

STUDENT HANDBOOK

Welcome to OUR HOUSE
Home of the Panthers

Sterlington Middle School
230 Keystone Road, Monroe, LA 71203
Phone: 318-432-2100 Fax: 318-432-2149
sterlingtonmiddle.opsb.net

Chantay Johnson	**Robbie Evans**	**Greg McGough**
Principal	Assistant Principal	Administrative Assistant

Vision

Our House promotes growth and learning for all!

Mission Statement

Sterlington Middle School will provide a **SAFE PLACE** where **EXCELLENCE** can be achieved through **INNOVATIVE LEARNING** experiences and **SERVICE**.

Welcome to Sterlington Middle School

We are a family at SMS. Education is a collaborative effort, and we know students, parents/guardians, teachers, administrators, staff members, and community partners all working together can make this a wonderfully successful year for you. We look forward to working with you to provide an academically challenging curriculum and variety of activities and sports that offers not only a sound education, but also the experiences and skills needed to be successful in the future.

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

Student Code of Conduct

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

Strive for excellence

Come to school/class prepared and ready to learn.
Complete all tasks in a timely manner.
Stay focused.

Make good decisions

Report to school and to classes on time every day.
Ask for help when needed.
See something, say something.

Seek opportunities to serve

Get involved in something.
Look for opportunities to contribute.

OUACHITA PARISH SCHOOLS

2026-2027 SCHOOL CALENDAR

Jul-26

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

Aug-26

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

Sep-26

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

Oct-26

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

Nov-26

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

Dec-26

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

Jan-27

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

Feb-27

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

Mar-27

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

Apr-27

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

May-27

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

Jun-27

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

IMPORTANT DATES

8/10/2026	First Day of School
10/9/2026	End of Period 1
10/23/2026	Report Cards
1/8/2027	End of Period 2/Midterm
1/15/2027	Report Cards
3/15/2027	End of Period 3
3/19/2027	Report Cards
5/6/2027	Seniors' Last Day
5/10-14/2027	Graduation Week
5/20/2027	End of Period 4
	Students/Paras Last Day
5/21/2027	Teachers Last Day

HOLIDAYS/BREAKS

9/7/2026	Labor Day
10/12-16/2026	Fall Break
11/3/2026	Election Day Closure
11/11/2026	Veterans' Day
11/23-27/2026	Thanksgiving Break
12/21/26-1/1/27	Christmas/New Year Break*
Dismiss for Christmas/New Year on 12/18/26 @ 11:30 a.m.	
1/18/2027	Martin Luther King, Jr. Day
2/15/2027	Presidents' Day
3/26-29/2027	Easter Holiday
3/30-4/2/2027	Spring Break
5/31/2027	Memorial Day

NON-STUDENT DAYS - EMPLOYEE PD

8/3-7/2026	12/11/2026
9/28/2026	2/16/2027

EMPLOYEE WORKDAY - STUDENT FLEX DAY

10/19/26	1/4/27	4/5/27

SCHOOL BOARD MEETINGS @ 12 NOON

7/14/2026	1/12/2027
8/11/2026	2/9/2027
9/8/2026	3/9/2027
10/20/2026	4/13/2027
11/10/2026	5/11/2027
12/8/2026	6/10/2027

RULES FOR SCHOOL

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

1. Follow classroom rules for each class.
2. Be polite, courteous, and friendly to all.
3. Name-calling, targeting, humiliation, harassment, intimidation or bullying is prohibited at school and all school activities/functions.
4. Avoid public display affection on campus or during school activities/functions that are away from school (girl/boy, boy/girl, girl/girl, boy/boy).
5. Use and\or possession of tobacco, e-cigarettes, Juuls, vapes, drugs, or alcoholic beverages are not allowed. This includes cigarettes, lighters, dipping, chewing, etc.
6. No OPEN food or drinks are allowed in the hallway.
7. Only CLEAR screw top, plastic-bottle WATER drinks allowed in the hallways. CLEAR school water bottles are available for purchase. Bottle re-fillers and water vending machines are available. NO COLORED BOTTLES, YETI/STANLEY CUPS, JUGS, ETC. ARE ALLOWED ON CAMPUS AT ALL. If seen, it will be confiscated to be picked up in the office at end of day.
8. NO ENERGY OR COFFEE DRINKS OR OTHER OUTSIDE DRINKS allowed on campus, including for breakfast or lunch. If found, you will be asked to dispose of it. If you become disrespectful, the items may be confiscated and/or a discipline referral may be issued.
9. No OUTSIDE COMMERCIAL FOOD MAY BE DELIVERED OR BROUGHT to campus for student breakfast or lunch (SONIC, JOHNNY'S, NUTRITION BEND, VALERO, etc.). Leftovers may be brought in lunch boxes.
10. Disrespect, ugly language, gestures, and profanity will not be tolerated.
11. No fighting, horseplay, or neck-slapping. Keep your hands to yourselves.
12. Maintain an appropriate noise level in the hallways.
13. Do not buy or sell items at school that are not SMS fundraiser items.
14. Gambling in any form is not allowed on or off school campus or at a school-sponsored event.
15. Forged documents of any kind will be sent to the office and may result in a referral

WHAT SHOULD I DO IF . . .

I get to school early? Students will remain in grade/gender designated area until bell rings.

I am late to school? Student will report to office to sign in and pick up a note for class. Student will remain in the office, if more than 10 minutes after that period has started and will wait until the next bell change.

I must leave early? A parent or designee must check you out with a valid ID.

I have a personal problem? Talk with a trusted teacher, administrator, or counselor.

I have trouble in class or classmate? Talk with your teacher or guidance counselor.

I need to leave the classroom? Ask your teacher for a hall pass. If emergency or urgent, do your best to explain or give him/her a note.

I am moving away? Have your parent/guardian contact the front office; you need a drop form to take with you when you leave.

I am changing addresses? Students are requested to submit to the office any changes in contact information. (phone, address, emails)

May parents want a conference? Parents should contact the counselor to discuss and set up a conference, as needed.

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

COMMUNICATING WITH SCHOOL

Finalsite Messaging

The Ouachita Parish School Board has transitioned to Student Information System – OnCourse. We will have a student messaging system that will allow us and you to continue communication between school and home for messaging and accessing student grades as before. Please check the district or school websites to directions on how to set up your OnCourse Connect account. Go to: https://www.opsb.net/oncourse-connect Parents can also download the OnCourse Connect Mobile App to have access to you student(s) accounts. By logging into it, parents and students can view class assignments, test dates, discipline and attendance information, etc. from any computer or device connected to the Internet. Every parent who has access to a computer, whether it be at home, work, friend, or relative, needs to activate his or her parent account and check his or her child's page as often as possible. As soon as these systems are operational we will send information whom for your use and access.

Email and Google Classroom continue to be operational for learning and will not hinder our education operations. Parents and teachers can email to avoid having to wait for phone calls or conferences. Important school activities and announcements are posted regularly on the SMS school home page and our social media accounts and can also be caught on our daily news cast on our YouTube channel- Sterlington Middle School.

Student Goggle Accounts:

Each student's account will be activated by the school board. Student **USERNAMES** will be their first initial and the first three letters of their last name followed by @opsb.info.
Example: jbur@opsb.info (for john burson)

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

Parent Codes:

Oncourse Connect

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

Website & Social Media

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

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

SCHOOL FEES

School Fees at SMS are $55 per student. Fees cover locker and lock rental, textbook and novels usage, math, ELA, and social studies workbooks, library and technology accessibility, a Chromebook case, one pair of student individual earbuds and includes the Chromebook insurance $5 fee. Wear and tear demands replacement of items, and these fees go to aid in replacing items that are made in bulk purchases for cost savings, such as lockers and novels. Students enrolled throughout the year will pay a pro-rated scaled fee of $30 2nd semester.

SCHOOL DAY

The school day for students begins with the first bell at 7:35 with the first class beginning at 7:40 A.M. and ends at 2:59 P.M. No students may be dropped off earlier than 7:15 A.M. Neither rooms nor school buildings will be open for students before 7:15; thus, proper supervision of your child will be unavailable. Students will not be permitted to loiter near the building, cars, or streets after arriving on campus. The parking lot is a restricted area during the school day. Once on campus, students may not leave the campus for any reason without permission or without following the proper checkout protocol.

VISITORS

All visitors to Sterlington Middle School must check in at the school office to obtain a Visitor's Pass. Visitors will not be permitted to loiter on the school campus or in school buildings. Parents are asked to schedule teacher conferences in advance through the counselor's office. Students are not permitted to have visitors during instructional time.

OFFICE

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

Students may NOT use the phone without permission. If a teacher sends them to use the phone, they must have a note or hall pass.

No holiday, birthday or food deliveries for students at the school.

No checkouts or ride changes after 2:10 pm to protect our students' instructional time.

PARENT DROP-OFF & PICK-UP

AM DROP OFF:
No student may be dropped off until 7:15.
Parent drop-off is located in the front of the main building entrance.
Parents should proceed through the roundabout to drop off their student at the flag pole.
Cars in the outside lane are asked not to unload until they are directed and until the cars in the inside lane has come to a complete stop.
Student will proceed to the gym, taking the side entrance.
All vehicles including ATVS must pass through the drop off/pick up line. Please do not drive on our grass or sidewalks. Wait in carline with the other vehicles.
Busses: ALWAYS YIELD TO BUSSES. Do NOT block buses from proceeding to Bus Drop Off or exiting the school premises.
Bus drop off will be located on the side of gym parking lot.

*****Students/Parents requiring drop off at the gym for special services or needs, may arrange this through the office.***

PM PICK UP:
Parent pick up will be located in front of the main building entrance.
Bus drop off will be located on the side of gym parking lot.

All vehicles including ATVS must pass through the drop off/pick up line. Please do not drive on our grass or sidewalks. Wait in carline with the other vehicles.

Please adhere to the directional signs and other signage throughout the parking lot.
If your child has permission to ride home with anyone other than a parent or guardian, that person should be listed on his/her busfile for privileges or you must send a note that morning that can be verified **EVERY TIME** he/she is allowed to ride with that person.

For safety purposes, SMS does not allow students to cross the street walking to SHS, to the public library or to walk/ride bicycles to and from school.

TRANSPORTATION AND DISCIPLINE POLICY (SCHOOL BUS)

School bus transportation is **a privilege that may be withdrawn for inappropriate behavior**.
A student is to ride the bus to which he/she is assigned. Students will be allowed off the bus only at school or home. The bus driver is in complete charge of the bus and its occupants at all times.
Students riding the bus **MUST** comply with the request of the driver and School Board bus policies.

Sterlington Middle School
230 Keystone Road, Monroe, LA 71203
P: (318) 432-2100 F: (318) 432-2149

Regular Bell Schedule 2026-2027

Take in Buses & Cars @ 7:15 am

First Bell @ 7:35 am

1st pd	7:40 – 8:35	(55)
2nd pd	8:38 – 9:27	(49)
3rd pd	9:30 – 10:19	(49)
4th pd	10:22 – 11:11	(49)

A Lunch 11:11 – 11:31 7th/8th (20)

5th pd	11:14 – 12:03	6th	(49)
5th pd	11:34 – 12:23	7th/8th	(49)

B Lunch 12:03 – 12:23 6th (20)

6th pd	12:26 – 1:15	(49)
7th pd	1:18 – 2:07	(49)
8th pd	2:10 – 2:59	(49)

HALF-DAY			
Start	**End**	**Period**	**#Min**
7:40	8:05	1st pd	(25)
8:08	8:33	2nd pd	(25)
8:36	9:01	3rd pd	(25)
9:04	9:29	4th pd	(25)
9:32	9:56	5th pd	(25)
9:59	10:24	6th pd	(25)
10:27	10:53	7th pd	(25)
10:56	11:21	8th pd	(25)

PEP Rally			
Start	**End**	**Period**	**#Min**
7:40	8:30	1st pd	(50)
8:33	9:16	2nd pd	(43)
9:19	10:02	3rd pd	(43)
10:05	10:48	4th pd	(43)
10:48	**11:08**	**LUNCH**	**A – 7th/8th**
10:51	11:34	5th pd – **6th**	(43)
11:11	11:54	5th pd – **7th/8th**	(43)
11:34	**11:54**	**LUNCH**	**B – 6th**
11:57	12:40	6th pd	(43)
12:43	1:26	7th pd	(43)
1:29	2:22	8th pd (Hold kids for Pep Rally release.	(43)

Begin Pep Rally Release @ 2:22

ATTENDANCE POLICY

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

Ouachita Parish School Board policy requires that students in grades K – 8 can miss no more than a total of 10 days in the school year (5/semester). ("Total" means excused and unexcused absences.) For excessive absences due to extenuating circumstances, parents must make a formal appeal to the CWA.

If a student is late for school arriving after 7:40, he/she must report to the office. A parent does not need to check their student in. He/She will be given an admit slip to class. The student will present the admit slip to his/her teacher at that time. (This will be an admit slip, not an excuse.) For checkouts after 8th period, 2:10 is considered early dismissal. If the student has been to a doctor or dentist, a doctor's excuse will be needed to excuse the occurrence, as well as any classes the student may have missed. Excuses will be turned into the front office.

Attendance:

- The highest rate of learning and retention of learning occurs when students are present for instruction. As stakeholders, we must all work on ways to ensure that our students are in class daily and on time for each class. We are implementing a series of changes in our procedures to help ensure our students' instructional time is preserved and maximized. Thank you for your cooperation.
- **ABSENTEE EXCUSES ARE DUE** to the school office **UPON RETURN TO SCHOOL or faxed: 318-432-2149**.

Late to School/Early Dismissal Discipline Policy

1st Occurrence: Immediate verbal acknowledgement (Unexcused Check In/Out)
2nd Occurrence: Email and/or Call to Parent (Unexcused Check In/Out)
3rd Occurrence: Writing Behavior Assignment w/parent signature (Unexcused Check In/Out)
4th Occurrence: ISD; Parent meeting/appointment (Unexcused Check In/Out)
5th Occurrence: 2 ISD (Unexcused Check In/Out)
6th Occurrence: See matrix below. District Discipline Policy; FINS referral.

Is habitually late to school/early to check out. **Starting on 6th offense**	MPC Saturday Seminar Truancy Office Notified	MPC 1-Day Susp	MPC Visit w/ School Counselor 2 -Day Susp	MPC 3 -Day Susp CWA	MPC 5-Day Susp w/ Recommendation for Alternative Placement Hearing w/CWA

6th graders AND NEW students will be given until 08/21 to acclimate to the transition of exchanging classes each period and other new transitions associated with the middle school environment. 7th and 8th grade students will begin on Friday, August 14th.

CHECKING IN TO SCHOOL

Students who arrive late to school (after **7:40** first period bell) must check in at the Office. A parent is not needed to check a student into school.

LA. RS233. Any student who is a juvenile and who is **habitually absent from school or is habitually late to school/early departure** shall be reported by visiting teachers and supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code. No more than a total of 10 days in the school year (5/semester). ("Total" means excused and unexcused absences.)

CHECKING OUT OF SCHOOL

1. Students may check out of school in the Main Office when determined necessary by parents and/or administration. Parents are encouraged to schedule all **NON-ESSENTIAL** appointments for after school hours.
2. Checkouts after 8th period, 2:10 is considered early dismissal.
3. Students are allowed to check themselves into school but **NOT** allowed to check themselves out.
4. Parents are required to **personally** check out students in the Main Office, and a valid ID is Mandatory.
5. Parents, or designee on entrance form, can **only** check out their own child or children.
6. An administrator must confirm any emergency check out (illness or family emergency).
7. Students who return the same day must check back in to school.
8. Students will not be allowed to check out for lunch.
9. If your child rides a bus and another student wants to ride home with your child, a note must be written and signed by a parent giving permission and it must be signed by the front office administration and to be given to the bus driver. Signatures from administration must be obtained prior to dismissal.
10. No changes can be made after 2:30 for how a student is to get home.
11. No checkouts after 2:30 to protect our students' instructional time.

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

GRADING SCALE

A	**90-100**
B	**80-89**
C	**70-79**
D	**60-69**
F	**0 – 59**

HOMEWORK

Parents and students should expect **SOME** homework, **particularly in math**, and any courses in which they may need support **or** with which they struggle. While our teachers work hard to ensure students have sufficient time to complete assignments in class where they the support of the teacher and their classmates, not all students work at the same pace, efficiency, ability, or with the same drive or work ethic. Please understand that CLASSWORK THAT IS NOT COMPLETED BECOMES HOMEWORK.

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

HOMEWORK ASSISTANCE

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

IDEAS FOR HELPING YOUR CHILD

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

1. Question your child about something they learned at school that day. Ask them to be specific.
2. Cooperate with the school to make homework effective.
3. Provide your children with suitable study conditions (desk/table, books, technology,supplies).
4. Reserve a time for homework, turn off the TV and put away electronic devices.
5. Encourage and show interest in children's but avoid undue pressure and avoid doing their work.
6. Come in and see the principal for ANY concern that is impacting your child academically, socially, or emotionally, or any other way we could help you. We are here for you, too.
7. Visit your school. As parents, you are welcomed and urged to visit.

MAKE-UP WORK

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

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

Students with an excused absence, missing more than one day consecutively will be allowed a minimum of one day for each day missed before being required to make up test, turn in material, or complete an activity. This will not exceed a total of five (5) days. If after teacher notification the student fails to accomplish make up in the allotted time, the grade will be recorded as "0/F."

REQUESTING ASSIGNMENTS FOR ABSENCES

All students have an assigned Chromebooks, and all assigned are assigned through the Google classroom. The student is to make contact with his teacher via their google classroom for make-up work and/or support as everything is available through this portal.

If a student will be absent for (3) or more days (consecutive and excused), the student should be make plans with the teacher for any support or clarifications of assignments. The parent may email the teacher or call the office if they have questions or need additional support or should the student require paper based assignments. Please allow for (1) full day for these to be ready. ***Paper-based assignments will not be secured for students missing fewer than (3) three day.***

PROMOTION AND RETENTION

OPSB guidelines for promotion are as followed based on District/State Pupil Progression Guidelines. Grade requirements for promotion:

- Grade 6, 7, and 8 MUST PASS Reading, Math AND 1 other MAJOR subject and an elective or the other 2 major subjects.
- Major Subjects: Reading, Math, English, Social Studies, Science
- Minor Subjects: PE, all Electives

COUNSELOR

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

1. Help the new student feel at home in our school with new teachers and friends.
2. Individual conference when a deemed necessary.
3. Participate in a testing program designed to help the students learn as much as possible about his/her capabilities.

PARENT CONFERENCES

Email contact is encouraged with your child's teachers and can serve to resolve any issues or concerns. Parents are welcome and encouraged to come to school to talk with administration and our counselors

regarding any classroom issues you may be having. **Appointments must be made** to facilitate conferences, and should be set up through the counselor's office.
Call 318-432-2100 to set up a conference.

CHROMEBOOKS

SMS students will use Chromebooks in a 1:1 setting for instruction for the 2026-2027 school year.

- Each student will be assigned an individual Chromebook for the calendar school year.
- Each student must pay a one-time $5 insurance assessment at the beginning of the school year for the calendar year for his/her assigned Chromebook.
- Insurance will cover damages to the Chromebook only.
- Students who fail to purchase device insurance are subject to cost of damages to devices and these are determined by OPSB Technology Department.
- Students who use technology inappropriately whether for cheating, off-task distractions, searching for or engaging in appropriate activities are subject to discipline as per SMS/OPSB guidelines.
- A stay-in case will be provided by the school and the Chromebook must remain in the case at all times for the duration of the year. Failure to do so may result in a referral.
- A device that is damaged/destroyed on purpose will be at the parent/student's expense.
- Accidents occur and these will be replaced once.
- Expected wear and tear is understood. Functionable damages will be charged.

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

CHROMEBOOK REQUIREMENTS FOR CLASS:

1. Bring **fully charged** Chromebook and charger in its case, DAILY.
2. We encourage parents to be sure to take care of insurance fees early to avoid possible damage and or replacement costs and to also speak with your child about the proper care of the device.
3. We also encourage parents to monitor your child's activity on the device to insure that school activities are being completed and as a safety precaution for your child.
4. **All students are expected to arrive at school prepared with necessary materials and completed assignments daily.**

TEXTBOOKS/WORKBOOKS/LIBRARY BOOKS

For classes where school-owned novels/workbooks are issued, remind students to keep up with novels/workbooks, as they are **costly** to replace. Damage and replacement costs will vary. Consumable novels provided by Title I are for student use, and students may annotate in them. They will become the property of the student, if they so choose at the conclusion of the unit or they can return them to the teacher. If the student loses or damages beyond usage a consumable novel, it will be the responsibility of the student/parent to pay to replace the novel.

Damaged Textbook Pricing

Book Spine damage more than normal wear	$10.00	Water Damage	Full Cost

Intentional writing in novel	$10.00	½ of novel removed	Full Cost
Intentional writing in novel (1/2 of book)	Full Cost	Lost book/workbook	Full Cost
Torn Pages	$5.00 per page		

LIBRARY SERVICES

The library opens each day at 7:30 A.M. and remains open throughout the day until 3:30 P.M. You are encouraged to use the library as much as possible. From time to time it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his/her particular need. Student food and drinks are not allowed in the library.

HALL PERMITS AND BEHAVIOR

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

FUNCTIONS & ASSEMBLIES

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

SPORTS/CLUBS/ACTIVITIES

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

What do we offer here at SMS?

G/B Cross Country	Guitar	Beta	Multi-Media
Football	G/B Basketball	Student Council	Sports Medicine
G/B Soccer	Digital Media	Choir	4-H
Cheer	Softball	Band	Sparkle
Dance	G/B Archery	Robotics	Pep Squad

SPECIAL SCHOOL EVENTS POLICY

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

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

SUBSTITUTE TEACHERS

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

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

FIELD TRIPS

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

JR. BETA CLUB ELIGIBILITY

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

LOST AND FOUND

Articles of clothing which have been found should be taken to the cafeteria and placed on the stage. Lost library books should be taken to the library. Lost SMALL articles, wallets, glasses, etc. should be taken to the office and can be claimed by proper identification. It is a good idea to mark your items clearly with the owner's name so they can be returned without delay. This also discourages unauthorized borrowing. ***SMS is not responsible for lost or stolen items.***

LOCKERS

All students will be assigned a hall lockers; however, **LOCKS** will **ONLY** be available **UPON REQUEST** for the 2026-2027 school year. PE lockers will be assigned for all students in PE.

WITHDRAWAL OF STUDENTS

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

SOCIAL MEDIA/WEBSITE

Follow us on social media on Facebook at Sterlington Middle, on Instagram at @sterlingtonmiddle, and subscribe to us on YouTube at Sterlington Middle School for all your school news, events and updates! Visit us on the web at www.sterlingtonmiddle.opsb.net Thanks for your support!

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

CARE OF BUILDING

The taxpayers of Ouachita Parish have blessed us with a PHENOMENAL facility and we take pride in our building and groups. Our expectation is that we all take pride and be mindful of the people who work tirelessly to keep it clean and safe for us. Students are expected to pick up paper and litter from the classroom floors at the end of each class period and to make sure their waste during and after lunch makes it to the trash receptacles available to them in the cafeteria and courtyard areas. We ask them further to keep their bathroom areas neat and clean and avoid writing on the walls and swinging from the stalls. Please be a thoughtful citizen and pick up paper and other trash when you see it.

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

DISCIPLINE

POSITIVE BEHAVIOR PROGRAM

SMS has a 'Positive Behavior Program' in place to reward our students. Our motto is displayed throughout campus. Panther "Coins" are used to reward students for exhibiting behavior that demonstrates the pillars of character. We also recognize a Student of the Month. Students who exhibit good behavior in their classrooms and on campus. We also recognize our students who exhibit a 98-100% attendance rate. Our school goal is 98 is GREAT!

"SMS" Panthers will . . .
Strive for excellence
Make good choices
Seek opportunities to serve

STUDENT CODE OF CONDUCT

The Ouachita Parish School Board expects students to be well behaved while attending school or any school activity and conduct themselves in an appropriate manner at all times. Every teacher and every other school employee shall be authorized to hold every student to a strict accountability for any disorderly conduct, and discipline policies shall be applicable, in school or on the playgrounds of the school, on the street or road while going to or returning from school, on any school bus, during intermission or recess, or at any school-sponsored activity or function.

Students have the responsibility to know and respect the rules of the school system. Students shall comply with all School Board policies and school regulations, student codes of conduct, and directions of principals, teachers, and other authorized school personnel during any period of time when the student is under the authority of school personnel.

The School Board shall demand reasonable student behavior and administer discipline with fundamental fairness without regard to gender, race, ethnic origin, religion or political belief. All students shall be afforded the basic rights of citizenship recognized and protected for persons of their age and maturity. Students shall exercise their rights and responsibilities in accordance with rules established for orderly conduct of the school's mission. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained.

Moreover, the School Board reserves the authority to discipline students for behavior that may constitute a material disruption of the educational process such as audio, video, or other materials/information that may appear on the Internet or be transferred over electronic devices.

<u>STUDENT CODE OF CONDUCT</u>

While the School Board cannot reasonably be expected to develop a *Student Code of Conduct* in such detail as to anticipate every type of misconduct that could possibly occur, the School Board shall develop and maintain a *Student Code of Conduct*, which shall enumerate the necessary discipline action to be taken against any student who violates the *Code of Conduct*. It shall be in compliance with all existing policies, rules, and regulations of the Louisiana Board of Elementary and Secondary Education and all state laws relative to student discipline.

The School Board's *Code of Conduct* shall include progressive levels of minor through major infractions and identify corresponding minor through major interventions and consequences. Before an initial referral for a student's expulsion, the *Code of Conduct* shall require the prior administration of interventions in accordance with the minor tiers in the *Code of Conduct*, except in instances where the expulsion referral is the result of accumulated minor infractions in accordance with the *Code of Conduct*, or the underlying incident threatens the safety and health of students or staff. Expulsions shall be reserved for the major tier of behavioral infractions involving weapons or drugs, or when the safety of students and staff has been put in jeopardy.

The *Code of Conduct* shall also include information detailing the appeal process for expulsion as included in policy *JDE, Expulsion*

Prior to the beginning of each school year, all schools of the Ouachita Parish School District shall provide each student, and his/her parent or legal guardian with a *Student Handbook* or similar document that identifies and explains discipline policies, rules or regulations, and procedures that are parish-wide and/or specific to that school, as well as outline the consequences for students who violate the *Student Code of Conduct* or any school policy, regulation, or procedure. Such consequences may include, but may not be limited to, oral or written reprimands, parental contact, removal of the student from the classroom, detention, corporal punishment, in-school suspension, suspension from school, assignment to an alternative school, recommending expulsion from school, or any other disciplinary measure authorized by the principal in conjunction with state law and/or School Board policy.

ORIENTATION/NOTICE

Students shall be informed by school authorities that violations of School Board policy and school rules or regulations may result in a range of disciplinary actions including suspension or expulsion. Each school shall plan and conduct an orientation and other meetings within the first five (5) days of school each year to fully inform all employees and students of all discipline policies, provisions of the *Student Code of Conduct* applicable to such students, and rules and regulations necessary for the safe and orderly operation of the public schools. The orientation shall also include information on the consequences of failure to comply with disciplinary rules and requirements of the *Student Code of Conduct*, particularly bullying and similar prohibited conduct, including suspension, expulsion, the possibility of suspension of student's driver's license, and the possible criminal consequences of violent acts committed on school property, at a school-sponsored function, or in a firearm-free zone, as well as the contents of the *Teacher Bill of Rights*. Meetings shall also be held throughout the school year as may be necessary to inform new employees and new students of such discipline policies, and regulations, contents of the *Student Code of Conduct*, and pertinent school rules.

The orientation instruction shall be age appropriate and grade appropriate and take into consideration whether the student is in a regular or special education program.
Any student who does not receive the orientation during the first five (5) days of the school year shall be provided an orientation during the first five (5) days of the student's attendance.

STATEMENT OF COMPLIANCE

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign

a *Statement of Compliance*. For students, the *Statement of Compliance* shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the *Statement of Compliance* shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences. Failure by a student and/or parent or guardian to sign the respective *Statement of Compliance* may result in disciplinary action.

DISCIPLINE

It is the purpose of the Ouachita Parish School Board to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend these schools. The school's primary goal is to educate, not discipline; however, when the behavior of the individual student comes in conflict with rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

The Ouachita Parish School Board shall endeavor to address student behavior with a focus on evidence-based interventions and supports, and to prioritize classroom- and school-based interventions in lieu of out-of-school disciplinary removals to address student misconduct in order to minimize the loss of academic instructional time. Every teacher and other school employee shall endeavor to hold each accountable for his/her behavior in school, or on the playgrounds of the school, on any school bus, on the street or while going to or returning from school, during intermission or recess, or at any school sponsored activity or function.

To assist the teacher, the School Board shall establish regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner in accordance with the *Administrators Discipline and Attendance Manual*.

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. However, no student shall be disciplined in any manner by the School Board or school administrator, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a forcible offense against the student or a forcible offense provided that the force used shall be reasonable and apparently necessary to prevent such offense. A student who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

Each teacher and school employee may take disciplinary action to correct a student who violates school rules or who interferes with an orderly education process. No principal or administrator shall prohibit or discourage a teacher or school employee from taking disciplinary action, recommending disciplinary action, or completing a form to initiate disciplinary action against a student who violates school policy or who interferes with an orderly education process. No principal or administrator shall retaliate or take

adverse employment action against a teacher or school employee for taking disciplinary action against a student if the disciplinary action that the teacher takes is in accordance with School Board policy.

Disciplinary action by a school employee may include, but is not limited to:

1. Oral or written reprimands.
2. Referral for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management.
3. Written notification of parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal.
4. Other disciplinary measures approved by the principal and faculty of the school and in compliance with School Board policy.

In addition, a student's work should reflect the effort of the student alone. Those rules/policies governing academic honesty as well as those prohibiting cheating apply equally in a virtual setting. All academic work should be completed by the student to ensure the ability to accurately measure the achievement of minimum standards necessary for credit/promotion.

The following non-exclusive list of behaviors are prohibited in the virtual classroom and may result in disciplinary action:

- Bullying and/or cyberbullying
- The use of harassing or discriminatory language
- Use of obscene language, profanity, inappropriate language, writing or drawings Displaying obscene gestures, drawings, images, audios, videos, etc.
- Academic dishonesty, cheating, etc.
- Displaying pornography or nudity whether in a printed or digital context
- Committing lewd or sexual acts or simulations (School and/or district officials may be required, as mandatory reporters, to alert local law enforcement and/or the Department of Children and Family Services if they observe conduct, messages, images, or objects that raise legitimate concern for the safety and well-being of students in the virtual classroom. This may include students handling weapons in the virtual classroom, even if it is subsequently learned that the weapon is a toy or facsimile, as it is not always possible to determine remotely whether the weapon is real or not.)
- Repeated disruptions of the classroom
- Display of nudity, indecent dress, disrobing, etc.
- Exhibiting disrespect for the teacher or other school personnel
- Interference with the instructional audio or video
- The handling or display of weapons or facsimile weapons
- Use or display of drugs, alcohol, tobacco, or vaping devices
- Cheating on assignments, i.e. sharing work, answers, etc.
- Divulging confidential information
- Violation of computer/password security
- Violations of the School Board's/School's *Acceptable Use Policy or Device Contract*

The context in which student behavior occurs is important, however, and will be taken into consideration by School and District administrators in determining whether there has been a violation of the *Code of*

Conduct. As with all other forms of misconduct, the level of discipline, if any, for violations in a virtual setting will depend upon the age of the student, seriousness of the offense, the disruptive nature of the misconduct, whether the conduct involved violence or the threat of violence, whether the misconduct impacted the safety or orderly environment of the classroom, the student's prior disciplinary record, etc.

STUDENT REMOVAL FROM CLASSROOM

When a student's behavior prevents the orderly instruction of other students, poses an immediate threat to the safety of students or the teacher, or when a student violates the school's code of conduct the teacher shall have the student immediately removed from his/her classroom and placed in custody of the principal or his/her designee.

Any student removed from class in kindergarten through grade five shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher initiating the disciplinary action. A student removed from class in grades six through twelve shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

Whenever a teacher is struck by a student, the student, in addition to any other discipline given, shall be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the building level committee, finds the striking incident to be entirely inadvertent.

Upon the student being removed from class and sent to the principal's office, the principal or designee shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal or his/her designee then shall conduct a counseling session with the student as may be appropriate to establish a course of action, consistent with School Board policy to identify and correct the behavior for which the student is being disciplined.

Once removed, the student shall not be readmitted to the classroom until the principal has implemented at least one of the following disciplinary measures:

1. Conferencing with the principal or his/her designee.
2. Referral to counseling.
3. Peer mediation.
4. Referral to the school building level committee.
5. Restorative justice practices.
6. Loss of privileges
7. Detention
8. In-school suspension
9. Out-of-school suspension
10. Initiation of expulsion hearings
11. Referral for assignment to an alternative setting
12. Requiring the completion of all assigned school work and homework that would have been assigned and completed by the student during the period of out-of-school suspension.
13. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or

building level committee.

Parental Notification

The principal or his/her designee shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.

When a student has been removed from a classroom, the teacher or the principal or his/her designee may require the parent, or legal guardian of the student to have a conference with the teacher or the principal or his/her designee before the student is readmitted. Such conference may be in person or by telephone or other virtual means.

Upon the student's *third* removal from the same classroom, the teacher and principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measure before the principal implements a disciplinary measure. In addition, a conference between the teacher or other appropriate school employee and the student's parent, or legal guardian is required prior to the student being readmitted to that same classroom. Such conference may be in person or by telephone or other virtual means. If such conference is required by the school, the school shall give written notice to the parent.

For students who experience multiple behavioral incidents or disciplinary referrals, a principal or his designee shall consider a referral of the matter to an appropriate school building level committee. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.

STUDENT MISCONDUCT AT END OF YEAR

Any non-graduating student who commits offenses during the last ten (10) days of the school year which carry recommendations for suspension or expulsion beyond the end of the school year shall have such recommendation extended into the next school year.

Any graduating senior who commits a serious major or criminal infraction after the last regular class period as upheld by the Superintendent or his/her designee shall be excluded from year-end activities, including graduation exercises. Diplomas may be given or mailed to the student after the close of the school year. Seniors shall be made aware of this policy prior to the final exam period.

PARENT CONFERENCES

In any case where a teacher, principal, or other school employee is authorized to **require** the parent or legal guardian of a student to attend a conference or meeting regarding the student's behavior, and after notice, the parent or legal guardian willfully refuses to attend, the principal, or his/her designee, shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. *Notice* of the conference, specifying the time and date of the conference, shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card or by sending a certified letter to the address shown on the student's registration card.

REPORTS TO PRINCIPAL

Any teacher or other school employee may report to the principal any student who acts in a disorderly manner or is in violation of school rules, or any misconduct or violation of school rules by a student who may or may not be known to the teacher or employee. Incidents of alleged discipline violations shall be reported on the *School Behavior Report/School Bus Behavior Report* form provided by the Louisiana Department of Education. The forms shall be submitted in accordance with procedures outlined by the School District, the Superintendent, and school system personnel. The principal shall review and act upon such information submitted, to determine if suspension or other disciplinary action is necessary.

Should the principal fail to act on any report of misconduct or school violation, he/she shall explain the reasons for doing so to the Superintendent or his/her designee and to the teacher or school employee, student, parent, or legal guardian reporting the violation.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

DISCIPLINE OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Discipline of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

DEFINITIONS

Out-of-school suspension means the removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities.

In-school suspension means removing a student from his/her normal classroom setting but maintaining him under supervision within the school. Students participating in in-school suspension shall receive credit for work performed during the in-school suspension. However, any student who fails to comply fully with the rules for in-school suspension may be subject to immediate out-of-school suspension.

Detention shall mean activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a student to participate in assigned detention may subject the student to immediate out-of-school suspension. Assignments, activities, or work which may be assigned during detention include, but are not limited to, counseling, homework assignments, behavior modification program, or other activities aimed at improving the behavior and conduct of the student.

Expulsion (unless otherwise defined as a permanent expulsion by law) shall mean the removal of a

student from school for at least one school semester. During an expulsion the Superintendent shall place the student in an alternative school or in an alternative educational placement.

Firearm means any pistol, revolver, rifle, shotgun, machine gun, submachine gun, blackpowder weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.

Virtual instruction means instruction provided to a student through an electronic delivery medium, including, but not limited to, electronic learning platforms that connect to a student in a remote location to classroom instruction.

DISCIPLINE/CONSEQUENCES

The discipline ladder is a process in which the student controls his or her own fate. Teachers and administrators have the right to change, skip, and/or omit any of the steps in discipline stated in the following list. Sterlington Middle follows the OPSB Discipline Procedure Manual for Middle Schools that is reviewed and/or revised annually.

1. Verbal Warning: Identify the problem; the teacher lets the student know that he/she means what he/she says and says what he/she means!
2. Student/Teacher Conference/Behavior Contract: Teacher and student discuss facts that contributed to the misbehavior, the behavior itself, good alternative behavior, and the consequences that will result if disruptions continue. Student signs written warning form
3. Parent-Teacher Communications: Teacher contacts parent/guardian to discuss the behavior and request assistance from them in dealing with the behavior. Punishment work to be assigned by teacher (if or as indicated and at teacher discretion). Behavior contract or minor infraction forms may be issued.
4. Disciplinary Report: Teacher fills out and sends Disciplinary Report and student to the office. Details of the report are discussed with the student. Appropriate disciplinary action will occur from the following list, but not limited to and not necessarily in this order: Lunch Detention (in classroom with teacher), Cafeteria Clean-Up or Litter Pick-Up (KP), Saturday Seminar, ISD, Suspension from school, Recommendation for Alternate Placement, Recommendation for Expulsion.
   Parent/guardian will be notified by phone if possible, and a copy of the discipline report sent home with student, given to parent or mailed to parent.

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

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

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

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

OPSB Policy on suspensions requires students to visit with counselor after after the 1st suspension with the counselor following up with the parent and student. On the second suspension, the student will revisit with the counselor and may be referred for alternate placement to OPAL, and the student and his parents must go to the school board office for a conference with the supervisor of Child Welfare and Attendance before the student will be readmitted to school. Child Welfare and Attendance Supervisor will determine consequences for student.

DETENTION

MORNING DETENTION: SMS does not currently utilize Morning Detention.

LUNCH DETENTION: The teacher has the discretion to assign lunch detention to their individual classroom for disruptive or minor infractions that occur in the classroom. This detention will occur in the classroom on the day or # of days the teacher assigns for the infraction. The teacher must contact the parent to advise of the infraction and duration of the assigned detention. This contact may be completed in the form of an email, text message or phone call and should be documented on the Minor Infraction form per school protocol.

SMS does not currently utilize Lunch Detention assigned by the Administration.

ISD (IN-SCHOOL DETENTION)

In School Detention will be administered as an alternative to Detention, Saturday Seminar or Out of School Suspension contingent upon the severity of the infraction, and may be administered for the class period in which the offense occurred or for the entire day contingent upon the offense, prior history and discretion of the administrator. ISD for a period will be held daily. Full day ISD will be held weekly on Monday, Wednesday or Friday. Mandatory parent contract is required for any ISD that is administered.

FIGHTING

1. The Ouachita Parish School Board considers fighting an extremely serious offense that will result in suspension and may result in expulsion for remainder of the current semester or school year.
2. All students participating in gang-related fights, planned fights, or extremely violent fights will be recommended for expulsion for the current semester or the entire school year.
3. Student and parent/guardian may have to attend a meeting with an officer from the Child Welfare and Attendance Office located at the Ouachita Parish School Board office.
4. A student who is suspended will not be permitted to participate in extra-curricular activities. This includes Social Studies & Science Fairs, school dances, athletic events, etc.
5. Days of suspensions count towards 10 day rule of attendance.
6. Any student who engages in a fight should expect to receive some form of discipline.
7. Attacks upon unsuspecting students are not considered fights.

STUDENT USE OF CELL PHONES AND OTHER ELECTRONIC TELECOMMUNICATION DEVICES
(Smart/Apple Watches/Smart/Meta Glasses/AirPods (any ear buds not wired/Beats (any over the ear headphones/ Video Games/Controllers)

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

MIDDLE CELL PHONE/ELECTRONIC DEVICES DISCIPLINE (Smart/Apple Watches/Smart/Meta Glasses/AirPods (any ear buds not wired/Beats (any over the ear headphones/ Video Games/Controllers)

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

First offense:
Parents will be called. Parent/Guardian may pick the device up prior to 3:00 pm Monday-Friday. Students shall receive a written report (minor infraction).

Second offense:
Parent/Guardian will be called. Parent/Guardian may pick the device up prior to 3:00 pm Monday -Friday. Students shall be assigned to Saturday Seminar (minor infraction or written referral).

Third offense:
Parent/Guardian shall be called. Parent/Guardian may pick the device up prior to 3:00 pm Monday-Friday. The student will be allowed to return to school campus after meeting with a Child Welfare and Attendance (CWA) Officer. This must be done within a five (5) day period. During the time away from school, students will be responsible for all online coursework. *Students identified by Section 504 or Bulletin 1508 must report to CWA within three (3) days.*

Fourth offense:
Parent/Guardian will be called. Parent/Guardian may pick up the device after suspension has been served. If the parent demands immediate phone return; the device may not be returned for the remainder of the year. The student will be given three (3) days in-school suspension.

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

STUDENT DRESS CODE

The policy of the Ouachita Parish School Board shall be that no mode of attire shall be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided. The School Board desires to teach each student to use good judgment in his/her total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness and the values of the community shall be a basic consideration.

BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exceptions as enumerated in La. Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2(C) and 14:95.6(B).

DRESS AND PERSONAL GROOMING

Student dress, grooming and personal hygiene are not to adversely affect the students' participation in classes, school programs, other school-related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment.

The following general guidelines are required in all grades.

1. **Clothing**:

- Hooded garments will not be allowed. Including hoods on outerwear.
- Clothing with suggestive words, pictures, lyrics, slogans, references to drugs, alcohol, tobacco, violence, will not be allowed.
- Jeans and pants should not have any skin showing. No holes or rips.
- Mini skirts should not be worn. Skirts must be middle fingertip length when standing up.

● Spandex based pants that fit like leggings may only be worn under a regular dress or skirt.
● No leggings.
● Dresses must not be fitted to the body, no skin showing, must be middle fingertip length when standing up.
● No off the shoulder or see through tops showing skin.
● No midriff showing, when raising your hands into the air, a tank top can be work under the shirt.
● All shorts must be middle fingertip length when standing up. No rolling of the waistband.
● No swim trunks, boxers or pajama shorts, or pajama pants.
● No hats, caps, bandanas, du-rags, bonnets, etc. permitted.

2. **Body Piercings**:
Ear piercings may be worn, if not excessive in size, that could pose a safety issue to the student or cause a distraction to the learning environment. Only nose studs may be worn by high school students (grades 9-12). No other piercings are allowed.

3. **Hair Styles**:
The School Board shall not exclude a student on account of a natural, protective or cultural hairstyle. Natural, protective, or cultural hairstyle shall include, but is not limited to, afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.
● 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.
4. **Shoes/Footwear**: Students will not be allowed to wear house shoes, house slippers, flip-flops, other backless shoes due to safety concerns.

FINAL SAY ON DRESS CODE: The principal or designee will have the final say on the dress code. Privileges can be revoked at any time.

DRESS CODE VIOLATIONS & CONSEQUENCES

Students who violate the dress code shall be disciplined in accordance with the Student Code of Conduct. **The district has revised the consequences for dress code for the 2026-27 school year.** Please note below.

Incident	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
Improper Dress	Mandatory Parent Contact 1-2 Days ISD	Mandatory Parent Contact 1-Day Suspension	Mandatory Parent Contact School Counselor Session 2-Day Suspension	Mandatory Parent Contact 3-Day Suspension CWA Conference	Mandatory Parent Contact 5-D Suspension Recommend Alt Placement CWA Hearing

<u>If you have any doubts</u> about your clothing meeting dress code, <u>DO NOT WEAR IT TO SCHOOL.</u>

CHEATING

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

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

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

CYBERSTALKING

Cyber stalking - Louisiana Revised Statue 14:40.3

The Cyber stalking Law prohibits the use of electronic mail or electronic communication to make threats of bodily harm, terrify, harass, use indecent language or to extort money or other things of value from any person.
1st Conviction -- $2,000.00 fine and 1 year in jail
2nd Conviction -- $5,000.00 fine and 2-5 years in jail

HARASSMENT, INTIMIDATION AND BULLYING POLICY

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

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

The Ouachita Parish School System will not tolerate any harassment, intimidation or bullying of students on school property, while riding on a school bus, or while going to or returning from school. The school administrator shall investigate any reported incident of harassment, intimidation or bullying. Should the investigation determine that an incident has occurred, the students involved shall be disciplined in accordance with this policy.
LEGAL REFERENCE: LOUISIANA R.S. 17:416.13

FIRE AND TORNADO DRILLS

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

1. Check instructions in each classroom indicating how to leave building in case of fire.
2. Walk. No talking. Move quickly and quietly to designated areas.
3. Training for drills will be done at the beginning of each school year. Be sure to pay attention to your teacher in the event of a drill or emergency situation. Always stay alert for directions in the event of an emergency. Everyone will go to his/her assigned area in the hall, sit on the floor facing the wall, place arms over the head, and put face in his/her lap.
4. Remain quiet until the "all clear" is sounded.

GENERAL LOCKDOWN & EVACUATION RULES

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

NEW LOCATION: 230 KEYSTONE ROAD

Sterlington High School – Stadium
233 Keystone Road
Monroe, LA 71203
318-665-2725

North Monroe Baptist Church
210 Finks Hideaway Road
Monroe, LA 71203
318-343-4730

LUNCH & BREAKFAST

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

PRICES FOR MEALS

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

LUNCH	
Student	$1.75
Reduced Student	.40
Employee	$3.00
Visitors (Adults & Children)	$5.00

CHILD NUTRITION PROGRAM PAYMENT POLICY

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

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

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

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

NSF (Non-Sufficient Funds) CHECKS: If a NSF check is received, the person writing the check will be contacted and asked to pay, in cash, the amount of the check plus $3.00 for bank charges assessed by the Child Nutrition Program. No checks will be accepted for payment of meals until the

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

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

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

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

ILLNESS OR INJURY AT SCHOOL

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

INSURANCE (STUDENT)

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

MEDICATION PROCEDURE

The Louisiana State Legislature has passed a new school medication law. The Ouachita Parish School Board has established new guidelines and procedures in order to be in compliance with this law. If your child will be taking medication while at school, the appropriate forms must be completed and returned to the school office. These forms are available at the school.

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

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

If the dosage should change, the office must receive a written order from the doctor or dentist stating what changes have been made and a new pharmacy label issued, whereby a child-proof

cap bottle must be given to the office with the correct dosage and dispensing information. If the medication and dosage should change and a written statement from the doctor is not received, then that child will not be given his/her medication.

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

NO OVER-THE-COUNTER MEDICATION CAN BE GIVEN unless prescribed by a doctor or dentist. It also must be labeled by a pharmacist with the child's name and correct dosage and dispensing information. **(This means aspirin, Tylenol, cough syrup, drops, antacids, etc.)**

NO EYE OR EAR DROPS CAN BE GIVEN BY SMS EMPLOYEES.
ANTIBIOTICS SHOULD BE GIVEN IN TIME TO BE RECEIVED AT HOME IF AT ALL POSSIBLE.

SCHOOL ENTRY REQUIREMENT

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

NURSE PROGRAM (OPSB)

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

1. The school nurse conducts screening programs during the year as follows:
    a. Mandated vision and hearing screenings per recommendations by the American Academy of Pediatrics or by special request by parents, children, and school personnel. Screenings are primarily conducted in kindergarten and odd grades through 9th grade.
    b. Scoliosis screenings on 6th and 8th grade students or by request.
    c. Pediculosis (head lice) checks on elementary students per parish protocol.
    d. Personal hygiene classes taught to 5th grade girls.
    e. General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds, and visual assessments.
    f. BSE and cervical cancer classes provided for 7th - 12th grade.

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

PLEASE MAIL TO: **Ouachita Parish School Nurses**
1600 N. 7th Street
West Monroe, LA 71291

The school nurse needs to be notified of any changes that occur in your child's health condition, provide updated telephone numbers and address changes readily, to facilitate the care needs of the child. These health needs should be submitted in writing to your school nurse each school year. The school nurse can be reached by calling (318) 432-2100.

SEARCHES: STUDENT AND SCHOOL PROPERTY

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

Searches and Seizures

School Property - School buildings, desks, lockers, and school grounds set aside for the personal use of the students are exclusively owned by the parish and city school systems. Any teacher, principal, school security guard, or administrator may search any of these areas for evidence that any law, school rule, or school board policy has been violated.

Student's person and belongings - A teacher, principal, school security guard, or admin may search the person of a student, or his personal belongings when there are reasonable grounds to suspect the search will reveal evidence the student has violated law, a school rule, or a school board policy. Any such search must be conducted in a manner reasonably related to its purpose and not excessively intrusive in light of the age or sex of the student, and the nature of the suspected offense.

Metal detector - Random searches with a metal detector of students or their personal belongings may be conducted at any time. However, they are to be conducted without deliberate touching of the student. There is no requirement of suspicion of violation of any law, rule or policy.

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

Liability - No teacher, principal, school security guard, or administrator shall be held personally liable for any action authorized as above and performed in accordance with the school board policies.

Evidence - If any items which can be used as a weapon or any drugs are found as a result of the search, they should be given to the principal or his designated administrator who should report the same to the law enforcement officials. The evidence should be secured by the school principal in such a manner as to prevent the destruction, alteration, or disappearance of the evidence.

Search of visitors - Any school principal, administrator, or school security guard may search the

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

SEXUAL HARASSMENT

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

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

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

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

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

ATHLETIC ELIGIBILITY

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

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

Seventh grade students must pass five (5) subjects and have a 2.0 GPA to be eligible to compete the next semester.

Eighth grade students must pass five (5) subjects and have a 2.0 GPA each semester to be eligible to compete the next semester. To be eligible during the first grading period of the eighth grade year, an eighth grade student must have passed five subjects with a 1.5 GPA utilizing the yearly average for a basis.

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

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

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

TECHNOLOGY ACCEPTABLE USE POLICY
OUACHITA PARISH SCHOOL SYSTEM

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

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

Terms and Conditions of Use

1. Personal Privacy and Safety
    a. Users will not reveal any personal contact information about themselves or any other person on the Internet.
    b. Users will not agree to meet with someone they have met on the Internet without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.
2. Illegal Activities
    a. Users will not transmit any material or engage in any activities in violation of any national, state, or local regulations.
    b. Users will not attempt to gain unauthorized access to any network resources including (but not limited to) computer systems and other users' accountes/files.
    c. Users will not attempt to disrupt the network or network resources or destroy data by spreading computer viruses or worms or by any other means.
    d. Users will not attempt to impersonate another individual using network resources for any reason.
3. Security
    a. Users will immediately notify system administrators of a possible security problem that is identified. However, purposely looking for security problems may be considered an illegal attempt to gain access.
    b. Users will only use storage media (disks, CDs, pen drives, etc.) that have been scanned and found to be free of viruses.
    c. Users will not attach any device to the network without prior approval by the system administrators.
    d. Users should be aware that all network traffic (including Internet usage and email) is regularly monitored for inappropriate use.
    e. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network resources.
4. Network Resources
    a. Users will only use network resources in support of the educational goals and objectives of the Ouachita Parish School System.
    b. Users will not intentionally waste network bandwidth (listening on online radio stations, viewing streaming video, downloading large files, etc.).
    c. Users will not use network resources for commercial purposes.
    d. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in network communications. This includes personally attacking or harassing another person.
    e. Users will not display, download, or transmit any inappropriate materials (including offensive messages, images, and videos).
    f. OPSB.net email accounts are for employees only. Students will not be assigned OPSB.net email accounts.

g. Users will not send or forward email "chain letters" or send annoying or unnecessary messages.
h. Users will not send mass email or "spam" any users (internal or external) with unauthorized communications or solicitations.
i. Users will respect copyrighted material and other intellectual property. Users may not duplicate or distribute electronic resources without the appropriate permissions, documentations, or citations.

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

6. Content Filtering
    a. Precautions have been taken to eliminate inappropriate content. However, it is impossible to restrict access to all inappropriate content.
    b. Users will immediately report to school authorities any website they access that contains inappropriate content.
    c. Users will not attempt to bypass the district's content filters to view inappropriate content.
7. Consequences of Inappropriate Use
    a. The use of the Internet is a privilege, not a right, and inappropriate use may result in the temporary or permanent cancellation of that privilege and/or other disciplinary action (including suspension, expulsion, or legal action) as deemed appropriate by administration, faculty, and staff.
    b. Note that no information on the network (including email and personal files) is guaranteed to be private. Information relating to or in support of illegal activities must be reported to the authorities.
    c. Inappropriate use of the network may result in legal action and/or prosecution, and may require restitution for costs associated with system restoration, hardware, or software costs.
    d. Users bringing illegal and/or inappropriate materials onto the network will be subject to disciplinary action.

ARTIFICIAL INTELLIGENCE (AI) GUIDANCE FOR STUDENTS

POLICY: EFAB
(CF: BE, EFAL GBRA, IFBGA)

MISSION STATEMENT

The mission of the AI Task Force is to ensure the responsible, ethical, and effective use of artificial intelligence in our district by establishing clear guidelines, protecting privacy and academic integrity, empowering educators and students, and aligning AI use with OPSS Keys to Success.

WHAT IS AI?

A type of technology that develops systems capable of performing tasks requiring human intelligence such as learning, generating text/images, decision-making, and language processing (e.g. generative AI tools like ChatGPT or Google Gemini).

EXPECTATIONS FOR STUDENTS

ACCEPTABLE USE (When allowed by teacher)

- Brainstorming ideas, tutoring or clarification of concepts, grammar and spelling checks, study support and organization, approved assistive technology tools, language translation supports for non-English speaking learners

UNACCEPTABLE USE

- Submitting AI-generated work as your own, using AI to cheat on assignments or assessments, uploading assignments without teacher approval, impersonating another person, creating deepfakes or harmful media, entering personally identifiable information (PII) into non-approved AI tools, using AI to bypass required learning.

Deepfakes & Non-Consensual Imagery

- The creation or distribution of deepfake content or Non-Consensual Intimidate Imagery (NCII) is strictly prohibited and will be addressed under bullying and harassment policies.

MONITORING & DISCIPLINARY ACTIONS

- Use of AI on district networks may be monitored.
- Violations of Policy EFAB may result in:
  - Suspension or revocation of technology privileges
  - Academic consequences
  - School disciplinary measures as outlined in the Student Handbook
  - Additional consequences consistent with district policy

LOUISIANA DEPARTMENT OF EDUCATION

Implementation Guidance

School Threat Accountability and Safety Act

Act 619 (2026 Regular Session)

The Louisiana Legislature enacted Act 619 of the 2026 Regular Session, known as the School Threat Accountability and Safety Act, to strengthen school safety and increase accountability for threats directed toward schools, including school property, school-sponsored activities, and firearm-free zones.

The Act creates enhanced criminal penalties for terrorizing and menacing school property and establishes requirements for annual dissemination of information to students and parents regarding these offenses and their consequences.

This provides implementation guidance for compliance with R.S. 17:416.20.1.

Purpose

The purpose of this guidance is to assist local education agencies (LEAs), charter schools, and school administrators in implementing the statutory requirements of Act 619 and ensuring that students and families understand the serious legal, educational, and safety consequences of school threats.

Statutory Requirements

Beginning with the 2026-2027 school year, the principal of each public school shall disseminate information regarding the crime and consequences of terrorizing or menacing:

- School property;
- School-sponsored functions; and
- Firearm-free zones as provided in law.

The information shall be provided:

- During the first five (5) days of each school year;
- To all students enrolled in grades six (6) and above; and
- To each student's parent or legal guardian.

Schools may incorporate the required information into existing orientation programs, student handbook reviews, registration activities, advisory periods, or other annual school safety activities.

Parent Acknowledgment Requirement

The Act requires schools to provide the information to each student's parent or legal guardian in writing, on a form with a signature line acknowledging receipt and understanding of the information, and review with the student.

Schools shall:

- Obtain signed acknowledgments from parents or legal guardians;
- Maintain documentation demonstrating compliance; and
- Retain records in accordance with local records retention policies.

Electronic acknowledgment systems may be utilized when permitted by local policy.

Age-Appropriate Communication

The information provided must be:

- Age appropriate;
- Grade appropriate; and
- Developed with consideration for students participating in special education programs or other specialized educational settings.

Schools should ensure that materials are accessible to all students and families, including those who require accommodations, language supports, or alternative communication methods.

Information To Be Provided

At a minimum, schools shall communicate that:

Terrorizing a School

Terrorizing is the intentional communication of information that the commission of a crime of violence is imminent or in progress or that a circumstance dangerous to human life exists or is about to exist, with the intent of causing members of the general public to be in sustained fear for their safety; or causing evacuation of a building, a public structure, or a facility of transportation; or causing other serious disruption to the general public.

Louisiana law provides enhanced penalties for intentionally communicating threats or false information indicating that violence, a dangerous event, or other circumstances threatening human life are imminent or occurring at:

- School property;
- School-sponsored functions; or
- Firearm-free zones.

Individuals convicted may face:

- Fines of up to $15,000;
- Imprisonment at hard labor for five (5) to fifteen (15) years without benefit of parole, probation, or suspension of sentence; or
- Both.

Menacing a School

Menacing is the intentional communication of information that the commission of a crime of violence, as defined in R.S. 14:2(B), is imminent or in progress or that a circumstance dangerous to human life exists or is about to exist, when committed under any of the following circumstances:

(a) The actions of the offender cause members of the general public to be in sustained fear for their safety, and a reasonable person would have known that such actions could cause such sustained fear.

(b) The actions of the offender cause the evacuation of a building, a public structure, or a facility of transportation, and a reasonable person would have known that such actions could cause an evacuation.

(c) The actions of the offender cause any other serious disruption to the general public, and a reasonable person would have known that such actions could cause serious disruption to the general public.

Individuals who threaten or intimidate others in a manner prohibited by law and directed toward:

- School property;
- School-sponsored activities; or
- Firearm-free zones

may face:

- Fines up to $1,000;
- Imprisonment for two (2) to five (5) years; or
- Both.

Juvenile Consequences

Students should understand that threats made as jokes, pranks, social media posts, text messages, verbal statements, or other online communications may result in a criminal investigation and juvenile court proceedings.

For certain offenses, courts may order:

- Mental health evaluations;
- Probation;
- Juvenile detention;
- Participation in intervention programs;
- Other court-ordered services and conditions.

Parental Liability

The Act establishes financial consequences for parents or legal guardians in certain circumstances involving juvenile offenders.

Potential consequences may include:

- Upon adjudication of a felony grade delinquent act of subsequent violation of R.S. 14:40.1, the parent, custodian, or other legal guardian shall be subject to a civil fine of not less than five thousand dollars nor more than ten thousand dollars.
- Court-ordered reimbursement of law enforcement response costs;
- Court-ordered reimbursement of emergency management expenses;
- Court-ordered reimbursement of other governmental response expenditures.

Relationship To Existing School Safety Requirements

Nothing in Act 619 replaces or supersedes existing requirements related to:

- District Crisis Teams (R.S. 17:416.16);
- School Threat Assessment and Management procedures;
- Mandatory reporting requirements (R.S. 17:409 and R.S. 17:410);
- Emergency Operations Plans;
- Behavioral Threat Assessment and Management (BTAM) practices;
- School discipline policies;
- Student support services.

Schools shall continue to investigate, assess, document, and respond to threats consistent with state law and local policy.

Recommended Implementation Practices

The Louisiana Department of Education recommends that schools:

- Incorporate the information into student orientation activities;
- Review threat reporting procedures with students;
- Include the information in student handbooks;
- Discuss the consequences of false threats during safety presentations;
- Coordinate with local law enforcement and school resource officers;
- Engage school threat assessment teams in prevention and intervention efforts;
- Emphasize anonymous reporting systems and available student supports.

Compliance Checklist

Each school should verify the following:

- Information distributed during the first five school days.
- Information provided to students in grades 6-12.
- Information provided to parents and legal guardians.
- Parent acknowledgments collected and maintained.
- Materials provided in accessible formats when necessary.
- Documentation retained for monitoring purposes.
- School safety and threat assessment teams informed of implementation requirements.

Technical Assistance

The Louisiana Department of Education will provide model informational materials and a parent acknowledgment form to assist schools in meeting the requirements of Act 619.

Questions regarding implementation may be directed to: healthyschools@la.gov

The Louisiana Department of Education remains committed to supporting school systems in maintaining safe, secure, and supportive learning environments for all students and staff.

"Bridges of Ouachita, Homeless Education Program"



Dr. Felicia Sledge-Murphy, Director of Federal Programs
701 St. John Street ~ Monroe, LA 71201
Phone: (318) 432 – 5330

Fax: (318) 432- 5297

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

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

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

- Displaced due to a natural disaster
- A shelter/transitional housing
- The streets, cars, abandoned buildings, campgrounds, etc.
- An institution that provides a temporary residence for individuals intended to be institutionalized
- A residence with substandard living conditions (not fit for human habitation- no electricity, no heat, no running water, no widows/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:

Dr. Felica Sledge-Murphy, Director of Federal Programs
(318) 432-5330 (318) 432-5297(Fax)
Ouachita Parish Media Center
701 St. John. Street
Monroe, Louisiana 71201

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

OUACHITA PARISH SCHOOLS
Building Bridges to the Future

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

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

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

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

Angela Westerberg

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

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

Information Regarding
Section 504 of the Rehabilitation Act of 1973

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

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

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

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

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

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

OUACHITA PARISH SCHOOLS
Building Bridges to the Future

POLICY STATEMENT
Section 504 Compliance

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

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

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

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

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

YOU HAVE A RIGHT TO:

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

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

Revised 7/17

FERPA

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

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

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

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

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

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

HOMEWORK ASSISTANCE SERVICES

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

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