the desired effects and the child specific potential adverse effects
2. Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards including name and telephone number of pharmacy, prescription number, date dispensed, name of student, clear directions for use including route and frequency, drug name and strength, cautionary auxiliary labels, and authorized prescriber's name.

Medication CANNOT be transported to or from school on the bus; it must be brought to the school by the parent and picked up by the parent. If the dosage should change, the office must receive a written order from the doctor or dentist stating what changes have been made and a new pharmacy label issued, whereby a child proof cap bottle must be given to the office with the correct dosage and dispensing information. If the medication and dosage should change and a written statement from the doctor is not received, then the child will not be given medication.

EMERGENCY DRILLS

The safety of students and staff are very important at RMS. In order to maintain a safe environment for everyone, it is necessary that we practice our emergency and crisis response plans by having drills designed to exercise our procedures. These practice drills include fire, tornado, evacuation, and lockdown drills. During these procedures, all students and staff are asked to refrain from using their cell phones. If the situation were a real crisis, parents would be notified through local media and automated phone system.

EVACUATION

Riser Middle School has a Crisis Plan in place. In the event that students and staff are evacuated from the school, three sites have been designated. These sites are as follows:

Bethel Baptist Church
230 Washington St.
West Monroe, LA 71292

Living Way Apostolic
Church
108 W. T. Hemphill Dr.
West Monroe, LA 71292

Mt. Vernon Baptist Church
215 Mt. Vernon Church Rd.
West Monroe, LA 71292

Parents, in the event of an emergency situation or evacuation, please do not come to the school or evacuation site and take your child without signing him/her out. It is also advised that you do not send someone to get your child. The school must keep records indicating where your child is, and who signed to remove your child from the school's care.

EXTRA-CURRICULAR ACTIVITIES

All fees, including school, library, and extra- curricular activity fees must be paid in full or a payment plan has been agreed upon before the student is allowed to participate in activities.

Athletics: Riser Middle School will follow the Louisiana High School Athletic Association official handbook for its policy regarding athletic participation. Athletes must maintain a "C" average for each nine weeks.

Cheerleaders: To be a cheerleader, a student must have been in good standing with their current school. Cheerleaders must maintain a 2.5 gpa each nine weeks according to the cheerleader guidelines provided to parents.

Pepsquad: To be a member of the pepsquad, the student must attend practices and fulfill financial responsibilities. Members must attend designated ball games and must maintain their grades as well.

FEES

There may be additional fees in elective classes to help pay for supplies, music, instruments, food, etc. There will be an additional **\$5.00 PE fee** for students enrolled in Physical education class. This fee will cover PE locker rental, PE equipment and maintenance, and field maintenance.

All school fees and extra-curricular activity fees must be paid in full (or a payment plan established) by October 7th of each year. Students who have not paid their fees will not be allowed to participate in any extra- curricular school activities.

FIELD TRIPS

Field Trips are for educational purposes. Student opportunities to attend field trips will be determined by the grade level team and will be based on classroom grades, behavior, attendance, and testing scores. While on field trips, students are to follow all rules stated in the student planner.

FIGHTING

Fighting is an automatic suspension. Students must not under any circumstances engage in fighting on this campus, on the bus, or at the bus stop. Students must not leave the campus to fight. Certain acts may be considered violent, even though no blows may have been “thrown”. Simply assuming a confrontational stance or in any way conveying a hostile intention either directly or indirectly (by gesture or implication) will be considered as grounds for disciplinary action. Parish policy also states that students will be suspended for 3 days and have a “fight conference” with a child welfare officer at the OPSB before they return to school.

GENERAL SCHOOL RULES

Students who violate school rules will be discipline by the use of detention, In-School Suspension, cafeteria clean-up, school clean-up, or Saturday seminar, suspension, expulsion, etc.

Students at Riser Middle School must:

1. Follow the classroom rules of each class.
2. Be polite, courteous, and friendly to all.
3. Spend class time learning.
4. Walk single file when moving as part of a class in the hall.
5. Have signed planner to be in halls at any time during the day.

Students at Riser Middle School must *NOT*:

1. Eat or bring candy, food, or drinks to class to eat. (Teachers may allow students to eat reward candy in their classrooms only.) No food or drinks in the halls or lockers.
2. Use profanity, make inappropriate gestures or comments, or other acts of physical aggression to others.
3. Throw or threaten to throw objects.
4. Engage in rough play on campus. (Rough play includes throwing students down, riding on backs, headlocks, and playing or using other wrestling holds/maneuvers, hit and run, etc.)
5. Intimidate or threaten anyone at any time in any way. Bullying is strictly prohibited.
6. Make inappropriate noise when changing classes.
7. Use public displays of affection such as hugging, kissing, holding hands, etc.
8. Buy or sell items at school that are not school-approved fundraisers.
9. Bring any personal electronic devices. **The school is not responsible for and will not investigate any lost or stolen items.**
10. Bring trading cards, skates, skateboards, blankets, scooters, stuffed animals, or toys of any kind to school.
11. Attend the field days and/or activities of other schools.

HALL PASS

Students must have their planner signed by a teacher or staff member to enter the hall for any reason and they are not permitted to use another student's planner. Teachers will not sign hall pass pages that have been torn out of the planner. **New planners may be purchased in the office for \$5.00.**

HALLS AND STAIRWELLS

Students are not permitted to be in the halls before school or during lunch periods. Students are not to spit, run, push, sit on or slide down stairs, participate in "horseplay" in the halls or stairways. Loud and boisterous talk is not allowed. Walk quietly to the right side of the hallway and stairs. Students are not allowed to be in the hallways without a hall pass.

HOMEWORK ASSIGNMENTS

The amount of homework is left to the discretion of the teacher. Students are to complete assigned homework and bring books, pens or pencils, and paper to class every day.

IN-SCHOOL SUSPENSION (ISS)

In School suspension will be assigned by an assistant principal as an alternative to out of school suspension. ISS can be avoided by displaying good manners and acceptable behavior.

1. Report directly to the office or ISS room without going to homeroom.
2. Bring all books and materials for every class.
3. When taken to the ISS room, the ISS teacher will give work for each period of the day.
4. No student may go to any classroom or teacher to get anything.
5. No student in ISS may participate in any school activity except those deemed worthwhile by the principal.
6. Violation of ISS rules may result in additional days of ISS.
7. Failure to complete work assigned may result in additional days.
8. Repeated failure to adhere to ISS rules or do assigned work may result in out-of-school suspension.
9. Students not assigned to ISS may not enter or disrupt ISS classes.
10. Periodic bathroom breaks will be allowed by the ISS teacher.

INTERNET USAGE

The parent signature on the student handbook receipt page will indicate that the parent has given their student permission to access bookmarked sites. The Internet Acceptable Usage Policy is included in this handbook. If a student goes to a site without the teachers' permission, the student will receive discipline consequences.

LIBRARY

Students will visit the library with their ELA teacher every two weeks to return and check-out books. The library is open daily during noon recess for returning books or checking out books. Students may check out and return books during homeroom, their scheduled grade level noon recess, or any time during the day with their signed student planner. Teachers will schedule the library for various research projects.

Students will be charged library fees for overdue books, lost or damaged books/materials, etc. Students will not attend or participate in any extra-curricular activities if they have overdue library materials or have outstanding fines. Students will receive overdue and/or fine notices from the library via their homeroom teachers. RMS reserves the right to suspend library privileges to students who are habitual offenders. When students return overdue books their fines will stop increasing regardless if they have the money to pay for the fine at that time.

LOCKERS (To be determined)

Students will only be allowed to go to their lockers at DESIGNATED times as determined by the administration and grade level teams. Immediately after the first bell in the morning, students will go to lockers to deposit backpacks, jackets, and get needed materials. Students are assigned individual lockers and must not change without the teacher's approval. Students are not to share lockers or books. Locks must be on lockers and stay locked. Unannounced periodic searches will be made of student lockers and of school restrooms. All locks used on lockers must be school locks that have the school's key control. All other locks will be cut off. **There will be a \$5.00 fee charged for lost locks on main hall lockers or PE lockers.**

MAKE-UP WORK AFTER ABSENCES

Making up work is the responsibility of the student and not the teacher. The teacher and the situation involving the missed work will determine the time allowed to complete assignments. A student must make-up mid-term and final tests immediately upon returning to school. Should you miss the last day of mid-term tests or the final tests, you will be allowed to make up work on the test day set aside for that purpose.

POSITIVE BEHAVIOR SUPPORT

Riser Middle School has implemented the use of positive behavior support to reward students for appropriate behaviors and to give opportunities to correct misbehaviors. The school slogan is:

R – Respect for self and others.

M – Motivated to do your best

S – Self-control

PROMOTION AND RETENTION

Students must pass ELA, math, plus two other major subjects and one minor subject (physical education, choir, etc.) to pass for the year, or three other subjects. Eighth grade students must also pass LEAP or equivalent test.

RESTROOMS

Students are allowed to go to the restrooms at designated times throughout the day. Students must have their own planner and teacher permission to leave class to go to the restroom. Going to the restroom during class is a privilege, not a right.

TARDY POLICY

Tardy for school: A student arriving after the first morning bell must sign in through the office. Five unexcused tardies will result in one unexcused absence from school.

Tardy for class: Teachers will close their classroom doors at a given time each period. Any student not in the classroom when the door is closed will be tardy. These tardies to class will be considered discipline issues, and students will be referred to the office where they will receive appropriate consequences including lunch detention, ISS, and/or out of school suspension. An attempt will be made to contact parents regarding excessive tardiness of students. Tardies can be considered truant and can be applied along with the attendance policy. Students will be referred to the Child Welfare and Attendance office. Tardies do not start over each six weeks. Tardies to school/homeroom count as if tardy to a class.

TELEPHONE

The office telephone should be used for medical emergencies only. Calling home for books, P.E. uniforms, homework, or lunch money is not an emergency. A student must have a signed planner before he/she will be allowed to use the telephone. Students are **not** to receive telephone calls during the day.

APPENDIX

Parents Right to Know

Parents have the right to request information from the principal regarding the professional qualification of their children's classroom teachers. This information regarding the professional qualifications of your child's classroom teachers include, at a minimum, the following:

- Whether the teacher meets the state qualifications and licensing criteria for the grade levels and subject areas in which he or she teaches. Whether the teacher is teaching under emergency or other provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child, and if so, their qualifications.
- If at any time your child has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified, the school will notify you.

Parents have the right to know how well your child is doing in school. Parents will be provided information regarding their child's progress, results of any diagnostic report, and level of achievement on each of the state's academic assessments.

- Standards detail what students are expected to know and what skills they should have. The NCLB Act requires states to set high standards for reading, math, and science.
- Standards-based tests let parents, teachers, and communities see how well students are performing. Testing also helps educators evaluate which students and schools need extra help.

Parents have the right to know if your child's school and the district is meeting the goals set by the state for Adequate Yearly Progress (AYP).

- Schools that do not make Adequate Yearly Progress must develop improvement plans and take other actions to meet AYP requirements.
- Annual District and state report cards on school performance are published to show parents and other members of the community how the school's performance compares to that of other schools in your district and state.

Parents have the right to send your child to a safe school. The NCLB Act requires schools to report on school safety. Your child's school is working to keep students and teachers safe by enforcing laws and school policies. Safe and drug-free prevention plans at your child's school cover:

- Security procedures
- Codes of conduct for students and school staff
- An emergency or crisis management plan

Procedures will be in accordance with the No Child Left Behind Act, (Federal, State, and Local Guidelines).

Parental Information & Resource Center

Parents in Louisiana may contact the Parent Information and Resource Center for further information concerning No Child Left Behind and how to assist their children in meeting its requirements:

Louisiana Promise, Volunteers of America Highland
Center 520 Olive Street, Suite C-4
Shreveport, Louisiana 71104
Phone: (318) 429 – 6968; Toll-Free Information Line: 1-866-751-6958

Ouachita Parish School System 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

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

2. Illegal Activities

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

3. Security

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

4. Network Resources

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

5. Software

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

6. Content Filtering

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

7. Consequences of Inappropriate Use

- a. The use of the Internet is a privilege, not a right, and inappropriate use may result in the temporary or permanent cancellation of that privilege and/or other disciplinary action (including suspension, expulsion, or legal action) as deemed appropriate by administration, faculty, and staff.
- b. Note that no information on the network (including email and personal files) is guaranteed to be private. Information relating to or in support of illegal activities must be reported to the authorities.
- c. Inappropriate use of the network may result in legal action and/or prosecution, and may require restitution for costs associated with system restoration, hardware, or software costs.
- d. Users bringing illegal and/or inappropriate materials onto the network will be subject to disciplinary action.

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 School Board has established a grievance policy. For further information about these federal laws or the grievance process, contact:

Jason Thompson Personnel Director/ Title VI and IX Coordinator Ouachita Parish Schools 1660 N. 7 th St. West Monroe, LA 71291 (318) 432-5225	Barry Johnson Section 504 Coordinator Student Support Services 800 Claiborne St. Monroe, LA 71291 (318) 432-5400	Dr. Gaily Autrey Director of Special Education Student Support Services 800 Claiborne St. Monroe, LA 71291 (318) 432-5400
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Policy Statement for Section 504 Compliance

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.

Section 504 of the Rehabilitation Act of 1973

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

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

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

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

A student must meet the definition of a student with a disability as defined in the statute to be covered under Section 504. This determination is made by a team of persons knowledgeable about the student, the evaluation data, and placement options. If the student is determined to be disabled under Section 504, the team should review the nature of the disability, how it affects the student's education, and what accommodations and services are needed. An Individual Accommodation Plan (IAP) must be developed and implemented if needed by the student. Periodic re-evaluations are required for qualified students who receive services. Districts are expected to establish prior notice and consent procedures to encourage parents' involvement in the educational decisions affecting their children. If the parent or legal guardian disagrees with the determination made by the professional staff of a school district, grievance procedures are in place to be followed.

Parent and Students Rights

The following is a description of the right granted by federal law (Section 504 of the Rehabilitation Act of 1973) to students with disabilities. The intent of the law is to keep students and parents fully informed concerning decisions about the student and their right to agree or disagree with any of these decisions. **You have the right to:**

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

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20U.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 a great distance, it is impossible for parents or eligible students to review records. Schools may charge 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 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. FERPA Website: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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.

1. Students who reach the age of 25 and who completed their education in some form in the Ouachita Parish School System.
2. When students permanently transfer to another school district outside of Louisiana.
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).

"Bridges of Ouachita, Homeless Education Program"



Jerlyn D. Bobo, **District Liaison Supervisor**
1600 North 7th Street ~ Monroe, LA 71291
Phone: (318) 432 – 5330

Fax: (318) 432- 5297

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

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

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

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

Homeless Education Services:

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

Enrollment: (Bulletin 741, Section 341)

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

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

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

Contact Information:

Jerlyn D. Bobo, District Liaison Supervisor
(318) 432-5330 (318) 432-5297(Fax)
Ouachita Parish Media Center
1600 North 7th Street
Monroe, Louisiana 71291

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