

The Panther Way

Sterlington High School



26-27

Excellence Since 1960

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WELCOME TO STERLINGTON HIGH SCHOOL

MESSAGE FROM THE PRINCIPAL

Welcome to Sterlington High School! On behalf of our entire staff, it is a pleasure to have you here. This student handbook is designed to be your go-to guide, providing all the essential information you will need to navigate your school days. We strongly encourage all students to **read it thoroughly** to ensure a smooth and clear understanding of our procedures. Should you ever have questions that are not covered, please don't hesitate to reach out to your principal, counselor, or any teacher for assistance.

We have made every effort to address common concerns and situations within this handbook. For any policies or unique circumstances not specifically outlined, we will refer to the **Ouachita Parish School Board Discipline and Attendance Manual** and/or the **Ouachita Parish School Board Progression Policy** for guidance.

At Sterlington High School, our ultimate **goal is excellence**. Reaching this goal is a true team effort, requiring cooperation from our students, teachers, administrators, parents, and the community. We genuinely value and **solicit your partnership** in this endeavor, confident that your involvement will yield incredible rewards. So, dive in! Get actively involved in your studies and the exciting extracurricular opportunities here at SHS.

GO PANTHERS!

DOLL ANN JOHNSON – PRINCIPAL

dajohnson@opsb.net

BUCKY CHANDLER – ASSISTANT PRINCIPAL – CURRICULUM

chandler@opsb.net

RONNIE HARRISON, JR. – ASSISTANT PRINCIPAL – DISCIPLINE/TARDIES

ronnieharrisonjr@opsb.net

LAINY HODGE – CURRICULUM COORDINATOR/ATTENDANCE/504

laineyhodge@opsb.net

MESSAGE FROM THE 2026-2027 STUDENT COUNCIL PRESIDENT

Hey **Panthers!**

My name is **Sidney McGee**, and I am so excited to serve as your **2026-2027 Student Council President!**

Sterlington has not always been my home. I moved here five years ago. As someone who moved into this community not knowing anyone here, I can say with full confidence that this is one of the most welcoming environments I have ever been in. It is so easy to connect with peers, teachers, coaches, and administration through the many ways one can get involved around the school. I strongly believe in the importance of finding a sport, club, or spirit group that best fits you and buying into that program with 100% effort. Every single student at Sterlington has something unique to offer, and it would be a disservice, not only to oneself, but to the community as well, to not take these special qualities and find an outlet for them to shine. Sterlington is not just a town or a high school; we truly are a family. No matter the size of the issue, at this school you will always have someone on your team to help you navigate what you might be struggling with. All of this being said, I strongly encourage each of my fellow students to have fun this year and make as many memories as a Panther as possible. Our participation as students is what makes Sterlington stand out from other schools in our area. I hope everyone has a wonderful school year and, as always, Go Panthers!

STUDENT HANDBOOK

2026-2027

Sterlington High School
233 Keystone Road
Monroe, LA 71203

Main Office: 318-665-2725
Fax Number: 318-665-2727

<https://sterlingtonhigh.opsb.net/>

The Student Handbook is available online at the above website under the "parents" tab.

ACT/SAT School Code: 192793

ALMA MATER

By: Someone Really Cool

*Hail to thee, O Sterlington
We'll sing throughout our days.
With loyal heart and Spirits high,
Your banner we will raise.*

*Hand in hand we proudly stand
For the white and blue
To Sterlington we pledge our love
To thee we will be true.
To Sterlington we pledge our love
To thee we will be true.*

"To provide all students with the intellectual, social, and technological skills needed to be successful citizens."
-SHS Mission Statement

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

STAFF CONTACT LIST

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

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

Administration		
Johnson, Doll Ann	Principal	dajohnson@opsb.net
Chandler, Bucky	Assistant Principal, Curriculum	chandler@opsb.net
Harrison, Ronnie Jr.	Assistant Principal, Discipline	ronnieharrisonjr@opsb.net
Hodge, Lainey	Curriculum Coordinator, 504, Attendance	laineyhodge@opsb.net
Doty, Xochie	Guidance Counselor (Last Names: A-L)	xochitldoty@opsb.net
Copeland, Lindsay	Guidance Counselor (Last Names: M-Z)	lcopeland@opsb.net
Bruscato, Lori	Special Education Coordinator	bruscato@opsb.net
Taylor, Michele	Librarian, Tech Specialist	mhtaylor@opsb.net
Simon, Halie	School Nurse	simon@opsb.net
Doty, Lee	Athletic Director Varsity Head Football	dannydoty@opsb.net
Kosik, Connie	Main Office Administrative Asst.	kosik@opsb.net
Sims, Lana	Student Services Administrative Asst.	lanasims@opsb.net
Roberson, Belinda	Bookkeeper	belinda.roberson@opsb.net
Faculty Name	Content Area	Email
Anders, Lynne	Biology I, Biology II, Biology II (H/GT), Chemistry I (H/GT), Chemistry II (H), Key Club	anders@opsb.net
Andrews, Bradley	Civics	bradleyandrews@opsb.net
Barton, Justin	Environmental Science, Football, Baseball	justin.barton@opsb.net
Blount, Carol	Adv. Math, Geometry, Geometry (H)	cblount@opsb.net
Breen, Bobby	World Geography, Financial Lit., Spring Lab, Football	bjbreen@opsb.net
Brown, Nathan	English II, English IV, Business English	nathanbrown@opsb.net
Brown, Roy	Business Math, Computer Science, Financial Lit, Boys Soccer	roy.brown@opsb.net
Bruscato, Susan	Spanish II, Pre-Educator, Volleyball	speirs@opsb.net
Cagle, Monica	English III, Tech Writing, Student Council	cagle@opsb.net
Carter, Brian	World History, Law Studies, Football, Golf	bcarter@opsb.net
Culp, Wendy	Princ. Of Business, Study Skills I/II/III/IV	culp@opsb.net

Daniel, Jennifer	Algebra I, Algebra I (H), Math Essentials	daniel@opsb.net
Dearman, Adam	Princ. Of Business, Study Skills I/II/III/IV, Baseball, Football	adearman@opsb.net
Foster, Larry	Strength and Conditioning, Football	jfoster@opsb.net
Galloway, Sheena	Sports Medicine I/II/III/IV, Medical Terminology, Athletic Trainer	galloway@opsb.net
Gill, Jamie	Choir	jamie.gill@opsb.net
Hicks, Jay	English II, English II (H), Girls Basketball, Boys and Girls Track	jhicks@opsb.net
Holland, Wendy	Dual Enrollment, Work Keys, Homecoming Coordinator, Varsity Dance	holland@opsb.net
Howard, Antonio	Financial Lit, Boys Basketball	antonio.howard@opsb.net
Janssen, David	Chemistry I, Principles of Engineering, Football, Boys & Girls Track	janssen@opsb.net
Lowe, Shelby	Geometry, Pre-Calculus	shelby.lowe@opsb.net
Mejia, Danny	Band, Color Guard	mejia@opsb.net
Norris, Amanda	Gifted Art	amandanorris@opsb.net
Oliphant, Caroline	PE/Health, Girls Basketball, Sports Administration	carolineoliphant@opsb.net
Pearson, Chris	BCA, Intro BCA, Multi-Media, Computer Science, Drone, Football, Boys Basketball	chris.pearson@opsb.net
Pierce, Brandon	Agriscience I/II/III/IV, Girls Soccer	brandonpierce@opsb.net
Pierce, Karla	Spanish I, Spanish Club, Girls Soccer	karlapierce@opsb.net
Reitzell, Leah	Art I, II, III, Graphic Arts, DE/WK/ACT	reitzell@opsb.net
Risser, Tracy	First Responder, Cross Country	risser@opsb.net
Sanders, Elisabeth	Biology I, Cheer	eattaway@opsb.net
Sims, Mark	PE, Fall Lab, Baseball	msims@opsb.net
Snell, Dawson	U.S. History, Football, Powerlifting	dawson.snell@opsb.net
Tannehill, Jeff	World Geography, Football, Softball	jeff.tannehill@opsb.net
Tevy, Tammy	Special Education	tevy@opsb.net
Vaessler, Rachel	English I, English I (H)	rachel.vaessler@opsb.net
Walker, Courtney	Algebra II, Algebra II (H)	alexiswells@opsb.net

2026-2027 OPSB CALENDAR AT A GLANCE



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		

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
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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

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			

NOTIFICATION OF NON-DISCRIMINATION

Sterlington High School and Ouachita Parish Schools do not discriminate on the basis of race, color, national origin, sex or handicap in its academic or CTE programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

For information about your rights or grievance procedures, contact:

Twainna Calhoun
Personnel Supervisor and Title IX Coordinator
Ouachita Parish School Board
1600 North 7th Street
West Monroe, LA 71291
(318) 432-5000

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

Jason Thompson
Chief of Staff and Title VI Coordinator
Ouachita Parish School Board
1600 North 7th Street
West Monroe, LA 71291
(318) 432-5000

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

2026 – 2027 BELL SCHEDULES

Regular Bell Schedule

School Bell		7:30
1st Period	7:35	8:35
2nd Period	8:40	9:35
3rd Period	9:40	10:35
4th Period	10:40	11:35
1st Lunch Shift	11:35	11:55
5th Period	12:00	12:55
Class 1		
5th Period	11:40	12:35
Class 2		
2nd Lunch Shift	12:35	12:55
6th	1:00	1:55
7th	2:00	2:55

Early Dismissal Bell Schedule

School Bell		7:30
1st Period	7:35	8:03
2nd Period	8:06	8:34
3rd Period	8:37	9:04
4th Period	9:07	9:34
5th Period	9:37	10:04
6th Period	10:07	10:34
7th Period	10:37	11:03
Lunch Bell – All Grades		11:03
Students with transportation may leave at 11:03.		
Buses will depart at 11:10		

Pep Rally Bell Schedule

School Bell		7:30
1st Period	7:35	7:50
Pep Rally	7:50	8:20
1st Period	8:20	8:55
2nd Period	9:00	9:49
3rd Period	9:54	10:42
4th Period	10:47	11:35
1st Lunch Shift	11:35	11:55
5th Period	12:00	12:55
Class 1		
5th Period	11:40	12:35
Class 2		
2nd Lunch Shift	12:35	12:55
6th	1:00	1:55
7th	2:00	2:55

No drop-offs are allowed before 7:10 AM.

ADMISSIONS

From Within the Parish

If you have moved and need to register your child from one Ouachita Parish School to another Ouachita Parish School, you will complete the following steps:

1. Go to the school your child attended and request a drop slip.
2. Bring to Child Welfare and Attendance (CWA) at 910 Thomas Road, West Monroe, LA 71292, the following documents: picture identification of the parent/guardian and two proofs of residency: mortgage and 1 current utility bill or 2 current utility bills. If a lease is used, then 2 current utility bills are required. Current means within the last 45 days.
3. Take the documents from CWA to the new-zoned school assigned with the child's birth certificate, Social Security card, and immunization record, along with the drop slip from the school attended.

From Within the State

If you have moved into the Ouachita Parish School Zone from within the state of Louisiana, you will complete the following steps:

1. Bring to Child Welfare and Attendance (CWA) at 910 Thomas Road, West Monroe, LA 71292, the following documents: picture identification of the parent/guardian and two proofs of residency: mortgage and 1 current utility bill or 2 current utility bills. If a lease is used, then 2 current utility bills are required. Current means within the last 45 days.
2. Take the documents from CWA to the school assigned by CWA with the child's birth certificate, Social Security card, and immunization record, along with the previous school report card or drop slip.

From Out of State

If you have moved and need to register your child from another state to Ouachita Parish, you will complete the following steps:

1. Bring to Child Welfare and Attendance (CWA) at 910 Thomas Road, West Monroe, LA 71292, the following documents: picture identification of the parent/guardian and two proofs of residency: mortgage and 1 current utility bill or 2 current utility bills. If a lease is used, then 2 current utility bills are required. Current means within the last 45 days.
2. Take the documents from CWA to the school assigned by CWA with the child's birth certificate, Social Security card, and immunization record, along with the previous school report card or drop slip.

IF YOU DO NOT HAVE proof of residency in your name, you must complete an affidavit that is notarized along with the picture identification of the residence.

Living Arrangement Affidavit Instructions

The Living Arrangement Affidavit form will be notarized and brought back to the Child Welfare and Attendance Office along with the following:

1. Proof of mortgage and 1 current bill or signed lease by landlord and tenant and 2 current utility bills (gas, water, electric, cable). Guardians and students are to be named on the lease.
2. Copy of the Legal Guardian's ID.
3. Copy of the ID of the person with whom the legal guardian is living.

NOTE: The Living Arrangement Affidavit must be renewed each school year if circumstances are the same.

Out-of-Zone Transfer Application

An Out-of-Zone Transfer Application must be signed by all parties concerned and is part of the approval request. Applicant will prove proof of residency by providing a picture I.D. and two current utility bills from providers. If the utility bills are not in the applicant's or spouse, spouses then the I.D. of the person identified on the utility bills and a notarized affidavit should also be provided. There are six types of Out-of-Zone transfers:

1. Childcare Services (K-6 only)
2. Intervention
3. Senior Privilege
4. Family Hardship
5. Medical Hardship
6. Employee Privilege

The principal of the Out-of-Zone school must approve of the transfer prior to coming to CWA. Parents/guardians must provide transportation.

NOTE: The Out-of-Zone application must be renewed each school year if circumstances are the same.

STUDENTS ARE REQUIRED TO PAY A \$50.00 SCHOOL FEE.

All students receive a Chromebook and Chromebook charger, and each student is responsible for both items. Both items shall be returned to Mrs. Taylor at the end of the academic year.

AFTER SCHOOL/EXTRACURRICULAR EVENTS

All school rules and regulations apply to any activity held on campus or sponsored off campus by any school sponsor or organization.

Participation in extracurricular activities is a **privilege**, and students who participate are expected to uphold a high standard of conduct and represent Sterlington High School in a positive manner. This expectation applies to all extracurricular activities, including, but not limited to, athletics, cheerleading, dance, band, student council, clubs, organizations, performances, competitions, and school-sponsored events.

Students who receive a **Major Discipline Report for a major discipline violation** are not eligible to participate in extracurricular activities on the date the discipline report is issued. Additionally, students are not eligible to participate in extracurricular activities on any date on which the student is required to serve a disciplinary consequence, including, but not limited to, **In-School Detention (ISD), Out-of-School Suspension (OSS), Saturday Seminar, or other assigned disciplinary consequences.**

Students participating in extracurricular activities are expected to understand that the opportunity to represent Sterlington High School is a privilege that carries a higher level of responsibility and accountability.

ATHLETIC ELIGIBILITY

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

I. General Information

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

II. Scholastic Requirements

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

III. Amateur Rules

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

IV. LSHAA Packet

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

ATTENDANCE

Sterlington High School complies with the state regulations regarding school attendance. Louisiana State law requires that students be in school every day that school is in session unless an absence is due to one of the justifiable reasons allowed by law and school board policy. Parents are encouraged to cooperate with the school by scheduling or arranging any other activity or appointment at times other than during the school day.

Attendance Requirements

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

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

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

Parents/guardians are given a form to give to the school documenting their meeting at Child Welfare and Attendance.

1. Parents/guardians may be assigned to Saturday Seat Recovery Time depending on the age of the child.
2. Parents/guardians may be referred to FINS.

Excused Absences

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

The following circumstances are recognized as *excused* absences:

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

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

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

SHS Attendance Policy

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

1. Attendance at school begins at the time the student gets on the bus or arrives on campus via personal transportation. The student is officially at school and cannot leave the campus until the school day is over or he/she is officially checked out through Student Services. This includes before the first bell in the morning. **No drop-offs are allowed before 7:10 AM.**
2. **Any student missing more than five (5) unexcused days in a semester will not be given credit for the courses taken and will receive the grade of "F6" for the semester. This applies to any or all classes that the student is taking.**
3. Verification statements from the student's physician, legal excuses, and/or statements of death in the family **must be presented within seventy-two hours (three (3) school days)** after the student returns to school.
4. Students returning to school after an illness, legal meeting, or death in the family must report to student services office with the verification statement. **Appointment times along with return times, and dates must be included in the doctor's excuse.** The dates on the excuse will be documented in OnCourse. Each teacher will be able to see the dates and times of the excused absence in OnCourse. Should a question arise regarding the student's attendance and/or excuses, the student will be able to secure the filed statement from Student Services.
5. If an excuse is faxed, the doctor must send an original directly to Student Services; it will not be accepted from the parent or student.
6. Time spent in Student Services and/or the Nurse's Office because of illness may count toward the student's five (5) days in any class.
7. **Time spent in Student Services because of a dress code violation may count toward the student's five (5) days in any class.**
8. **Classes missed because of checking in or out will count toward the student's five (5) days. If the student has an excuse when checking in, the excuse should be taken to student services at this time. The doctor's excuse should document the date and time that a student may return to school to accurately monitor class attendance.**
9. To be counted as present in any class, the student must be in attendance at least one-half of the class period.
10. In order to participate in extra-curricular activities, a student must attend at least three class periods in the regular school day on the day of the event.
11. State law requires that Student Services shall attempt to notify a parent/guardian when the student is absent from school. If a parent knows that the student cannot attend school on a given day, Student Services should be notified, preferably between 7:10 - 7:35 A.M.
12. **Any type of illegal or fraudulent excuse, written or oral, will result in the student being suspended from school.**

Excessive Absence

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

For F6 purposes in High School, a student can accumulate no more than five (5) UNEXCUSED ABSENCES during a semester by state law to be eligible to receive any grade (Carnegie credit) earned that semester. On any absence after reaching a total of five (5) days, and prior to the excuse being presented to the school, the student and parent/guardian will have to meet with a Child Welfare and Attendance Officer at Child Welfare and Attendance and provide a justifiable excuse for that absence. This means any student who reaches absence number six (6) and any absence thereafter must have Child Welfare and Attendance approval for the absence to be considered excused.

Seat-Time Recovery may be assigned. Seat-Time Recovery activities allow students to make up lost instructional time, including but not limited to:

- Saturday Seminar
- Edgenuity course
- Summer Programs

Suspension of License for Excessive Absences

If a student is less than eighteen years of age and is habitually absent or tardy as determined pursuant to this Section, the Department of Public Safety and Corrections may, upon notification from the school, deny or suspend the driver's permit or license of the student in accordance with the provisions of R.S. 32:431.1.

CHECK-IN & CHECK-OUT

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

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

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

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

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

Check-Out Process:

1. Photo ID will be required of anyone checking a student out. Students must also show photo ID.
2. Any student reporting to school after 7:35 A.M. should report immediately to the Hall Monitor and receive an admit slip before reporting to class. The student is expected to report immediately to the class that is in session. Failure to do so will result in detention or suspension.
3. Fraudulent check-in and/or checkout will be treated in the same manner as skipping.
4. Any student leaving the campus for any reason and not properly checking out will be disciplined.

If a parent or guardian comes to school to check out a student, it is the student's responsibility to make sure the parent has properly signed the student out through Student Services. Failure to do so will result in disciplinary action for the student. **A photo ID will be required of anyone checking out a student.**

5. Any student who checks out of SHS and returns the same day must report immediately to Student Support and check back in. Detention or suspension will be assigned to those students who do not do so.
6. Parents wishing to allow other adults to check out their child must complete an Approved Check-Out List form. The parent must complete this list in person in Student Support ahead of time.
7. Parents may prearrange a checkout one day in advance. The parent must personally complete the prearranged checkout form in Student Services.

EXTENDED ILLNESS

If a student is absent for **three (3)** or more days, the parent may request assignments for the student. The parent should call the Main Office (665-2725) and give the student's full legal name. **At least one full day** should be allowed for securing assignments from the teachers involved. Assignments will be posted in Google Classroom. The student can secure assignments missed when he/she returns to school. Should a student be required to be absent for more than two weeks, the parent should consider Homebound Services. This can be granted only with a physician's request. The parent should secure the medical excuse and then contact Student Support Services at 318-432-5400.

A student is not homebound until Student Support Services notifies SHS.

CLASSIFICATION OF STUDENTS

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

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

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

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

CODE OF CONDUCT

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

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

Students are expected to:

1. Attend school whenever classes are in session.

2. Always respect all school personnel and other students.
3. Be on time for school and all classes.
4. Know the rules, policies, and procedures of the school and follow them at all times.
5. Adhere to dress and physical appearance guidelines and, in general, be well behaved while attending school or any school-sponsored activity and conduct themselves in an appropriate manner at all times in order to maintain an environment that is conducive to a quality education as well as acceptable to our society.

DANCE POLICY AND GUIDELINES

1. SHS students must complete a guest form if taking a non-SHS student to a dance. This is a form that all SHS students would have to get approved by administration for their guest. The guest will have to take the form to their school and have the form filled out and mailed/faxed in by the guest's school administration/office personnel. All guest forms must be approved prior to attendance.
2. Breath-A-Lyzer testing will be at the door for EVERY dance.
3. Vulgar dancing will not be tolerated. Students involved will be asked to leave without warning.
4. Students who break the rules may be banned from attending other dances.
5. Students or anyone 21 years of age or older are not allowed to attend Homecoming or Prom.
6. Freshmen are not allowed to attend Prom and NO middle school students are allowed to attend any dances.
7. All past school year fees and debts must be paid in full in order to attend Homecoming and Prom.

DEBTS

All student debt must be cleared. Report cards are not withheld for outstanding debts; however, no student will graduate until all outstanding debts are cleared. Students will not be allowed to go on school-sponsored trips or dances until all of their school expenses are cleared.

EMPLOYEE AND STUDENT USE OF ARTIFICIAL INTELLIGENCE

OVERVIEW

The Ouachita Parish School Board recognizes the rapid growth of artificial intelligence (AI) technologies and their potential to enhance educational experiences. This addendum to the School Board's Acceptable Use Policies outlines the expectations for using AI within our schools. The objective of these guidelines is to ensure that all tools used to support teaching, learning and school operations align with our mission and values.

DEFINITIONS

- *Artificial Intelligence (AI)*: Computer systems or software that perform tasks requiring human intelligence, including but not limited to learning, decision-making, and language processing.
- *Machine Learning*: A subset of AI that involves computers learning from data without being explicitly programmed for specific tasks.
- *Natural Language Processing (NLP)*: AI's ability to understand and generate human language. To the best of its ability, the School Board will work to ensure AI tools are accessible to all students, including those with disabilities and English Language Learners, in compliance with ADA and Section 504 requirements.
- *Generative AI*: AI technologies that can generate new content, including text, images, audio, and video, based on their training data. These tools can be used for creative and educational purposes, but must be used with consideration for accuracy, appropriateness, and originality. (i.e. Google Gemini, ChatGPT)
- *Deepfake*: An image or recording that has been convincingly altered and manipulated to misrepresent an individual as doing or saying something that was not actually done or said.
- *Non-Consensual Intimate Imagery (NCII)*: Sexual content, including photographs or videos, that is distributed without the consent of the person depicted. This includes manipulated imagery to misrepresent an individual, imagery captured without the victim's knowledge and the nonconsensual sharing of consensual imagery.

ACCESS AND PERMISSIONS

- Access to approved AI tools is granted to students, faculty, and staff for educational and administrative purposes only. (SEE SHS POLICY IN THE APPENDIX)
- A list of district-approved AI tools will be maintained by the Information Technology Department and reviewed biannually. Staff may request an evaluation of additional tools by submitting a formal proposal to the Information Technology Director.

ETHICAL USE

- Users must not employ AI tools to conduct or support cheating, plagiarism or any academic dishonesty. The use of AI in the classroom should not undermine academic

integrity and individual skill development. AI should always be used to support student learning. Products submitted using AI as a tool should reflect the student's own understanding and effort of the concept. (SEE SHS POLICY IN THE APPENDIX)

- Generative AI content that is inappropriate, offensive or harmful is prohibited. Examples of inappropriate use of AI: submitting AI-generated responses as one's own work with minimal or no personal revision.
- Using AI to impersonate another student, teacher, administrator, or faculty member or create a false source.
- Uploading a PDF of assignments or task rubrics without teacher approval.
- Respect and courtesy must be maintained when interacting with AI systems, recognizing their impact on the learning environment.
- Users should be aware of the potential for AI bias in tools and consider this when interpreting AI-generated information or content. The School Board encourages critical thinking and scrutiny of AI outputs and training data sets for large language models and other generative AI tools. Teachers are encouraged to guide age-appropriate discussions on AI bias as part of digital literacy instruction.
- When used responsibly and with permission, AI tools should enhance understanding. It is expected that when using AI tools, users will engage honestly with proper instruction and permission and promote critical thinking.

PRIVACY, SECURITY, AND DATA PROTECTION

- Users must be aware of data privacy concerns with AI tools, especially regarding the handling of personal and sensitive information.
- Personally identifiable information, confidential information and/or sensitive information should never be shared with an AI tool unless such sharing is explicitly approved by the School Board.
- All AI tools must comply with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA) and other relevant privacy laws.
- Students in fifth grade or below may only use AI tools compliant with COPPA and explicitly approved by the School Board.
- The Information Technology Department ensures that AI tools employed have robust security measures to protect user data from unauthorized access.
- Users are expected to be aware of and comply with the terms and conditions of all AI tools, specifically with respect to age requirements.
- The Information Technology Department conducts regular security assessments of AI technologies to safeguard against vulnerabilities.

DEEPAKE AND NON-CONSENSUAL INTIMATE IMAGERY

- The use of AI technology to create Deepfake or Non-Consensual Intimate Imagery (NCII) is subject to Policy JCDAF on bullying and Policy GAEAA on sexual harassment or other forms of harassment.

ACADEMIC INTEGRITY

AI tools should supplement the educational process without undermining the integrity of academic work. Examples of appropriate use include generating ideas for brainstorming sessions, providing tutoring in specific subjects, and automating administrative tasks. (SEE APPENDIX. SHS AI USAGE).

Direct submission of AI-generated work as one's own without proper attribution or reliance on AI for completing assignments without understanding the content is prohibited. When AI-generated content is used in academic work, users must include an attribution statement.

Example of Attribution:

- Portions of this content were generated with the assistance of [AI tool name].
- In written assignments, this attribution must appear in a footnote or at the end of the document.
- Users must respect copyright laws and intellectual property rights when using AI tools. This includes not using AI to replicate or modify copyrighted materials without authorization and properly citing all sources of content, including AI-generated content, to avoid plagiarism.

ACCOUNTABILITY AND VERIFICATION CLAUSE

Teachers may ask students to explain their work or decision-making process verbally and/or request students submit the prompt and/or AI tool(s) used while completing an assignment. Students may be required to alternatively demonstrate understanding to justify a suspected AI assignment submission.

ACCURACY, VERIFICATION AND ACADEMIC INTEGRITY

When a teacher or administrator has reason to believe that submitted work may not reflect a student's own understanding or effort, the teacher may initiate a verification process. This process is intended to confirm learning and ensure academic integrity, not to presume misconduct. As part of verification, a student may be asked to:

- Explain their reasoning verbally or in writing
- Rework a portion of the assignment independently
- Describe how AI tools were used, including prompts and revisions

If a student is unable to demonstrate reasonable understanding after verification opportunities, the teacher may require the assignment to be revised or redone and may document the concern. A determination of academic dishonesty will be made only when there is clear evidence that the work was submitted without genuine understanding or appropriate attribution, and after the student has been given an opportunity to clarify their process. Disciplinary action, if warranted, will follow school guidelines and be proportional to the violation.

STAFF USE IN INSTRUCTION

Educators are encouraged to use AI to support instructional design and differentiation but should maintain final judgment over instructional decisions and avoid fully automating feedback or grading without human oversight.

PROFESSIONAL DEVELOPMENT

The School Board will provide ongoing professional development on ethical and effective AI use for educators and staff to ensure confidence and competence in using these technologies.

STUDENT AND PARENT EDUCATION

The School Board will provide students and parents with resources to understand AI tools, their appropriate use, and related risks.

MONITORING AND ENFORCEMENT

- The School Board reserves the right to monitor the use of AI tools to ensure compliance with this policy.
- This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- Users should have no expectation of privacy when using School Board technology or networks. All activity may be monitored to ensure compliance with this policy.
- Violations of this policy may result in disciplinary action, including but not limited to suspension of access to technology resources, disciplinary measures as per the student and employee handbooks, and notification of supervisors, parents or guardians.

EXAMPLES OF ACCEPTABLE USE (SEE APPENDIX. SHS AI USAGE).

**Only when allowed by teacher or administration.*

- Brainstorming ideas
 - Writing assistance (not used as substitution) (e.g., initial research, proofreading, organization of content, study preparation)
- Language translation support
- AI-powered tools used as Assistive Technology (AT), as documented in a student's Individualized Education Program (IEP) or Section 504 Plan to provide equitable access to curriculum. (e.g., predictive text, speech-to-text, text-to-speech, text simplification, AI-driven reading assistants, or organizational 'executive function' coaches)

EXAMPLES OF ACCEPTABLE USE FOR STAFF

- Assisting with grading, lesson planning, and differentiated activities.
- Educators may use approved AI tools to assist in the drafting of IEP goals, progress monitoring summaries, and the adaptation of general education materials (e.g., modifying reading levels or creating visual supports). However, AI-generated content must be reviewed and verified by the teacher to ensure it reflects the specific, individualized needs of the student.

EXAMPLES OF UNACCEPTABLE USE

- Submitting AI-written essays (plagiarism) or AI-solved math problems as original work
- Using AI to bypass assigned reading
- Fully automating student grades
- Using AI tools to gain answers on assessments as original work
- Using AI to create damaging artwork, videos, or any media to cause harm to anyone
- Data Privacy and Sensitive Special Education Information: Users are prohibited from inputting Personally Identifiable Information (PII) or sensitive diagnostic data from an IEP, 504 Plan, or evaluation report into any AI tool not explicitly cleared by the district for 'High-Sensitivity' data. This includes student names, date of birth, specific disability diagnosis, or medical histories.
- Automated Evaluation in Special Education: AI shall not be used as the primary or sole determinant for special education eligibility, placement decisions, or the formal evaluation or student progress toward IEP goals. Professional judgment by qualified personnel must remain the governing factor in all high-stakes special education decisions.

DISCIPLINE

STUDENT USE OF CELL PHONES AND OTHER ELECTRONIC TELECOMMUNICATION DEVICES

The Ouachita Parish School Board shall prohibit, as outlined in [La. Rev. Stat. Ann. §17:239](#), students from using or operating cell phones, cameras, videotape 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.

No student shall possess, on his/her person, an electronic telecommunication device throughout the instructional day. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day. Electronic telecommunication devices shall include, but not be limited to, non-school issued cellular telephones, personal computers, laptops, electronic instruments, iPads, iPods, tablet devices, e-readers, smart watches, smart glasses or similar devices with the capacity to record or capture audio, video and/or photographs.

In the event a teacher or other instructional staff suspects that an electronic communication device is turned on or being used and is located in a place where it is not open and obvious (i.e., hidden on a student and/or in a student’s backpack), the teacher or other instructional staff member should not search the student or the student’s belongings but should refer the issue to the principal or his/her designee.

These provisions shall not be applicable to a student whose Individualized Education Program, Individualized Accommodation Plan, Section 504 plan, or Individualized Health Plan requires the student's use of an electronic telecommunication device.

HIGH SCHOOL CELL PHONE/ELECTRONIC DEVICES DISCIPLINE

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

- **First offense:** Parent will be contacted. The telecommunication device will be confiscated. The parent may pick up the device before 3:00 pm, Monday through Friday. The student will receive a written report for a minor infraction, and the parent will sign the report.
- **Second offense:** Parent will be contacted. The telecommunication device will be confiscated. The parent may pick up the device before 3:00 pm, Monday through Friday. The student shall be assigned to Saturday Seminar or in-school detention, and the parent will sign the written referral.

- **Third offense:** Parent will be contacted. The telecommunication device will be confiscated. The parent may pick up the device before 3:00 pm, Monday through Friday. The student shall be assigned two days of Saturday Seminar or two days in-school detention, and the parent will sign the major infraction. The parent shall be advised that the telecommunication will be taken and kept for three days on the next offense
- **Fourth offense:** Parent will be contacted. The telecommunication device will be confiscated for three days. The parent may pick up the device before 3:00 pm, Monday through Friday. The student will receive a three (3) day suspension and will be responsible for all coursework. The student loses telecommunication privileges at school for the rest of the school year. A CWA meeting is required before returning to school.
- **Fifth Offense:** Parent will be contacted. The student will be recommended for alternative placement.

With any offense, if a parent and/or student refuses to turn in the device, the student shall receive a three-day suspension and will be responsible for all coursework. The parent and student will have a meeting with CWA, and the student will be placed on a probation contract. The student will no longer be allowed to have the device at school for the remainder of the school year.

****Students identified by Section 504 or Bulletin 1508 will follow Special Education Guidelines regarding suspension days. The student and parent must have a hearing with the school team and 504/1508 Supervisor. ****

EXCEPTION FOR USAGE (Students will be allowed to use their cell phone):

- Before school, before the 7:30 bell.
- During their lunch period in the “Phone Zone” (Cafeteria/Commons/Area/Outside Pavilion)
- At the end of the school day (AFTER the dismissal bell only)

None of these exceptions allow a student to make a call on their cell phones. All other telecommunication devices outlined above are not permitted on school premises during the instructional day.

Students WILL NOT be allowed the use of cell phones:

- **After the bell rings to send students to their 1st period class, the 7:30 bell.**
- **This includes the classroom, hallways, restrooms, gymnasium, outside, etc.**

If an emergency arises, students may come to Student Services to make a phone call on the office phone. Students shall only make phone calls in Student Services.

The administration will not be responsible for the recovery and/or replacement of any misplaced, lost or stolen electronic devices.

EXCEPTION FOR EMERGENCIES

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

Revised: February 2026

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

- Inappropriate use of cell phones with camera capabilities MAY result in immediate suspension and/or expulsion.
- Any student found guilty of videoing/posting images with any inappropriate behavior/fighting shall be recommended for expulsion or a change of placement as determined by CWA.
- Any student responsible for bringing pornographic materials onto school grounds or school buses at any time MAY be subject to suspension and/or expulsion from school. This includes books, magazines, pictures on clothing, and pornography via the phone, fax, or computer.

DISCIPLINE OF STUDENTS

All public schools shall endeavor to address student behavior with a focus on evidence-based interventions and support. Schools shall endeavor to prioritize classroom- and school-based interventions in lieu of out-of-school disciplinary removals to address student misconduct to minimize the loss of academic instructional time.

Every teacher and other school employee shall attempt to hold every student accountable for his behavior 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.

Nothing in the aforementioned paragraphs shall prohibit a public-school governing authority or its employees from disciplining a student in accordance with the provisions of this Section.

Each teacher may take disciplinary action to correct a student who violates school rules or who interferes with an orderly education process.

In addition to those procedures outlined in R.S. 17:416.13 regarding bullying, disciplinary action by a school employee may include, but is not limited to:

- a) Oral or written reprimands.
- b) 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.
- c) Written notification to parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal.
- d) Other disciplinary measures approved by the principal and faculty of the school and in compliance with school board policy.

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

Upon being sent to the principal's office, the principal or her designee shall

- advise the student of the particular misconduct of which he is accused as well as the basis for such accusation.
- allow the student an opportunity at that time to explain his version of the facts.
- 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.

The principal or his 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.

The principal or her designee may provide oral or written feedback to teachers initiating the removal of students from the classroom.

A student in grades nine through twelve removed from a class shall not be permitted to return to the class during the same class period unless agreed to by the teacher initiating the disciplinary action.

When a student is removed from a classroom, the teacher or the principal, or their designee, may require that the parent or legal guardian of the student have a conference with the teacher or the principal or their designee. Such a conference may be in person or by telephone, or other virtual means.

OPSB administrators will address inappropriate discipline issues according to the Discipline Procedure Manual. The goal of this plan is to create consistent outcomes and consequences for disruptive and inappropriate behavior across all campuses in the system.

OUT OF SCHOOL SUSPENSION

"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.

OUT OF SCHOOL SUSPENSION (OSS)/EXPULSION RECOMMENDATION

Louisiana Law provides that a student may be recommended for suspension/expulsion at any time for any serious violation of school regulations. On a student's third suspension, the student and/or parent will be required to have a conference with the Supervisor of Child Welfare at the Ouachita Parish School Board office before the student may return to school. On the fourth suspension, the student shall be expelled until the beginning of the next regular school year, and the student's reinstatement shall be subject to the review and approval of OPSB.

****A suspended student is not allowed on campus during his/her suspension for any reason, including extra-curricular events. Graded assignments missed during suspension can be made up.**

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

A school principal may suspend from school or suspend from riding on any school bus any student who:

1. Is guilty of willful disobedience.
2. Treats a teacher, principal, superintendent, member, or employee of the city, parish, or other local public-school board with intentional disrespect.
3. Makes an unfounded charge against authority.
4. Uses profane, obscene language, or a racial slur.
5. Is guilty of immoral or vicious practices, or of conduct or habits injurious to his associates.
6. Uses tobacco, nicotine pouches or who possesses alcoholic beverages, or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form, in school buildings, on school grounds, or on school buses owned by, contracted to, or jointly owned by any city, or parish, or other local public school board. This includes vapor pipes and e-cigs.
7. Disturbs the school and habitually violates any rule.
8. Cuts, defaces, or injures any part of public-school buildings, any property belonging to the buildings, or any school buses owned by, contracted to, or jointly owned by any city, or parish, or other local public-school board. A student suspended for damages to any property belonging to the school system or to property contracted to the school system or any property on school grounds owned by a school employee or student shall not be readmitted until payment in full has been made for such damage, an alternative restitution arrangement has been executed, an alternative payment plan

has been arranged, or until directed by the superintendent of schools.

9. Writes any profane or obscene language or draws obscene pictures in or on any school material or on any public school premises, or on any fence, pole, sidewalk, or building on the way to or from school, or on any school bus, including those owned by, contracted to, or jointly owned by any city, or parish, or other local public school board.
10. Is found carrying firearms, knives, or other implements which can be used as weapons, the careless use of which might inflict harm or injury.
11. Throws missiles liable to injure other persons on the school grounds or while on any school bus, including those owned by, contracted to, or jointly owned by any city, or parish, or other local public-school board.
12. Instigates or participates in fights while under school supervision. **(SEE FIGHT POLICY)**
13. Violates traffic and safety regulations.
14. Leaves the school premises without permission. The student is officially at school from the time he steps on the bus or arrives on any part of the school campus including the parking lot. Unless the student is properly checked out, he cannot legally leave campus until the school day ends. This includes running errands for a teacher. Teachers cannot authorize a student to leave campus unless it is an approved, school-sponsored trip.
15. Leaves his classroom during class hours or detention without permission. Students should never leave class unless it is an emergency. During class time no student shall be in the hall or on the campus without a pass issued by an administrator, counselor, or the teacher in charge of the student during that time. This includes trips to the rest room, locker, library, office or water fountain. Should an emergency occur, the teacher should issue the student a hall pass. If a student is out of class on a pass, he/she is expected to go to the designated area and only that area by the shortest route possible. It is the student's responsibility to ask for a pass before leaving a class or special area. Students without passes are subject to detention or suspension. The student should never leave a class without permission. If the teacher refuses to give permission and the student feels that it is imperative to leave, he/she should ask to check with Student Services about the problem. Never just walk out of a class.
16. Skipping any class or skipping school. Students are assigned a class each hour of the school day. They are expected to be in this assigned area every day. Students who are absent without a valid excuse are considered to be truant and skipping.
17. Is habitually tardy or absent.
18. Has engaged in bullying.
19. Commits any other serious offense.
20. Takes another's property or possessions without permission. Felony theft will be recommended for expulsion and possible arrest.
21. Fireworks On Campus – Possession of fireworks while on campus will result in the loss of the fireworks and suspension penalty. Exploding fireworks on campus will mean automatic suspension and recommendation for expulsion.

Students in grades 6-12 who are suspended for the third time within the same school year for any offense, excluding dress code or tardiness, shall be recommended for a change of placement until the beginning of the next school year.

IN-SCHOOL DETENTION

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

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

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

Based upon these general characteristics, ISD is a denial of attendance in regular classes and interaction with peers for a period of hours/days, to be determined by the assistant principal. The purpose of ISD is to prevent and correct discipline problems. The philosophy permits a student who has been suspended as a result of a rule violation to return to school at the discretion of the administration and continue his study in a structured, non-disruptive, rule-abiding, self-contained room.

DETENTION

"Detention" means activities, assignments, or work held before the normal school day, after the normal school day, or during lunch.

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 programs, or other activities aimed at improving the behavior and conduct of the student.

RULES FOR LUNCH DETENTION

1. Lunch Detention – 1st lunch shift (11:35 – 11:55) AND 2nd lunch shift (12:35 – 12:55)
2. Students must report to the lunch detention room (Rm 114) by 11:40 and 12:40, respectively.
3. It is the student's responsibility to obtain a carry-out lunch (if lunch is desired) from the cafeteria and report to the detention room on time. Concessions will not be available.
4. Students must bring books, assignments, and/or materials to work on during detention time.
5. There will be no talking or any form of communication while in the detention room.

6. Students have (2) school days to complete a (1) day detention assignment. Only excused absences are accepted.
7. Failure to follow detention rules and school policies will result in further disciplinary action. Code 46: Failure to Serve Assigned Consequence.

RULES FOR MORNING DETENTION

1. Morning Detention (7:15 – 7:50) Room 117. Any student arriving after 7:20 will not be allowed in morning detention. There will be no Friday morning detention.
2. Students must bring books, assignments, and/or materials to work on during detention time.
3. There will be no talking or any form of communication while in the detention room.
4. No food or drinks are allowed in the detention room.
5. Students have (2) school days to complete a (1) day detention assignment. Only excused absences are accepted.
6. Failure to follow detention rules and school policies will result in further disciplinary action. Code 46: Failure to Serve Assigned Consequence.

SATURDAY SEMINAR

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

Saturday Seminar Rules/Policies:

- Masks may be required due to the status of COVID.
- Student must be on time - **No later than 7:45 a.m.** Tardy students **will** be turned away.
- Student **must** remain at Saturday Seminar the full time (8 a.m.—11:30 a.m.)
- **NO** food or drinks are allowed in the building.
- **NO** smoking or sitting in automobiles during the breaks.
- **Closed site** - All visitors must report directly to the site coordinator.
- **NO** sleeping at Saturday Seminar. One warning will be issued; a second time will result in dismissal with **NO** credit for attendance.
- Should a student be excused from class for any reason, the student is to be checked out through the site coordinator and leave the site immediately.
- School Dress Code will be enforced. (**No shorts, crocs, or flip flops of any kind are allowed.**) Clothing with holes **ARE NOT** allowed.
- **ALL** cell phones **MUST** be turned off. If not turned off, it will be taken by the Coordinator or Administrator. Other electronic devices **ARE NOT** allowed.
- **All students are to be gone from the site no later than 11:45 am. No one will be on duty after that time!**
- No shows must be reassigned by the school.

NOTICE:

1. All rules will be strictly enforced.
2. Your school administrator is responsible for providing you with this information.
3. Students and parents should be familiar with this information.

Rodney Lloyd
Child Welfare and Attendance Director

PBIS MINOR INFRACTIONS ASSIGNMENT

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

EXPULSION R.S. 17-416

"Expulsion" shall be defined as a removal from all regular school settings for a period of not less than one school semester. During an expulsion, the superintendent shall place the student in an alternative school or in an alternative educational placement.

Any student after being suspended for committing any of the following offenses may be expelled, upon recommendation by the principal or the principal's designee:

- A. The principal or his designee shall immediately suspend a student who is found carrying or possessing a firearm or another dangerous instrumentality other than a knife, or who possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form; having alcoholic beverages or being under the influence of alcohol while on campus or at school-sponsored functions. **(SEE OPSB POLICY BELOW)** The principal or his designee shall immediately recommend the student's expulsion.
- B. No student shall be permitted to carry or possess a knife of any blade length.

A student who is found to be carrying or possessing a knife with a blade less than two and one-half inches in length may be suspended by the school principal; however, in appropriate cases such a student, at a minimum, shall be placed in in-school suspension.
- C. The principal shall immediately suspend a student who is found carrying or possessing a knife the blade of which equals or exceeds two and one-half inches in length.
- D. Any student who has been suspended on three occasions for committing any of the offenses enumerated in this section during the same school year shall, upon committing the fourth such offense, be recommended for change of placement until the beginning of the next regular school year, and the student's reinstatement shall be subject to the review and approval of OPSB.

ADDITIONAL REASONS FOR EXPULSION

- 1. Any student, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled upon recommendation to the Superintendent by the principal and after an appropriate hearing is held by the Superintendent or designee.
- 2. The principal may recommend expulsion to the Superintendent for any student in grades pre-kindergarten through five who is found carrying or possessing a knife with a blade which equals or exceeds two and one-half (2 ½) inches in length.
- 3. Any students in grades six through twelve found guilty of being in possession of tobacco, alcohol, or vaping product or found guilty on the first occurrence of being in possession of marijuana, tetrahydrocannabinol, or any chemical derivative thereof on school property, on a school bus, or at a school-sponsored event may be recommended for expulsion.
- 4. Notwithstanding any public school state or local policies, a student in grades six through twelve who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness, shall be recommended for expulsion.

5. Any student in pre-kindergarten through five, after being suspended on three (3) occasions for committing drugs or weapons offenses during the same school year, shall, upon committing the fourth offense, be expelled from all the public schools of the system until the beginning of the next regular school year, and the student's reinstatement shall be subject to the review and approval of the School Board.
6. In accordance with federal regulations, a student determined to have brought a weapon to a school under the School Board's jurisdiction shall be expelled for a minimum of one calendar year. The Superintendent may modify the expulsion requirement on a case-by-case basis. A weapon, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile or any destructive device, which in turn means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device.
7. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the School Board; such expulsions shall require the vote of two-thirds $\frac{2}{3}$ of the elected members of the School Board, shall not be for a period of time longer than the student's period of adjudication as determined by the applicable court presiding over the student's criminal matter, and shall run concurrent to the student's period of disposition. If the student was serving an expulsion period when the student was incarcerated for a separate offense and the student completes the period of incarceration with time left in the expulsion period, the Superintendent or his/her designee may require the student to serve the time left in the expulsion period.

FIREARM

"Firearm" means any pistol, revolver, rifle, shotgun, machine gun, submachine gun, black powder 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.

FIREARMS, KNIVES, AND DRUGS

Any student, in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm, a knife with a blade equal to or in excess of two and one-half inches (2 $\frac{1}{2}$ ") in length, or certain illegal narcotics, drugs, or other controlled substances on school property, on a school bus or at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters and shall be referred to the district attorney for appropriate action. However, the Superintendent, may modify the length of the minimum expulsion required on a case-by-case basis, provided such modification is in writing.

A student found guilty of being in possession of marijuana, tetrahydrocannabinol, or any chemical derivative thereof may be recommended for expulsion on the first occurrence. The student shall be expelled for the above offense on the second or subsequent occurrence.

Ouachita Parish School Board Policy

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

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

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

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

CARRYING FIREARMS, KNIVES, AND OTHER WEAPONS- for everyone's safety, it is imperative that no one bring to school or a school-sponsored function any item that can be used as a weapon or would endanger the life of a fellow student or teacher. Such items as knives, firearms, chains, explosives, metal combs, forks, rakes, cake cutters, and jewelry designed as a protective device, leather straps, etc., will not be allowed.

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

TO ALL SCHOOL ADMINISTRATORS, PARENTS, AND STUDENTS:

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

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

This new law requires the following changes:

Grades 6-12: A firearm or knife offense requires an expulsion from school for **two** complete semesters.

Grades 6-12: A drug offense requires an expulsion of **two** complete semesters.

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

Act 385 also changed the law to state that (1) it will now be **discretionary** whether or not to expel a student for a fourth suspension for all other disciplinary offenses, and (2) requires a student expelled for knife, firearm, and drug related offenses to provide documentation that the student has participated in a rehabilitation or counseling program related to the offense causing the expulsion **before readmission to school, including alternative education placement.**

ADDITIONAL MAJOR VIOLATIONS

1. Destroying or Vandalizing School Property or the Property of Another Student While on School Campus or at a School Function: The student will be suspended and not allowed to return to school until full restitution is made.
2. Public Display of Affection: The high school campus is not the place for obvious displays of affection. Students are expected to adhere to the policy of "keeping your hands to yourself." Failure to comply will result in disciplinary action.
3. Using Profane or Obscene Language or Material, Either Physically Or Electronically: This behavior is totally unacceptable and will not be tolerated at any time at SHS. If you are guilty of using any type of profanity or obscenity, you will face disciplinary action. Using profanity or obscene gestures toward any school employee will mean automatic suspension or recommendation for change of placement.
4. Gambling: The student will be assigned OSS. Repeat offenders may be recommended for alternative placement.
5. Academic Dishonesty: Academic dishonesty refers to any form of cheating or deception in an academic context and violates the expected standards of integrity and honesty in learning and evaluation. This includes, but is not limited to, cheating, plagiarism, unauthorized use of artificial intelligence (AI) tools, fabricating information or data, altering records, sabotaging another student's work, collusion, or facilitating academic dishonesty. Academic dishonesty also includes submitting work generated in whole or in part by AI without permission, submitting work that is not the student's own, allowing another person or technology to complete or significantly contribute to one's work without authorization, or sharing work with others to copy, reproduce, or reword. This applies regardless of whether the content is copied word-for-word or modified through paraphrasing or editing. Any student found engaging in academic dishonesty will receive the following consequences:
 - **First Offense:** A zero (0) will be given if class work or a test is involved. MPC.
 - **Second Offense:** A zero (0) will be given if class work or a test is involved. The parent will be contacted. The student will receive a 1-day out-of-school suspension.
 - **Third Offense:** A zero (0) will be given if class work or a test is involved. The parent will be contacted. The student will receive a 2-day out-of-school suspension, accompanied by a mandatory school counseling session.
 - **Fourth Offense:** A zero (0) will be given if class work or a test is involved. The student will receive a 3-day out-of-school suspension. A CWA conference will be required.
 - **Fifth Offense:** A zero (0) will be given if class work or a test is involved. The parent will be contacted. The student will receive a 5-day suspension. The student will be recommended for alternative placement. A CWA hearing will be required.

6. Misconduct on any Ouachita Parish School Bus: The school bus is an extension of the SHS campus, whether the student is en route to/from school or on a school-sponsored trip. The privilege of riding the bus is conditioned on a student's good behavior and the observance of all school rules and regulations. Students are reminded that the bus driver is a school board employee and is in full control during the time the student is a passenger. The Assistant Principal will oversee all disciplinary problems that develop on a school bus. Students may be removed from the bus, suspended, or expelled for non-compliance. Students may ride only the bus that they are assigned. Students who move from one location to another must make arrangements for bus transportation in their new location.
7. Failure to Serve an Assigned Consequence: Students will be suspended on the 1st offense.
8. Failure to Comply with Detention Rules: Students who do not comply may be assigned to ISD or suspended.
9. Failure to Comply With Vehicle Registration and Parking Regulations: Students will be fined \$5.00. Students who do not register their vehicles **will not be allowed** to park on campus. All student vehicles must be properly registered in Student Services and display the proper parking sticker. Student vehicles must be parked properly in the assigned areas. Violations can result in suspensions and loss of privilege to have their vehicle on campus.
10. Presenting Any Kind of Fraudulent Excuse, Note, or Pass: The student will be suspended.
11. Non-Compliance with the School Dress Code: Students must make a revision to their dress. Continued non-compliance will result in a suspension or expulsion.
12. Causing A False Alarm with the Emergency System: Suspension or Expulsion.
13. Habitual Tardies or Absences: Tardies and absences discipline pertaining thereto are on a semester basis. Habitual tardiness or absenteeism could result in driver's license suspension, suspension, and/or recommendation for expulsion from school, and is reported to the truancy officer. Refer to LA R.S. 17:416A
14. Interfering With or Altering the School Surveillance System: Suspension or Expulsion.
15. Failure To Properly Identify Yourself with Your Full Name to Any Adult On Campus: May result in a recommendation for expulsion.
16. No students should be allowed to visit their cars or sitting in their cars during lunch or during school hours for safety reasons. If a student needs to return to his/her car, he/she must obtain clearance from the school resource officer.

INSTIGATING OR PARTICIPATING IN A FIGHT

Sterlington High School follows the Ouachita Parish Schools Discipline Procedure Manual regarding **ALL** discipline procedures. All Ouachita Parish Schools have high expectations for their students relative to academic performance, student attendance, and student behavior, with the expectation of building capacity in their students. To continue to meet these expectations, there must be clear consequences when students fail to meet those expectations. This is of extreme importance when it comes to protecting the well-being of all students on each campus.

All Ouachita Parish High Schools have a zero-tolerance policy towards fighting. Here at Sterlington High School, any student found guilty of **instigating** or **participating** in a fight while under school supervision shall be recommended for alternative placement as determined by an OPSB Hearing Officer. Any student found guilty of videoing/posting images with any inappropriate behavior/fighting shall be recommended for expulsion or change of placement as determined by CWA.

- *All students participating in gang-related fights, planned fights, or extremely violent fights will be recommended for alternative placement for the entire school year or longer.*
- *Each participant determined by school authorities to be actively involved in a fight will be subject to arrest.*
 - *The student may be charged with disturbing the peace, and the court will determine the legal penalty.*

INSTIGATING A FIGHT: For the purpose of school discipline, Sterlington High School defines **instigating** a fight as a student's intentional physical contact, or direct physical action toward another student that causes, attempts to cause, provokes, escalates, continues, or is reasonably likely to lead to a fight or physical altercation. Each student is to make a reasonable effort to avoid retaliation. A reasonable effort includes, but is not limited to, turning away from the conflict, proceeding to the nearest staff member, teacher, principal, counselor, or going to Student Services, and reporting the problem.

PARTICIPATING IN A FIGHT: For the purpose of school discipline, Sterlington High School defines **participating** in a fight as physically engaging in a fight or physical altercation through actions such as hitting, striking, kicking, pushing, grabbing, wrestling, shoving, or continuing physical contact with another student during a conflict. A student who is struck, pushed, or physically contacted by another student but makes a reasonable effort to disengage, walk away, seek help, or avoid retaliation shall not be considered to have participated in a fight based solely on being the recipient of physical contact. A reasonable effort includes, but is not limited to, turning away from the conflict, proceeding to the nearest staff member, teacher, principal, counselor, or going to Student Services, and reporting the problem.

IVY DANIELS ACT

The Louisiana Legislature Enacted Act 782 of the 2026 Regular Session, known as the Ivy Daniels Act, to protect children from crimes involving the creation, possession, dissemination, or sale of improper images created by artificial intelligence. The Act creates enhanced criminal penalties 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 782 and ensuring that students and families understand the serious legal, educational, and safety consequences of AI-generated image offenses. school threats.

The following acts are criminal offenses under Louisiana law:

- Disseminate or sell, with intent to coerce, harass, intimidate, or maliciously disseminate or sell any video or still image created by artificial intelligence that depicts another person who is totally nude or in a state of undress so as to expose private areas when the person disseminating the video or still image knows or has reason to know that the person is not licensed or authorized to disseminate or sell such video or still image. LA. R.S. 14:73.14
- Possession of any video or still image created by artificial intelligence that depicts another person who is under the age of seventeen years and is totally nude or in a state of undress so as to expose private areas when the person possessing the video or still image knows or has reason to know that the person is not licensed or authorized to possess such video or still image. LA. R.S. 14:73.14.1

Criminal Penalties for Violation

A violation of LA. R.S. 14:73.14 provides for imprisonment of the offender with or without hard labor for not more than one year, a fine of not more than one thousand dollars, or both. When the depicted person is under the age of seventeen years, the offender shall be imprisoned with or without hard labor for not more than five years, and at least one year of the sentence of imprisonment shall be imposed without benefit of parole, probation, or suspension of sentence. If the offender is an educator and the victim is a student, the offender may be imprisoned for an additional two years with or without hard labor, to be served consecutively to the sentence imposed.

A violation of LA. R.S. 14:73.14.1 provides for imprisonment of the offender with or without hard labor for not more than five years. At least one year of the sentence of imprisonment shall be imposed without benefit of parole, probation, or suspension of sentence. If the offender is an educator and the victim is a student, the offender may be imprisoned for an additional two years with or without hard labor, to be served consecutively to the sentence imposed.

- A picture or video of a minor engaged in sexual conduct.
- A picture or video of a minor or adult person totally nude or with private parts exposed.
- This includes a picture or video stored on an electronic device.

The following acts are against the law, and people who commit them may face criminal charges:

- Creating or possessing any kind of material that shows a minor engaging in sexual conduct.
- Possessing or sharing a video or picture created by artificial intelligence that depicts a person under the age of 17 either totally nude or with exposed private areas of the person.
- Sexting, including possessing or sharing any video or picture created by artificial intelligence that shows another person who is either totally nude or who is in a state of undress as to expose private areas of the person.

What Can Happen If a Person Violates This Law?

If someone creates, has, shares, or sells materials as described above:

- Law enforcement may investigate.
- Students may be disciplined by the school.
- Students may be suspended or expelled.
- Juvenile court action may occur.
- Parents may be fined or held financially responsible.

Remember:

- Creating, possessing, and distributing improper images in any manner, including by social media, even as a joke, can lead to serious consequences and criminal charges.
- Every reported incident must be investigated.
- If you are aware of this kind of incident, report it immediately to a trusted adult.

If You See Something, Say Something.

Report concerns to:

- A teacher
- School administrator
- School counselor
- School resource officer
- Trusted adult

Working together helps keep everyone safe.

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. ****Absences due to dress code violations will not be excused****

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 that 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:**

- Clothing with suggestive words or pictures will not be allowed.
- **Shirts and tops must extend across and cover the top of the shoulders..** Tank tops, spaghetti straps, halter tops, off-the-shoulder attire, and excessively low-cut tops will not be allowed.
- No bare midriff/open back attire or see-through clothing.
- Depression jeans or pants with holes in them will not be allowed. Jeans and pants shall not have any skin showing.
- Mini skirts shall not be worn. No dresses or skirts with a hem 3 inches above the knee or an inappropriate slit.
- No Spandex/stretch (tights, leggings, yoga pants) based pants that fit like leggings (with or without pockets).
- No sagging or low-riding pants or shorts - all pants must be worn appropriately at the waistline. No sagging pants will be allowed.
- Shorts are allowed; no cut-offs. All shorts need to be the appropriate length. Shorts must not be more than four inches (4") above the knee.
- Hooded garments are discouraged but will be allowed. Under no circumstances is the hood allowed on the student's head at any time while on the school campus or on the school bus. If the student violates this rule, the student will then receive behavior consequences. **No hooded garments are allowed when students take any standardized test.**
 - i. No caps, visors, beanies, hats, bandanas of any color, head wraps (Subject to confiscation)

2. **Body Piercings:**

- Ear piercings may be worn if not excessive in size, which 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. **No hoops.**
-

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. The principal or designee will have the final say on the dress code.
- Hairstyles that cause a disturbance or attract undue attention to a student will not be allowed. (Principals have final say.)

4. **Shoes/Footwear:** Students will not be allowed to wear house shoes, house slippers (including Ugg Slippers), flip-flops, slides, or Crocs. Shoes must fully enclose the toe and the heel. Steel-toe boots may not be worn as a primary choice of footwear. Steel-toe boots may only be worn during an academic class requiring the use of steel-toe boots. Students who are required to wear steel-toe boots for an academic class must change into appropriate school-approved footwear when leaving that class. All footwear must be worn properly and safely at all times while on school grounds or participating in school-sponsored activities.
- Students are responsible for properly storing and securing any footwear that is removed during the school day, including footwear used for Agricultural, Welding, Physical Education, or other courses requiring specialized footwear. The school is not responsible

for footwear that is lost, damaged, misplaced, or left unsecured by a student.

5. Anything not mentioned in the above policy, the administration or designee will determine whether dress/grooming is appropriate.

Discipline Procedures for Dress Code

- 1st offense: Mandatory Parent Contact, Warning, Revision to dress
- 2nd offense: Mandatory Parent Contact, 1-2 Days In-school Detention, Revision to dress
- 3rd offense: Mandatory Parent Contact, 1 Day out-of-school suspension, Revision to dress
- 4th offense: Mandatory Parent Contact, 2 Days out-of-school Suspension, Revision to dress, Mandatory School Counseling Session
- 5th offense: Mandatory Parent Contact, 3-Day out-of-school suspension, CWA Conference, Mandatory School Counseling Session
- 6th offense: Recommendation for change of placement, 5-Day out-of-school suspension

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

USE OF METAL DETECTORS (OPENGATE)

The Ouachita Parish School Board recognizes that it has an obligation to adopt all steps necessary to provide a safer environment for the students, staff, and public under its jurisdiction. Therefore, the Ouachita Parish School Board authorizes the use of metal detectors to minimize the presence of implements that may be used as weapons on School Board-owned property and/or campuses or at school-sponsored events. Searches with metal detectors may be performed by law enforcement agencies or school personnel or a combination of both parties. All guidelines in the Ouachita Parish School Board's Policy Manual concerning searches of a student, employee, and/or other person shall apply when metal detectors indicate the presence of an item(s) on a student's, employee's, and/or any other subject's person or in his/her personal effects. The use of metal detectors shall be approved by administrative personnel prior to implementation of a search.

GUIDELINES

The use of metal detectors, whether stationary or hand-held, for the search of students, employees and/or other persons shall be in accordance with the following guidelines:

1. When metal detectors are used, the individuals to be searched shall be requested to remove all metal objects from their pockets along with any bags, parcels, or other containers being carried. If the detector activates on a person, the individual conducting the search shall request that any remaining metal objects be removed. If the detector activates again, the individual shall be personally searched by an administrator of the same sex. At least one witness, also of the same sex as the individual, shall be present throughout the search. The personal search shall be conducted only in the area of the body which activated the metal detector. The object causing the metal detector to activate shall be removed and the individual searched with the metal detector again. The search shall continue until the metal detector ceases to activate on the subject's person.
2. At the start of each school year, parents and students shall receive written notification of the school district's policy to conduct unannounced searches of students, school employees and any other person on School Board property and at school-sponsored events. Once said notices have been disseminated, these unannounced search procedures shall be implemented on a district-wide basis.

Items Not Permitted: Due to the use of the OpenGate metal detector system, students should not bring the following items to school: enclosed binders, steel-toe boots as primary footwear, or rolling backpacks.

ADDITIONAL POLICIES

DRIVER'S ED/DRIVER'S LICENSE INFORMATION

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

DUAL ENROLLMENT

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

EARLY COLLEGE ENTRY PROGRAM

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

ELEVATORS

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

EMERGENCY DRILLS

Drills of various kinds will be held periodically during the school year. When the signal indicates a drill or emergency is sounded, everyone in the building is required to evacuate immediately. Teachers should have previously informed each class of the evacuation route from the building. Teachers should lead the class in a quiet, orderly, rapid, single file from the room to the exit and designated area outside the building that has been assigned that particular room. The last person leaving the room should be certain that the door has closed. Other persons in the building should vacate through the nearest exit.

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

Reporting or causing a false alarm is a misdemeanor and punishable by law. Anyone found guilty of such an act will be suspended, subject to change of placement, and referred to the appropriate law enforcement agency.

GRADING SCALE

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

Grading Scale for Regular Courses	
Grade	Percentage
A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

I = INCOMPLETE - Becomes 'F' if not made up at the end of the following 9 weeks.

F6 = NO GRADE BECAUSE OF EXCESSIVE ABSENCES

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

HOMECOMING COURT GUIDELINES

1. The court will consist of the following members: 2 FRESHMEN, 3 SOPHOMORES, 4 JUNIORS, 5 SENIORS (a tie in the vote will increase numbers), and 1 FOOTBALL SWEETHEART (the Football Sweetheart will be a Senior female selected by the football team)
2. Court members will be selected by their respective classes.
3. In a separate election, 9th-12th-grade students will vote on the Queen and Maid of Honor from the SENIOR court members. The girl with the most votes will be named Queen, and the second highest number of votes will designate the Maid of Honor.
4. Each nominee/escort has 8 consecutive semesters to represent her class. After that, she is ineligible. She must remain with that class until graduation.
5. Every nominee/escort must have a clean discipline record with NO referrals or major infractions for the previous semester.
6. Once selected for the court, members must maintain their clean discipline record or face removal from the court. Any unlawful act involving court nominees or escorts, on or off campus, will be a basis for removal from the homecoming activities.
7. To be an eligible nominee/escort, PAST school-year fees and debts must be paid in full.
8. All eligible candidates will be placed on the ballot for each grade. To remove your name, you must complete the **Homecoming Candidacy Withdrawal Form** and contact the Homecoming Coordinator **in person**.
9. All Homecoming Court members and escorts must have a minimum GPA of 3.0.

Ouachita Parish School System: Career and Technical Education

Jump Start is Louisiana's innovative career and technical education (CTE) program. The Board of Elementary and Secondary Education (BESE) approved 11 Jump Start 2.0 pathways. Ouachita Parish School System offers career and technical education programs Agriculture, Food and Natural Resources, Architecture and Construction, Arts, AV Technology and Communication, Business Management, Health Sciences, Hospitality and Tourism, Human Services, Information Technology, Law, Public Safety, Corrections and Security, Manufacturing, Transportation, Distribution, and Logistic. Admission to these programs is open to all students.

It is the policy of OPSB not to discriminate on the basis of race, color, national origin, sex or handicap in its academic or CTE programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Ouachita Parish Public Schools will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs.

For information about your rights or grievance procedures, contact:

Twainna Calhoun
Personnel Supervisor and Title IX Coordinator
Ouachita Parish School Board
1600 North 7th Street
West Monroe, LA 71291
(318) 432-5000

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

Jason Thompson
Chief of Staff and Title VI Coordinator
Ouachita Parish School Board
1600 North 7th Street
West Monroe, LA 71291
(318) 432-5000

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

GRADUATION REQUIREMENTS

TOPS UNIVERSITY (College Diploma) Course Requirements

For incoming freshmen in the 2014-2015 through 2023-2024 school year minimum requirements:

Courses	Units Required
English	4 Units
Mathematics	4 Units
Science	4 Units
Social Studies	4 Units
Foreign Language	2 Units
Art	1 Unit
Physical Education	1.5 Units
Health	0.5 Unit
Electives	3 Units
TOPS University Diploma Minimum Course Requirements Total 24 Units	

For incoming freshmen in the 2024-2025 through 2026-2027 school year minimum requirements:

Courses	Units Required
English	4 Units
Mathematics	4 Units
Science	4 Units
Social Studies	4 Units
Foreign Language	2 Units
Art	1 Unit
Physical Education	1.5 Units
Health	0.5 Unit
Electives	2 Units
Financial Literacy	1 Unit
TOPS University Diploma Minimum Course Requirements Total 24 Units	

For incoming freshmen in the 2027-2028 and beyond minimum requirements:

Courses	Units Required
English	4 Units
Mathematics	4 Units
Science	4 Units
Social Studies	4 Units
Foreign Language	2 Units
Art	1 Unit
Physical Education	1.5 Units
Health	0.5 Unit
Electives	1 Units
Financial Literacy	1 Unit
Computer Science ³	1 Unit
TOPS University Diploma Minimum Course Requirements Total 24 Units	

Refer to [Bulletin 741](#) and the LDOE [Graduation Requirements](#) page the most current information.

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TOPS Tech (Career Diploma) Course Requirements

For incoming freshmen in the **2014-2015 through 2022-2023** school year minimum requirements:

Courses	Units Required
English	4 Units
Mathematics	4 Units
Science	2 Units
Social Studies	2 Units
Physical Education	1.5 Units
Health	0.5 Units
Jump Start course sequence, workplace experience, and credentials	9 Units
TOPS Tech Diploma Minimum Course Requirements Total 23 Units	

For incoming freshmen in the **2023-2024** school year minimum requirements:

Courses	Units Required
English	4 Units
Mathematics ^{1,2}	4 Units
Science	2 Units
Social Studies	2 Units
Physical Education	1.5 Units
Health	0.5 Units
Jumpstart course sequence, workplace experience, and credentials	9 Units
Jump Start 1.0 course sequence available for incoming freshmen through the 2020-2021 school year.	
Jump Start 2.0 course sequence available for incoming freshmen in the 2020-2021 school year and beyond.	
TOPS Tech Diploma Minimum Course Requirements Total 23 Units	

For incoming freshmen in the **2024-2025 through 2026-2027** school year minimum requirements:

Courses	Units Required
English	4 Units
Mathematics ^{1,2}	4 Units
Science	2 Units
Social Studies	2 Units
Physical Education	1.5 Units
Health	0.5 Units
Jumpstart course sequence, workplace experience, and credentials	9 Units
Jump Start 1.0 course sequence available for incoming freshmen through the 2020-2021 school year.	
Jump Start 2.0 course sequence available for incoming freshmen in the 2020-2021 school year and beyond.	
TOPS Tech Diploma Minimum Course Requirements Total 23 Units	

For incoming freshmen in the **2027-2028** school year minimum requirements:

Courses	Units Required
English	4 Units
Mathematics ^{1,2}	4 Units
Science	2 Units
Social Studies	2 Units
Physical Education	1.5 Units
Health	0.5 Units
Computer Science ³	1 Unit
Jumpstart course sequence, workplace experience, and credentials	9 Units
Jump Start 1.0 course sequence available for incoming freshmen through the 2020-2021 school year.	
Jump Start 2.0 course sequence available for incoming freshmen in the 2020-2021 school year and beyond.	
TOPS Tech Diploma Minimum Course Requirements Total 24 Units	

Students with exceptionalities assessed on the regular academic content standards who meet certain requirements may attain a career diploma by meeting the requirements of their IEP. See Bulletin 1530 — Louisiana's IEP Handbook for Students with Exceptionalities. Students with exceptionalities assessed on the alternate academic content standards may attain a career diploma by meeting the requirements in § 2320 of this bulletin.

¹Geometry is now required for JumpStart TOPS Tech (Career Diploma) students with a Fall grade 9 2023-2024 entry year and thereafter. For grade 9 entry prior to 2023-2024, students must take three additional math courses of which Geometry is an option.

²For Fall grade 9 entry 2024-2025 and thereafter, Financial Literacy is required. For grade 9 entry prior to 2024-2025, students must take four units of math, of which Financial Math is an option.

³For Fall grade 9 entry 2027-2028 and thereafter, Computer Science is required. For TOPS University, this requirement can be satisfied by fulfilling the credit in math, science or a Foreign Language (R.S.17:5025). For TOPS Tech, this requirement shall be one of the nine credits in Jump Start or it can be satisfied by fulfilling the credit in math or science (R.S.17:183.3).

Refer to [Bulletin 741](#) for additional policy information and the LDOE [Graduation Requirements](#) page for course titles.

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HALL PASSES

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

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

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

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

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

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

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

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

The Ouachita Parish School Board, through its designee, is committed to maintaining a safe, orderly, civil and positive learning environment so that no student is subject to bullying, hazing, or similar behavior while in school or participating in school-related activities. Students and their parents or legal guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior made on campus, at school-sponsored activities, or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students or school personnel shall be unacceptable.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

The Ouachita Parish School System will not tolerate any harassment, intimidation or bullying of students on school property, while riding on a school bus, or while going to or returning from school. The school administrator shall investigate any reported incident of harassment, intimidation or bullying. Should the investigation determine that an incident has occurred, the students involved shall be disciplined in accordance with this policy. The disciplinary action may include a conference with the student(s) involved; a conference with parents/guardians; a warning; or in more serious cases, the student(s) may be suspended/expelled from school as follows:

First Offense: 1-2 day suspension, counseling required.

Second Offense: 2-day suspension, counseling required.

Third Offense: 3-day suspension. Recommendation for expulsion based on severity.

Fourth Offense: 5-day suspension or a recommendation for expulsion.

Serious cases will result in a recommendation for change of placement.

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

HOMELESS EDUCATION PROGRAM

“Bridges to Ouachita” Homeless Education Assistance Program abides by federally mandated policies to ensure that homeless children and youth have access to free, appropriate public education on the same basis as children and youth with established residences. Laws, regulations, practices, or policies should not act as barriers to the enrollment, attendance, or school success of homeless students. (Federal Law: Title VII-B; of the McKinney-Vento Homeless Assistance Act; 42 USC 11431 at seq) (State Law: LA. RS. 17.238/Public Law 107-110, No Child Left Behind Act of 2001; BESE Policy; 1.-12.00 – 1012.05 and 2.012.00 – 2.012.04.

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

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

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

Homeless Education Services:

- Identify homeless and youth by utilization of the Residency Questionnaire
- Immediate Enrollment Assistance, including obtaining birth and immunization records
- Free lunch
- Uniforms
- School Supplies/some school fees
- Medical/Dental /Housing/counseling referrals
- Tutorials in shelters and schools
- Connect students to summer programs/preschool

programs/parenting education

- Link to literacy, social, and life skills training
- Pre-service case management

Enrollment: (Bulletin 741, Section 341)

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

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

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

Contact Information:

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

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

HOMEWORK ASSISTANCE SERVICES

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

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

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

HONOR ROLL

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

Seniors must be enrolled in at least four subjects to qualify for the honor roll. **The Honor Roll Breakfast is determined every 9 weeks. Students must not have below a 'B' average in each class.

INSURANCE

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

LETTERING POLICIES

- Football players must play in 20 quarters during the season.
- Basketball players must play in 50% of the total quarters during the season. (Boys and Girls)
- Baseball and Softball players must play in 50% of the total number of games.
- Track members must have scored points in Regional meet.
- Cross Country, tennis, soccer, power lifting, and golf members must play or participate in 75% of all meets.
- The athlete will not letter unless he/she completes the entire season. Any student who quits, is dismissed from the team or becomes academically ineligible during the season will not be eligible for a letter, an award, or participation certification regardless of time played.
- There is an exception to the above policy. An injured player may letter if he was en route to the lettering before the injury. En route to lettering will be determined by the coach.
- All first year lettermen will receive a red letter award certificate for each sport lettered in.
- Once an athlete reaches his sophomore year, in addition to trophy or plaque, he/she will be eligible for a letter jacket provided he/she has lettered for two years in the same sport or has reached junior class status and has played for 3 or 4 years in the same sport but failed to letter. The athlete must letter during the year he receives a jacket.
- A transfer student will receive a jacket if he/she had lettered in the sport prior to moving to SHS and has not received a letter jacket.
- A student with senior eligibility lettering for the first time in a sport will not receive a letter jacket. He/she receives a red letter certificate.
- The student will pay for the base jacket and any inserts.
- Individual awards such as MVP, Coaches' Award, etc. will be left to the discretion of each coach.
- A participation certificate will be issued for each year until athlete letters. Once you have lettered, you receive the following awards unless you fail to letter again; then you go back to a participation certificate.
- Athletes will receive the following awards:
 - 1st year letterman - Red Letter Certificate
 - 2nd year letterman - Small Trophy and Jacket
 - 3rd year letterman - Small Plaque
 - 4th year letterman - Large Plaque
- If an athlete is a sophomore with junior eligibility (ineligible senior year), he/she will receive his/her jacket at the end of his/her sophomore year, in addition to the trophy or plaque, assuming he/she meets all the requirements.
- Managers must meet the same criteria as a player to letter and to receive a jacket.

BAND and COLOR GUARD LETTERING POLICY

- In order to earn a letterman jacket, one must participate in 2 (two) consecutive high school years in band, with no breaks in between. Mixed organizations do not qualify. Ex. 1 (one) year of band and one year of cheerleading do not qualify. The jacket will be ordered at the end of the second year. The student will pay for the base jacket and any inserts. Payment will be made to the company and not to the band.
 - 1st year letterman - certificate
 - 2nd year letterman - small trophy
 - 3rd year letterman - a medium sized trophy. Letterman jacket will be ordered at the end the 2nd high school year.
 - 4th year letterman - the jacket

VARSITY CHEER AND DANCE LETTERING POLICY

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

LIBRARY POLICY

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

LOCKERS

Lockers will be assigned at the beginning of the year during Chrome Book Checkout. Students may see Mr. Harrison for locker assignments and issues. The student is responsible for seeing that it is kept in a neat, orderly manner and that it is **KEPT LOCKED AT ALL TIMES**. **These lockers are not security lockers. Do not leave valuables in a locker.** Although the school will attempt to investigate any reports of stolen property, it cannot be held responsible for items lost, damaged, or taken from the locker. Lockers are not to be shared. Replacement locks are \$6.00.

LOST AND FOUND ARTICLES

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

LUNCH

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

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

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

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

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

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

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

Failure to clean a student's area during breakfast or lunch will result in kitchen patrol duty on the first offense. Detention on the second offense. Suspension or Expulsion based on severity.

Prices for Meals:

Breakfast

Student	\$1.00
Employee	\$1.50
Visitor	\$2.50

Lunch

Student	\$1.75
Employee	\$3.00
Visitor	\$5.00

MAKE-UP WORK POLICY

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

1. Students will be permitted to make up all work missed including tests and graded material unless the teacher is notified otherwise by the office. Students will be required to provide notes, phone calls, or doctor's excuses.
 - **A student who is suspended for ten days or fewer shall be assigned school work missed while he is suspended and shall receive the same credit originally available for such work if it is completed satisfactorily and timely as determined by the principal or his designee, upon the recommendation of the student's teacher.**
2. Missed tests will be made up individually. Teachers should not allow a subsequent test to count double.
3. Make-up tests will be given during a regular class period or a mutually agreed upon alternative time.
4. **It is the student's responsibility to notify the teacher upon his or her return to school that a test or other graded material needs to be made up.** Teachers will, at this time, establish the time and place of make-up.
5. Students in school when a test or activity is announced and who are absent the day of the test or activity only will be expected to take the test or complete the activity immediately upon their return. This is designed to discourage students who are habitually absent on test days.
6. Students missing more than one consecutive day will be allowed a minimum of one day for each day missed before being required to make up a test, turn in material, or complete an activity. This will in no case exceed five days. If after notification, the student fails to accomplish make-up in the allotted time, the proper grade is zero (0).
7. Most teachers post daily assignments in Google Classroom. All students are issued Chromebooks and we strongly encourage students to complete those assignments during absences.
8. We believe that teachers can solve some of the problems of absences on test day by not administering the same test as a make-up test. Teachers have the right to design a different make-up test that covers the same material as the original test. This will include all principal approved school functions that are two or more consecutive days.
9. It is recognized that there will be situations and extenuating circumstances that will have to be resolved by the office. It is hoped that all will continue to use good judgment and that all actions be to the advantage of our students.
10. Individual teachers may establish additional make-up work requirements or procedures for their classes. Any additional classroom make-up work requirements must be clearly communicated to students and parents through the teacher's course syllabus, classroom expectations, or other written communication at the beginning of the course or school year.

MEDICINE ON CAMPUS

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

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

The following policy will be adhered to:

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

MIGRANT EDUCATION PROGRAM

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

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

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

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

Eligibility Requirements for Participation

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

Migrant Education Program Services:

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

PARKING

Any vehicle operated on SHS campus must be properly registered with SHS. To apply for registration and purchase a parking hanger (\$10.00), the student needs the following: vehicle registration, receipt from School Messenger indicating that the student has paid for the parking decal and completed the registration form. Any vehicle parked on the campus that is not properly registered with a parking decal displayed is subject to towing at the owner's expense, immobilization of the vehicle, and/or disciplinary action. **Maximum speed on campus is 15 MPH.**

Seniors who purchase their parking space are the only classmen with special parking privileges but must still have their vehicle registered and display a parking hanger. The parking hanger is included in the \$100 parking fee.

Painted/Reserved Parking Spaces: Students who have not purchased a painted parking space are not permitted to park in any painted or otherwise reserved parking space. These spaces are reserved exclusively for students who have paid for and been assigned the designated parking space.

The student issued a parking hanger assumes the responsibility of accepting established rules and regulations of safe and courteous driving, and any infractions incurred on his/her permit number. Further, he/she accepts the responsibility for those students that he/she allows to drive or ride in his/her vehicle. Failure to comply with parking regulations will result in disciplinary action.

Repeated parking violations will result in a student's privilege to park on campus being revoked and disciplinary action. Violations will be as follows:

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

Upon arrival at school, drivers must park the vehicle, secure it, and leave the parking lot immediately. Students must all park in the same direction for safety purposes. Students are not allowed to go to their vehicle during the school day without administrative permission.

Underage/Unlicensed Driving

Students who are under the legal driving age or who do not possess a valid driver's license are not permitted to operate a motor vehicle on SHS property. Any student who is underage or unlicensed and is found operating a vehicle on campus will have the vehicle keys confiscated immediately. The student's parent or legal guardian will be required to come to the school to retrieve the vehicle, and the vehicle may not be released to the student. The parent or legal guardian may not return the vehicle keys to the student while on SHS campus.

A second offense involving an underage or unlicensed student operating a vehicle on campus will result in the vehicle being towed at the owner's expense. The student will also be subject to disciplinary action and may have his/her driving and parking privileges on SHS campus revoked.

Any additional offense will be reported to law enforcement.

POSITIVE BEHAVIOR

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

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

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

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

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

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

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

Respect yourself

Respect others

Responsibility for your actions.

SAFETY

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

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

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

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

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

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

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

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

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

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

UNAUTHORIZED PERSON- The term used when you suspect a person is on

campus who should not be here.

4. SHS is a CLOSED CAMPUS. All visitors, parents, and/or nonstudents must report to the Main Office when coming on campus. The Main Office Entrance is the only allowed entrance on campus. Persons anywhere on campus without proper visitor passes will be considered an unauthorized person and will be subject to questioning by security/law enforcement and school administration.
5. All students late for school (after 8:00 a.m.) must sign in with the hall monitor. No matter where a student parks or enters the building, they should always sign in at Student Services before attending class.
6. All student vehicles must be properly registered in Student Services and display the proper parking hanger. Student vehicles must be parked properly in the assigned areas.
7. Learn your proper evacuation routes in all locations.
8. All limited mobility persons should take care to learn their safety routes. If you have questions, meet with an administrator.
9. Sterlington High School is a weapon-prohibited zone. No firearms, knives, or incendiary devices are allowed.
10. All medication, both prescription and nonprescription, must be kept by the school nurse. This must be hand-delivered by the parent/guardian to the school nurse. Students are not allowed to carry any medication at school.
11. Students are expected to follow the school dress code at all times. This is an aspect of school safety with regard to helping identify unauthorized persons.
12. All persons are expected to perform as Good Samaritans or responsible citizens in the event of an emergency, great or small. You may provide first aid, call 911, run for help, be a witness, or simply be a voice of courtesy and wisdom. Do your part.

SCHOOL BUILDING LEVEL COMMITTEE

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

SCHOOL BUS TRANSPORTATION DISCIPLINE POLICY

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

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

Consequences for each infraction will be based on the Discipline Procedure Manual.

SCHOOL SPIRIT

School spirit is the loyalty and pride we feel for our school and everything it represents. It's crucial for a successful and memorable school year. We should always uphold our school's name, honoring the history and traditions we have inherited. School spirit requires **cooperation and participation** in all activities, as everyone has a vital role. No matter how big or small, each contribution matters. Without everyone doing their part, our strong student body can become weak and divided. School spirit is what drives us to **persevere** when things look bleak; it is the joy of victory or the pride of knowing we gave our best for our school. If we all commit to studying, respecting others' rights and property, taking pride in our school's appearance, cooperating, and fostering loyalty, **Sterlington High School will be unstoppable.**

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.

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, parents or eligible students can't 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 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.

SECTION 504 COMPLIANCE POLICY

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

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

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

Information Regarding Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that prohibits discrimination based on a disability in any program receiving federal funds. Section 504 states that: "No otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The Act defines a person with a handicap as anyone who:

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

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

A student must meet the definition of a student with a disability as defined in the statute to be covered under Section 504.

(Note: A physical or mental disability only constitutes a disability for purposes of Section 504 if it results in substantial limitation of the life activity in question. A student's general weakness in a given area would not typically constitute a disability under Section 504.) If the parent or legal guardian disagrees with the determination made by the professional staff of a school district, grievance procedures are in place to be followed.

If the student is determined to be disabled under Section 504, the school must develop an Individual Accommodation Plan (IAP) and implement the delivery of all needed accommodations as determined by a group of persons knowledgeable about the student, evaluation data, and placement options. Periodic re-evaluations are required for qualified students who receive services. Districts are expected to establish prior notice and consent procedures to encourage parents' involvement in the educational decisions affecting their children.

Parental Rights and Procedural Safeguards

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

You have the right to:

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

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

Barry Johnson
Section 504 Supervisor
800 Claiborne Street

West Monroe, Louisiana 71291
Phone: (318) 342-5400
E-mail: bljohnson@opsb.net

SENIOR YEAR INFORMATION

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

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

The student's opportunity to participate in the graduation ceremony is a privilege. **A senior must be in good standing with Sterlington High School to participate in graduation. Any senior who has been placed in alternative placement or has been expelled shall not be allowed to participate in graduation ceremonies for that year.**

Graduation is a very special time for the seniors at SHS. We strive to maintain a sense of pride and dignity in all that is associated with this memorable event. **The Class of 2026 will graduate on Monday, May 10, 2027**, in ceremonies to be held at North Monroe Baptist at 6:00 P. M.

While the student has the option of participating in the ceremonies, SHS expects and hopes that every graduate will be a participant. Mid-term graduates will not receive a diploma until May. Seniors who wish to participate are required to attend the rehearsal, which will be held on the day of graduation. If a senior does not report for rehearsal, he/she will not be allowed to participate in the ceremonies. **Regular school dress is required at the rehearsal.** Students who do not conform to the SHS Dress Code will be sent home from rehearsal. This may result in the student missing rehearsal and not being allowed to participate that evening. Should a graduate decide not to participate, the parent/ guardian of that student shall notify the counselor in writing. The diploma for that student will be available in the SHS Main Office on Wednesday following graduation.

Any student involved in any pranks will not be allowed to participate in graduation ceremonies. Inappropriate behavior by a student will result in his/her being escorted from the facility, and he/she will be prohibited from all activities at SHS in the future. In addition, a fine could be assessed. Breathalyzer tests will be given to all graduates upon arrival at the ceremony.

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

STUDENT OF THE YEAR CRITERIA

The Students of the Year Program is an excellent opportunity to recognize those students who have demonstrated excellent academic achievement, leadership ability, and citizenship. The Student of the Year Program is sponsored by the Louisiana State Superintendent through the State Department of Education and the State Board of Elementary and Secondary Education. The following will be used as guidelines for Sterlington High School in selecting nominees:

- ACT score of 25 or higher
- 3.5 GPA or higher
- Teacher recommendation forms
- No more than 15 candidates

STUDENT ORGANIZATIONS

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

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

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

TARDY POLICY

Tardies serve as stumbling blocks and interfere with the educational process. Recognizing that our bell schedule allows a five-minute interval for class change, our students should not only arrive at school on time each morning but also consistently make a vigilant effort to be punctual throughout their daily routine. **Class tardiness is defined as not being in the room when the tardy bell rings.** A student arriving after 8:00 am must sign in through the Hall Monitor. The student will be given an admit slip, which is to be given to the teacher. If the student has been to a doctor or dentist, an excuse will be needed to excuse the tardiness, as well as any classes the student may have missed.

After five (5) late arrivals to school or five early checkouts, the parents/guardians should receive a five-day letter and go to Child Welfare and Attendance. No appointment is necessary. Parents/guardians will receive a form to give to the school documenting their meeting at Child Welfare and Attendance.

Discipline Procedures for Tardies

- 1st offense Warning
- 2nd offense Letter to Parents
- 3rd offense Kitchen Patrol
- 4th offense Lunch Detention (2 days)
- 5th offense AM Detention (3 days)
- 6th offense Saturday Seminar
- 7th offense ISD
- 8th offense Suspension

SCHOOL THREAT ACCOUNTABILITY AND SAFETY ACT (ACT 619 OF 2026)

School Threats Have Serious Consequences

Louisiana law provides significant criminal penalties for individuals who terrorize or menace school property, school-sponsored activities, or firearm-free zones.

Examples of School Threats

- Threatening violence against students or staff.
- Posting threats on social media.
- Sending threatening emails or text messages.
- Making false reports of an active shooter.
- Making false bomb threats.
- Creating fear or panic through threatening communications.
- Criminal Consequences

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.

Individuals convicted may face:

- Fines up to \$15,000
- Imprisonment at hard labor for 5 to 15 years
- Loss of eligibility for parole, probation, or suspension of sentence

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 convicted may face:

- Fines up to \$1,000
- Imprisonment for 2 to 5 years

Additional Consequences students may also face:

- School disciplinary action
- Suspension or expulsion
- Juvenile court proceedings
- Mental health evaluations
- Probation or detention
- Participation in intervention programs

Parental Liability

Parents or guardians may be required to:

- Upon adjudication of a felony grade delinquent act or 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.
- Reimburse emergency response costs
- Reimburse law enforcement expenses

Remember

A threat made online is treated the same as a threat made in person.

If you become aware of a threat, immediately notify school personnel or law enforcement.

School safety is everyone's responsibility.

IDEA procedural safeguards remain applicable to students with disabilities.

STUDENT PROGRESS / ONCOURSE CONNECT APP

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

Follow the following steps to set up an account to view your student's progress:

Download the OnCourse Connect Mobile App.

- Search OnCourse Connect in the App Store or Google Play.
- Parents & Guardians: Log in with your district-provided username & password on your phone or computer. (Contact the school if you need access to your username & password)

Inside the App:

- Parents/Guardians have access to notifications, grades, attendance, and test scores.
- OnCourse Classroom LMS helps teachers deliver high-quality instruction and assessment. This replaces Google Classroom, offering parents greater transparency with their own login.

What You'll See Inside Classroom LMS (within the App):

- Full list of your student's classes.
- To-Do List: Upcoming assignments and deadlines
- Assignments Tab: View graded work, teacher feedback, and instructions
- Resources Tab: Download study materials & class documents
- Messages Tab: See teacher announcements & private messages

OnCourse Connect is also available online; go to the following page:
(<https://opsb.onscourseconnect.com/login>)

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

TECHNOLOGY ACCEPTABLE USE POLICY

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

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

Terms and Conditions of Use

1. Personal Privacy and Safety

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

2. Illegal Activities

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

3. Security

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

4. Network Resources

- a. Users will only use network resources in support of the educational goals and objectives of the Ouachita Parish School System.
- b. Users will not intentionally waste network bandwidth (listening 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, documentation, 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.

TELEPHONE USE/MESSAGES/DELIVERIES

A student is not allowed to use school phones unless he/she has reported to Student Services with a pass from a teacher indicating that the student is ill and needs to call home. Students **cannot receive deliveries of any type during the school day. Under no circumstance will the delivery of flowers, gifts, balloons, or food be made to a student by anyone.**

All books, materials, money, etc. should be brought when the student comes to school. If a parent leaves an item in the office for a student, the office staff assumes no responsibility in seeing that the delivery is made.

TESTING INFORMATION/SCHEDULE

SHS students have many opportunities for standardized testing. Standardized testing allows a student/parent to judge progress and educational gains with others. Testing is an important aspect of the educational process. Students with disabilities are eligible for special modifications in testing. Questions regarding standardized testing should be directed to the Testing Coordinator. LEAP 2025 test scores count 15% of a student's final grade in: Algebra I, Civics, Geometry, English I, English II, Biology I, and U.S. History.

2026 – 2027 TESTING SCHEDULE

Grades 9-12			
Grade Level(s)	Assessment	Delivery	Date(s)
9-12	LEAP 2025	Computer-Based Test	Fall: November 30 – December 18 Spring for all HS students: April 1 – May 12 Summer: June 21 – 26
11	ACT	Computer-Based Test	Window 1: February 23-26, March 1-5 Online standard time, accommodations online and paper Window 2: March 9-12, March 15-19 Online standard time, accommodations online and paper. Accommodations determined by ACT
11-12	WorkKeys	Computer-Based Test	Online Testing: September 30-April 5
9-12	CLEP	Computer-Based Test	Open Window: Complete by May 19
9-12	AP	Computer-Based Test	Open Window: Complete by May 19

KEY

ACT: American College Test

AP: Advanced Placement, various subjects

CLEP: College Level Examination Program

LEAP 2025 High School: English I, English II, Algebra I, Geometry, Biology, US History, Civics

Window: A range of days from which school systems or schools choose the dates and times for assessment administration

ACT WorkKeys: Optional assessment that measures essential workplace skills



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 that ensure that individuals will be free from discrimination based upon sex, race, national origin, or disabilities. The Ouachita Parish School Board does not discriminate based on 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:

Twainna Calhoun
Personnel Supervisor and Title IX Coordinator
Ouachita Parish School Board
1600 North 7th Street
West Monroe, LA 71291
(318) 432-5000

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

Jason Thompson
Chief of Staff and Title VI Coordinator
Ouachita Parish Student Support Services
1600 North 7th Street
West Monroe, LA 71291
(318) 432-5000

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

TOPS (LOSFA) STUDENT INFORMATION CONSENT FORM

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

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

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

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

VALEDICTORIAN

Valedictorian

It is the philosophy of the Ouachita Parish School Board that the honor of valedictorian may be awarded to students whose cumulative grade point averages not only reflect the quality of instruction in the entire school district, but specifically to those who exemplify the highest scholastic achievement in the high school from which they graduate. The students with the highest cumulative grade point average, after all grades have been officially reported by teachers, shall be selected as valedictorian. Any additional honors for students at a graduation ceremony shall be at the discretion of the high school principal.

Residency Requirements

To be eligible for the honor of valedictorian, students shall meet the following requirements:

- Attend a high school in the Ouachita Parish School System for at least four (4) consecutive semesters.
- Earn the highest-weighted grade point average in the high school from which they graduate.
- Meet one or more of the following career, college, or service accelerators:
 1. Highest ACT Composite Score of 20 or more AND Math sub-score of 25 or more OR English sub-score of 26 or more.
 2. Highest ACT Composite Score of 20 or more AND AP scores of +3 or more, IB scores of 4 or more, aligned DE credits of 6 or more, and a course grade of C or P or higher.
 3. Highest ACT Composite Score of 20 or more AND three CLEP exams from this list:
 - American Government (58 or higher)
 - American History I (50 or higher)
 - American History II (50 or higher)
 - Calculus with Elementary Functions (50 or higher)
 - College Algebra (50 or higher)

- College Mathematics (50 or higher)
 - College Composition (50 or higher)
 - College French (40 or higher)
 - College German (40 or higher)
 - College Spanish (40 or higher)
 - Human Growth and Development (50 or higher)
 - Introduction to Educational Psychology (50 or higher)
 - Introductory Psychology (50 or higher)
 - Introductory Sociology (50 or higher)
 - Macroeconomics (50 or higher)
 - Microeconomics (50 or higher)
4. Receive an Advanced IBC.
 5. Earn a Basic Bundle of credentials.
 6. Signed Military Acceptance Letter OR Service Academy Acceptance.

Student Notification

All policies and updates can be found in the Student Handbook, Course Description Guide, and Pupil Progression Plan.

Appeal Process

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

1. Counselor
2. Assistant Principal
3. Principal

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

EDGENUITY

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

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

WEB PUBLISHING POLICY

Purpose

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

Organizational Responsibilities

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

Content Standards

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

Student Safety

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

Web Publishing Guidelines

- All published content must reflect educational goals.
- All published content should be reviewed for accuracy, correct spelling, and correct grammar.
- All published content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights. If you are granted permission to publish copyrighted material, you must maintain documentation of this permission as long as the material is on the OPSB web server.
- All published content must be kept up-to-date.
- Do not use spaces in naming pages or directories. Use the underscore character (" _ ") instead of spaces.
- Graphics should be optimized to minimize page loading times and bandwidth usage.

- School websites must include:
 - School name
 - Principal's name
 - Full address
 - Telephone number
 - Fax number
 - A link to <http://www.opsb.net>

Published Student Information Release Form

Student Name _____

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

Parent/Legal Guardian (please print) _____

Signature _____ Date _____

WITHDRAWALS

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

WORK PERMIT

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

APPENDIX

ONLINE SCHOOL PAYMENT SYSTEM

Online School Payment System

Parents please register for an online payment account found on our school website. This handout will help you with the registration process so that all fees and payments to our school can be sent via online. Upcoming fees could include: cheer, dance, club fees, dances, or school fundraisers. If you have any questions feel free to email Michele Taylor at mhtaylor@opsb.net or call the school at 665-2725.

1. Go to <http://sterlingtonhigh.opsb.net/> or our school site found on school messenger. Just under the banner you will find the online payment icon.
2. Click on the OSP icon to begin payment system.



3. It will direct you to our school online payment page. Click Sign In to begin your registration or payment.



4. New users register for a new account.

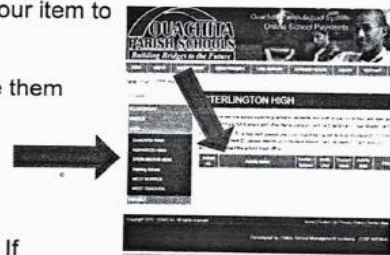


Once you are registered for an online payment account you will be ready to use our online payment system. When you are ready to either purchase an item or pay fees you will just log into system using your username and password you have created. A list of fundraisers or payments will appear on your screen. You can click on your item to purchase then follow the prompts to make a payment.

Parents you will select student profile when making any payment to give them credit for item or fee paid.

Parents there will be a filtering system found in the blue menu under our school name. It may help you find your payment or item faster.

Sterlington High School is very excited about our new payment system. If you have any questions please feel free to call the school and ask for Michele Taylor.



Acceptable Cards must have the VISA or MasterCard logos and in the form of a Credit Card, Payment Card, Charge Card, Debit Card, Bank Card, and Prepaid/Gift Card.

OPSB HIGH SCHOOL FIGHT POLICY



Child Welfare & Attendance

910 Thomas Road - West Monroe, Louisiana 71292 - Phone: (318) 432-5610 - FAX: (318) 387-0921

Rodney Lloyd, Director

August 10, 2026

High School Discipline Procedure Changes:

The following changes have been made to the procedure in handling fights during school supervision:

- Any student who is found guilty of instigating or participating in a fight while under school supervision shall be recommended for Alternative placement as determined by OPSB Hearing Officer.

The following changes have been made to the procedure of handling videoing/posting images with any inappropriate behavior/fighting.

- Any student found guilty of videoing/posting images with any inappropriate behavior/ fighting shall be recommended for expulsion or a change of placement as determined by CWA.

The following changes to graduation ceremonies:

- Any senior who has been placed in alternative placement or has been expelled shall not be allowed to participate in graduation ceremonies for that year.
- Any senior found guilty of participating in, videoing, or instigating a fight shall not participate in graduation ceremonies.

We, the undersigned parent/guardian and student, have read the procedure changes for fights, videoing/posting of inappropriate videos and graduation ceremonies and understand the consequences if found in violation of these procedures. We understand that we may contact the school for clarification of any of the procedural changes.

Student Signature

Date

Parent/Guardian Signature

Date

Jern McMillan-Johnson
Administrative Assistant
jermcmillan@opsb.net

Rodney Lloyd, Director
Director of Child Welfare & Attendance
Lloyd@opsb.net

Barbara Robinson
Child Welfare Supervisor
robinson@opsb.net

STUDENT HANDBOOK ACKNOWLEDGMENT



STERLINGTON HIGH SCHOOL

233 Keystone Road
Monroe, Louisiana 71203

(P) 318.665.2725

(F) 318.665.2727

STUDENT NAME (PRINT): _____

Parents/Students: Sterlington High School values our partnership with parents and guardians. Clear communication and shared expectations help us maintain a safe and productive school environment. Please take time to review this document with your student. Every SHS student is required to **RETURN** this completed form **SIGNED** and **INITIALED** by both the parent/guardian and student.

Parent
Initials

Student
Initials

I acknowledge that the Sterlington High School Student Handbook is available through the school website (<http://sterlingtonhigh.opsb.net/>) and contains important information regarding student expectations, school procedures, and disciplinary consequences. SHS also maintains a primary Facebook page to publicize information (Sterlington High School).

I understand that any student found guilty of instigating or participating in a fight while under school supervision shall be recommended for alternative placement as determined by an OPSB Hearing Officer, and any student found guilty of videoing, recording, posting, or sharing images/videos involving inappropriate behavior or fighting shall be recommended for change of placement as determined by CWA.

I understand that the Student Handbook contains the full definitions for instigating and participating in a fight. These definitions include actions that provoke, escalate, continue, or physically engage in a fight or physical altercation, including retaliation, instead of making a reasonable effort to disengage. Students found guilty of instigating or participating in a fight shall be recommended for alternative placement.

I understand that any senior placed in alternative placement or expelled shall not be allowed to participate in graduation ceremonies.

I understand that dances, pep rallies, assemblies, extracurricular activities, and ceremonies are privileges.

I understand that Sterlington High School is a closed campus. All visitors must come through the Main Office. Check-ins/Check-outs are completed through Student Services. To check out a student, proper identification must be presented.

I understand that attendance is required for academic credit and that excessive absences shall result in loss of credit, seat-time recovery, F6 grades, and/or Child Welfare and Attendance involvement. Saturday Seminar is the **ONLY** option for seat-time recovery.

I understand that tardies, late arrivals, check-ins, and check-outs will affect attendance records and may result in disciplinary consequences when excessive or improper. Appointment times, along with return times and dates, must be included in the doctor's excuse.

I understand that electronic telecommunication devices brought on campus must be turned off and kept out of sight during the instructional day. Telecommunication devices include, but are not limited to: cell phones, personal computers, iPads, tablet devices, e-readers, smart watches, smart glasses, or similar devices. Violation will result in confiscation of the device(s) and disciplinary consequences.

I understand that all electronic devices must be turned in during state/district test administrations such as LEAP, ACT, CLEP, WorkKeys, etc., unless an LDOE health/medical device waiver is on file for the current test administration. Adherence to all test rules regarding cell phones, dress code (hoodies), honesty, and timely attendance is expected.

I understand that using AI to cheat, submitting AI-generated work as my own, uploading assignments without teacher approval, impersonating others, creating harmful media, entering personally identifiable information into non-approved AI tools, or using AI to bypass required learning is prohibited. **Academic dishonesty is a major violation requiring a discipline report and shall result in academic AND disciplinary consequences.**

I understand that Chromebooks and chargers are issued together at the beginning of the school year and must be returned together at the end of the school year. Students are responsible for lost, damaged, or unreturned school-issued technology.

I understand that students assigned out-of-school suspension are not allowed on campus, at school-sponsored events or at OPSB-attended events.

I understand that ALL student drivers operating a vehicle on SHS campus must be properly registered with SHS, which includes displaying a parking decal and meeting all lawful requirements to drive. Any vehicle that is not properly registered is subject to towing at the owner's expense.

By signing below, we acknowledge that we have been provided with online access to the Sterlington High School Student Handbook and our student has been notified of the key policies listed above. We understand that failure to follow school policies shall result in disciplinary action.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

IVY DANIELS ACT



Parent/Guardian Acknowledgment Form

Student Name: _____

School: _____

Grade: _____

School Year: _____

Louisiana law requires public schools to provide information regarding the crime and consequences of unlawful dissemination or sale of images of another created by artificial intelligence as provided in R.S. 14:73.14 and unlawful possession of images of another created by artificial intelligences as provided in R.S. 14:73.14.1.

By signing below, I acknowledge that:

- I have received information regarding the Ivy Daniels Act (Act 782 of 2026).
- I understand the criminal, disciplinary, and financial consequences associated with unlawful dissemination, sale, and possession of images of another created by artificial intelligence.
- I have reviewed this information with my child.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

Student Signature (Optional): _____ Date: _____

School Use Only

Date Received: _____

Received By: _____



STUDENT NAME (PRINT): _____

Parent/Guardian Acknowledgment Form

School Threat Accountability and Safety Act

[The School Threat Accountability and Safety Act](#) (Act 619 of 2026 Regular Legislative Session) requires public schools to provide information regarding the crimes and consequences associated with terrorizing or menacing school property, school-sponsored functions, and firearm-free zones.

By signing below, I acknowledge that:

- I have received information regarding the School Threat Accountability and Safety Act.
- I understand the criminal, disciplinary, and financial consequences associated with school threats.
- I understand that threats communicated verbally, electronically, through social media, or by any other means may result in criminal prosecution and school disciplinary action.
- I have reviewed this information with my child.

Student Name _____ School Year _____

School: _____

Parent/Guardian Name (Printed) _____

Parent/Guardian Signature _____

Date _____

School Use Only

Date Received _____

Received By _____

SHS A.I. POLICY LETTER



STERLINGTON HIGH SCHOOL

233 Keystone Road
Monroe, Louisiana 71203
318-665-2725
318-665-2727 - fax

October 29, 2025

Sterlington High School
Parent Letter: AI & Plagiarism Policy for Freshmen/Sophomores

Dear Parents and Guardians,

Sterlington High School recognizes the rapid growth and use of Artificial Intelligence (AI) technologies and their potential to enhance the educational experience. As these tools become increasingly available, we want to ensure that our students learn to use them responsibly and ethically.

For the 2025–2026 school year, freshman and sophomore students will have limited access to AI tools in their coursework. Students in these grades may only use Turnitin's AI Tutor feature for grammar and writing support. All other forms of AI-generated work are not permitted.

Any assignment flagged as AI-generated will be reviewed by the teacher. If it is determined that a student has submitted work that is not original to their own thoughts, grammar, or writing, the student will receive a disciplinary write-up and a grade of zero for that assignment.

Additionally, students in grades 9 and 10 will take the LEAP assessment, which requires independent writing. Students will not have access to AI tools of any kind during this testing.

As students advance into their junior and senior English courses, teachers will begin incorporating lessons on the responsible and ethical use of AI. Our goal is to prepare students for success beyond high school by teaching them how to use these tools appropriately in academic and professional settings.

Please take a moment to discuss this policy with your child. Remind them that any work submitted to a teacher must represent their own original ideas and writing.

The AI policy for both Ouachita Parish Schools and Sterlington High School will continue to evolve as technology and best practices develop. We appreciate your partnership and support as we work together to maintain academic integrity and prepare our students for the future.

Sincerely,

SHS Administration



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

