

2020-2021

# STUDENT HANDBOOK

**WEST MONROE HIGH SCHOOL**  
**201 Riggs Street**  
**West Monroe, LA 71291**

**Main Office: (318) 323-3771**  
**Fax: (318) 388-4594**

**www.gorebs.org**

*For the latest version of the West Monroe High School Student Handbook, visit <http://www.gorebs.org> under parents and students.*

**ACT/SAT School Code: 192995**

## ALMA MATER

By: Sandy Lawn

*All hail, all hail to West Monroe  
We honor thee this day.  
Oh, shine thy beacon thru the dark of days to come,  
Light of learning ever burning, showing us the way,  
We give our praise to West Monroe,  
Hail a work well done.*

*“We resolve to be wholeheartedly devoted to the overall education of our youth, while intentionally using our influence to add value to each student whose life we touch.” – WMHS*

Grading Period	End Date	Report Card Date
First Nine Weeks	October 28, 2020	November 5, 2020
Second Nine Weeks	January 15, 2020	January 25, 2020
Third Nine Weeks	March 12, 2021	March 19, 2021
Fourth Nine Weeks	May 24, 2021	**See Note Below**

**\*\*Note regarding final report cards\*\*** Only those report cards of students who failed classes or an End-of-Course/LEAP 2025 Exam will be mailed at the end of the school year. Students who passed all of their classes and LEAP 2025/EOC exams may pick up their report cards from the main office beginning June 1<sup>st</sup>.

## ADMINISTRATION

### Shelby Ainsworth, Principal

#### ASSISTANT PRINCIPALS

Amanda Green	Curriculum and Instruction
Robyn Pierce	Discipline and Attendance (9 <sup>th</sup> Grade)
Cody Lewis	Discipline and Attendance (10 <sup>th</sup> – 12 <sup>th</sup> , A-G)
Dan Lane	Discipline and Attendance (10 <sup>th</sup> – 12 <sup>th</sup> , H-O)
James Remedies	Discipline and Attendance (10 <sup>th</sup> – 12 <sup>th</sup> , P-Z)

#### COORDINATORS

Jason Adams	Maintenance Supervisor
Jerry Arledge	Athletic Director
Joyce Blasingame	Cafeteria Manager
Richie Grant	Administrative Coordinator – 9 <sup>th</sup> Grade
Mary Hicks	504 Coordinator
Corie Williams	Testing and Curriculum Coordinator
Angel Wilson	Alternative Program Coordinator

#### COUNSELORS

Monya Martin	9 <sup>th</sup> Grade
Barbara Gray	10 <sup>th</sup> – 12 <sup>th</sup> , A-D
Jimmie Ann Grant	10 <sup>th</sup> – 12 <sup>th</sup> , E-K
Esther Townsend	10 <sup>th</sup> – 12 <sup>th</sup> , L-R
Vanessa Tolar	10 <sup>th</sup> – 12 <sup>th</sup> , S-Z

#### SECRETARIES

Miriam Counts	Athletics
Amy Johnson	Student Services
Katie Kahmann	Principal's Office
Caitlin May	Check-in \ Check-out
Stella Ramsey	Registrar
Aletha Thompson	Main Office
Lisa Tolar	Bookkeeper

## ACCREDITATION

West Monroe High School is a school within the Ouachita Parish School System and Louisiana Department of Education. West Monroe has met the requirements established by AdvancEd Accreditation Commission and Board of Trustees and is accredited by the Southern Association of Colleges and Schools Commission on Accreditation and School Improvement.

## NON-DISCRIMINATION

West Monroe High School does not discriminate on the basis of race, color, national origin, age, religion, gender, sexual orientation or disability in the educational programs or activities which it operates.

## BELL SCHEDULES

### I. Regular Schedule

\*\*Students are allowed on Campus beginning at 7:15 am.\*\*

Period 1	7:45 – 8:41		
Period 2	8:45 – 9:48		
Period 3	9:52 – 10:48		
Period 4	10:52 – 11:48		
1 <sup>st</sup> Lunch	11:48 – 12:13	Period 5	11:52 – 12:48
Period 5	12:17 – 1:13	2 <sup>nd</sup> Lunch	12:48 – 1:13
Period 6	1:17 – 2:13		
Period 7	2:17 – 3:15		

### II-A. Half-Day Schedule (1, 2, 3, 4)

Period 1	7:45 – 8:33
Period 2	8:37 – 9:25
Period 3	9:29 – 10:17
Period 4	10:21 – 11:10
Lunch	11:10 – 11:30

### II-B. Half-Day Schedule (1, 5, 6, 7)

Period 1	7:45 – 8:33
Period 5	8:37 – 9:25
Period 6	9:29 – 10:17
Period 7	10:21 – 11:10
Lunch	11:10 – 11:30

**Students will not be supervised on campus before 7:15 a.m. Upon arrival to campus, students must report to the designated areas.**

## COVID-19 Precautions

During phases 2 and 3, students must take precautions to protect themselves and others from the novel coronavirus.

- All students must wear face coverings at all times, except while eating lunch.
  - Face coverings must cover the nose and mouth. You cannot cover your entire head.
  - Face coverings must be school appropriate. They cannot have depictions of drugs, alcohol, nudity, profanity, and/or anything else the administration deems inappropriate.
  - Students may not use bandanas or shields as a face covering.
  - Only students with an OPSB Waiver Form signed by their physician may be exempt from the mask rule. This paperwork must be on file in student services.
- Students must maintain 6 feet of distance from other students to the greatest extent possible.
- Students are encouraged to wash their hands frequently, and use hand sanitizer.
- Students should stay home if they exhibit any COVID symptoms. (i.e. high fever, chills, cough, shortness of breath, sore throat, a new loss of taste or smell, etc...).

## ADMISSIONS

New student registration hours are 7:30 – 10:00 a.m. Monday – Friday in the Guidance Office.

**STUDENTS ARE REQUIRED TO PAY A \$30.00 ENROLLMENT FEE EACH YEAR. SENIORS ARE REQUIRED TO PAY AN ADDITIONAL \$10.00 GRADUATION FEE.**

Any student who was not in attendance at WMHS, Good Hope, West Ridge or Riser Middle School in April of the preceding school year must provide the following information in order to enroll at West Monroe High School:

1. Birth Certificate (Copy)
2. Social Security Card (Copy)
3. Immunization/Health Record (Copy)
4. Legal Proof of Guardianship and/or Custody Papers if applicable
5. Special Education/504 Records if applicable
6. Affidavit of Residence Signed by Parent or Guardian
7. Proof of Residence (Check registration packet for specific requirements.)
8. Proof of passage of LEAP 21 from the 8th grade
9. Withdrawal Record from previous school which includes the following:
  - a. Drop Slip
  - b. Most Recent Report Card or Transcript
  - c. Grading Scale
  - d. Numerical average of previous grading periods
  - e. Numerical average of current grading period or at time of withdrawal
  - f. Indication that student withdrew in good standing and is free of all obligations to the school including books, debts, uniforms, etc. This includes WMHS students who drop and re-enter without attending another school.
10. The \$30.00 enrollment fee covers handbooks, identification cards, parking permits, postage, and correspondence.

## WITHDRAWALS

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

## DEBTS AND OBLIGATIONS

Students with outstanding debts and obligations to WMHS are encouraged to pay all debts as soon as possible. WMHS may hold transcripts and or records of any student owing debts at WMHS. Report cards are not withheld for outstanding debts of any kind. Students will not be allowed to go on school sponsored trips or other school functions until all of their school expenses are cleared.

## CLOSED CAMPUS

WMHS is a closed campus. All visitors must sign-in with Check-in / Check-out. Students are not allowed to leave without checking out through Check-in / Check-out. Students are not allowed to have deliveries from outsiders at any time

## 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.

## TELEPHONE USE/MESSAGES/DELIVERIES

Under no circumstance will the delivery of flowers, gifts, balloons, or food be made to a student by anyone. A student is not allowed to use school phones unless he/she has reported to Student Services or Check In/Out with a pass from a teacher indicating that he or she needs to call home. Students should not ask nor teachers should allow a student to leave the classroom to make a phone call. Personal phone calls should be made before or after school. Students cannot receive deliveries of any type during the school day. All books, materials, money, etc. should be brought when the student comes to school. If an emergency occurs and the parent/student has made arrangements prior to the beginning of the school day, a parent may leave an item in Check-in / Check-out for a student. The office staff assumes no responsibility in seeing that the delivery is made or that the student is notified.

## VIRTUAL SCHOOL

The Ouachita Parish School System will implement the Ouachita Bridge Academy (OBA) on each high school campus. Edgenuity Inc. will provide the online courses, educational resources and test preparation for this virtual school. The school system currently uses Edgenuity Inc. for high school students who need to recover credits or who want to study a subject not offered at their school. Edgenuity's curriculum allows students to pursue studies at their own pace, whether from home or another place with internet connection. Ouachita Parish School Board has two enrollment periods for students wishing to enroll in OBA. To see if your child is eligible to enroll in the Ouachita Bridge Academy or for more information please contact Amanda Green at 323-3771 extension 237.

## STUDENT ORGANIZATIONS

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

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

Principals shall be responsible for approving or authorizing any student activity and/or organization and shall also be responsible for the operation and oversight of all student activities or organizations to assure compliance with administrative regulations. Requests for new club or charters must be submitted to the school principal on the School Board's *Student Organization Charter Application* at least one (1) calendar year in advance. The principal's decision regarding the request for the new club or charter shall be final.

## STUDENT PROGRESS

1. **Remember** that you are seeing your student's progress. Often, the grades may reflect quizzes and homework rather than major tests. Pay close attention to the number of maximum points for each assignment. Assignments with more points have a more profound effect on the students' grades. By simply monitoring your student's progress throughout the entire grading period, you will likely see improvement as he/she realizes that you are now seeing more than just one progress report and a report card.
2. **Discuss** the situation with your student.
3. Contact the teacher via **email**. Keep in mind that the teacher may have already had his/her planning period and it could be 24-36 hours before you will receive a response.
4. If a **phone** conversation is desired, leave a message with the receptionist in the main office (323-3771). 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** for further advice.

The administration, counselors, and teachers at WMHS are available for the parent and the student. Students should NEVER feel that they couldn't see the 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.

## CREDIT RECOVERY

Credit recovery is an instructional program for students who have failed courses taken previously. The program is self-paced, competency-based, aligned with Louisiana's content standards, aligned with Louisiana's grade-level expectations, and is facilitated by a certified teacher.

To qualify for participation in an available credit recovery course, students must have taken and failed one or both semesters of a course and met attendance requirements for the course previously taken (no excessive absences or F6).

In order to earn Carnegie credit in a credit recovery course, students must successfully complete EACH failed semester using a computer-based credit recovery program approved by the Louisiana Department of Education (DOE) and pass a comprehensive final exam approved by the Louisiana DOE.

## 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 West Monroe High School during the hours of 8:00-10:30 a.m. and 1:00-2:30 p.m. Monday through Friday. Call Mrs. Aletha Thompson at 323-3771 for more information.

## ATHLETIC ELIGIBILITY

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

### I. General Information

- A. A student must have enrolled in school not later than the tenth day 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.
- 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 are considered as 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 a NCAA Clearinghouse Form spring of junior year. Additionally, ACT scores should be sent to the NCAA Clearinghouse by marking code 9999 on the registration form or by securing an Additional Score Report Form from the Guidance Department.
- 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 LHSAA.

### 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. LHSAA Packet

- A. No student is eligible to represent WMHS in any athletic event until ALL LHSAA paperwork is completed. See the coach of your sport for this packet.

## NCAA ELIGIBILITY AND TRANSCRIPTS

### Eligibility

In order to determine eligibility for participation in National Collegiate Athletic Association (NCAA) Division I, II, or III schools, you should schedule a meeting with Mr. Remedies in Student Services.

Division 1 Eligibility Example:

- Complete 16 core courses:
  - Four years of English
  - Three years of math (Algebra 1 or higher)
  - Two years of natural/physical science (including one year of lab science if your high school offers it)
  - One additional year of English, math or natural/physical science
  - Two years of social studies
  - Four additional years of English, math, natural/physical science, social studies, foreign language, comparative religion or philosophy
- Complete 10 core courses, including seven in English, math or natural/physical science, before your seventh semester. Once you begin your seventh semester, you may not repeat or replace any of those 10 courses to improve your core-course GPA.
- Earn at least a 2.3 GPA in your core courses.
- Earn an SAT combined score or ACT sum score matching your core-course GPA on the Division I sliding scale, which balances your test score and core-course GPA. If you have a low test score, you need a higher core-course GPA to be eligible. If you have a low core-course GPA, you need a higher test score to be eligible.

### Transcript Submission

WMHS will submit official transcripts to the NCAA Eligibility Center four times during the school year.

ROUND 1: Official transcripts will be submitted during the first grading period of school to reflect credits earned during summer school.

ROUND 2: Official transcripts will be submitted during the second grading period prior to the early signing day.

ROUND 3: Official transcripts will be submitted in January at the end of the first semester.

ROUND 4: Official transcripts will be submitted at the end of the academic year once grades are finalized.



## **CLASS RANKING – OPSB POLICY**

It is the philosophy of the Ouachita Parish School Board that the honors of valedictorian and salutatorian may be awarded to students whose cumulative grade point averages not only reflect the quality of instruction in the entire school district, but specifically to those who exemplify the highest scholastic achievement in the school from which they graduate. West Monroe High School recognizes graduating seniors meeting the above OPSB policy guidelines and who have maintained an overall 4.0 GPA as Honor Graduates. These students share the number 1 ranking.

### **Student Notification**

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

### **Ranking of Students**

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

### **Appeal Process**

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

1. Counselor
2. Assistant Principal
3. Principal

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

## CELL PHONE/ELECTRONIC DEVICES

**USE OF CELL PHONE: MUST BE OFF AND OUT OF SIGHT BETWEEN 7:50 A.M. AND THE DISMISSAL BELL.** This includes any electronic device such as iPod, iPad, mp3 player, CD player, headphones/ear buds, smart watch, and earphones.

As outlined in Louisiana law R.S. 17:239, students are prohibited from **using** cell phones or any electronic telecommunication device in all public-school buildings and on school buses used to transport public school students. Cell phone “use” is defined for this policy as the cell phone being in the “on” position or mode.

During regular school hours, student cell phones are required to be **kept out of sight and turned off** while in a school building, on school grounds, or on a school bus. West Monroe High School strongly suggests that students not bring electronic devices to school.

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

Consequences for violation of the cell phone policy:

**First offense** – the phone or device will be taken from the student and turned over to a school administrator. A parent will be contacted and the device will be returned to the parent, or student with parental permission, between the hours of 1-3 p.m. following the passing of **fifteen (15) calendar days from the date of the offense**. Note: if the student becomes disrespectful due to the item being confiscated, more serious corrective action may be assigned.

**Second offense** – the confiscated item will be held at school for thirty (30) calendar days and returned to the parent as stated above **and** the student will be assigned ISS, or Saturday Seminar if the student has previously been assigned ISS, **and** the student will be **prohibited from having possession** of a cell phone or any such device in a school building, on school grounds, or a school bus **for the remainder of the school year**.

**Third offense** – the student will be **suspended from school for one day** and the confiscated item **will not be returned until the end of the school year**. Both the student and a parent will be **required to meet** with the Child Welfare and Attendance Officer before the student can return to school.

**Fourth offense** – a student found in possession of any such device after being prohibited to have said possession on school grounds or on a school bus **may be recommended for expulsion** and transferred to the Alternative School for the remainder of the school year.

**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.**

\*Inappropriate use of cell phones with camera capabilities MAY result in immediate suspension and/or expulsion. Any material deemed illegal for possession will be referred to law enforcement for further investigation.

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

If a student refuses to turn over phone to a faculty or staff member, the administrator will contact the guardian. If the guardian agrees that the student should keep the phone and not turn over to the administrator, the following actions will take place:

- 1) Administrator will inform student/parent the student is being suspended from school for a minimum of three days and both the guardian and student will have to meet with Child Welfare and Attendance prior to the student returning to school.
- 2) The parent and student will be informed that the student cannot have a cell phone at school for the rest of the school year. If student is caught with a cell phone after returning to school following the suspension and meeting, the student will be recommended for expulsion.

## ATTENDANCE

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

### Attendance Requirements

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

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

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

### Excused Absences

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

The following circumstances are recognized as *excused* absences:

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

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

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

## Attendance Procedures

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

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

## **EXCESSIVE ABSENCE FORM**

The excessive absence form is issued by the classroom teacher or administrator to notify the student and guardian that the student has accumulated six or more unexcused absences in a class. The student signs this form upon receipt to verify notification. Once the copy is given to the student, a copy is given to his/her administrator and the student must take this form home to his/her guardian. The guardian shall call the Child Welfare and Attendance Office within 48 hours of receiving this form to make an appointment for eligibility and assignment of Saturday seat time recovery classes.

## **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

### Check-in / Check-out Procedures

1. Photo ID will be required of anyone checking a student out.
2. 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 the Check In/Out Office. Failure to do so will result in disciplinary action for the student. A photo ID will be required of anyone checking out a student.
3. Any student who checks out of WMHS and returns the same day must report immediately to the Check In/Out Office and check back in. Detention will be assigned to those students who do not do so.
4. Fraudulent check-in and/or checkout will be treated in the same manner as skipping.

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

If a student must leave school before the end of the school day, a parent or guardian must come to the Check In/Out Office to sign out the student. The parent may sign the checkout form at any time prior to the time 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 the Check In/Check Out office 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 the Check In/Out office. These forms are available in Check In/Out.

Students do not automatically have the right to check out of school, regardless of age, without parental consent, except in the following situations:

1. Students eighteen or older who reside in a bona fide home other than that of a guardian.
2. Students who are married.
3. Students who are **legally emancipated** from their parents.

\*\*Documentation must be on file in Student Services for any of the above situations.\*\*

## TARDY POLICY

Tardies serve as stumbling blocks and interfere with the educational process. Recognizing that our bell schedule allows a four-minute interval for class change, our students should not only arrive at school on time each morning but also consistently make a vigilant effort to be punctual throughout their daily routine. **Class tardiness is defined as not being in the room when the tardy bell rings.** Any student reporting to school after 7:55 A. M. should report immediately to Check-in / Check-out 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 disciplinary action.

### Discipline Procedures for Tardies

- 1<sup>st</sup> offense Warning from teacher
- 2<sup>nd</sup> offense Minor infraction PBIS assignment given by teacher-signed by parent
- 3<sup>rd</sup> offense Saturday Morning Detention
- 4<sup>th</sup> offense Saturday Morning Detention and ISS (one day)
- 5<sup>th</sup> offense Saturday Seminar (see policy) or OSS

After the 5<sup>th</sup> offense, the cycle starts over with the 3<sup>rd</sup> offense. Tardies are accumulated on a semester basis.

## CODE OF CONDUCT

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

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

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

## POSITIVE BEHAVIOR INTERVENTION & SUPPORTS (PBIS)

In keeping with our “Student Code of Conduct”, every student at WMHS 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 WMHS is authorized to hold every student accountable for any disorderly conduct on the school campus or at any school sponsored events. WMHS strives 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. West Monroe High School utilizes school wide positive behavior support. Positive Behavioral Interventions and Supports (PBIS) is a data/research-based systems approach to enhancing the capacity of schools to educate all students. PBIS is a proactive process whereby school leadership teams, in alignment with school improvement efforts:

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

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

West Monroe High School will be using the REBEL RULES to express behavioral expectations for all students.

***Respect yourself***

***Respect others***

***Responsibility for your actions***

## DISCIPLINE POLICY

**Students may be disciplined (PBIS Writing Assignment, Lunch Work Detail, In-School Suspension, Saturday Detention, Saturday Seminar, Driver’s License Suspension, Out-of-School Suspension, or Recommendation for Expulsion) for the following violations:**

1. **SKIPPING ANY CLASS** – Students are assigned a class each hour of the school day; they are expected to be in this assigned class. Habitual skipping could result in the student being on “lock-down”, for an extended period of time with all assignments completed in ISS.
2. **SKIPPING SCHOOL** – Students skipping school will not be allowed to make up work that is missed.
3. **LEAVING THE CAMPUS WITHOUT PERMISSION** – The student is officially at school from the time he/she 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/she cannot legally leave campus until the school day ends. This includes running errands for a teacher. *Teachers cannot authorize a student to leave campus unless it is an approved, school-sponsored trip.*
4. **LEAVING CLASS WITHOUT PERMISSION** – Students should not leave class unless it is an emergency. During class time no student shall be in the hall without a hall pass. This includes trips to the rest room, library, office or water fountain. If a student is out of class on a hall pass, he/she is expected to go to the designated area as quickly as possible. *It is the student’s responsibility to ask for a pass before leaving a class.*
5. **POSSESSION OF ALCOHOL OR BEING UNDER THE INFLUENCE OF ALCOHOL WHILE ON CAMPUS OR AT ANY SCHOOL-SPONSORED FUNCTION** – See Appendix F.
6. **POSSESSION OF DRUGS OR BEING UNDER THE INFLUENCE OF DRUGS WHILE ON CAMPUS OR AT ANY SCHOOL FUNCTION** – See Appendix F.
7. **FIGHTING** – WMHS follows a zero-tolerance policy toward fighting. Fighting on the school campus or at school-sponsored events is strictly forbidden.
  - Each student is to do whatever is necessary to avoid being in a fight or to stop a possible fight between classmates. When approached by a student who you are having a problem with, do not get involved. Turn around and walk to the nearest teacher, principal, or counselor or go to Student Services and report the problem.
  - Instigating a fight through verbal and/or social media methods will be viewed as equal to participating in a fight by the administration.

### Consequences for Fighting

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

8. FIREWORKS ON CAMPUS – Possession of fireworks while on campus will result in the loss of the fireworks and a detention or suspension penalty. Exploding fireworks on campus will mean automatic suspension and recommendation for expulsion.
9. STEALING – WMHS follows a zero-tolerance policy toward theft. Theft is subject to recommendation to law enforcement for further investigation.
10. 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. See Appendix E.
11. DISTURBING CLASS – Conduct that inhibits the right for others to learn.
12. WILLFUL DISOBEDIENCE – Refusing to follow directions given by a faculty or staff member.
13. DESTROYING OR VANDALIZING SCHOOL PROPERTY OR THE PROPERTY OF ANOTHER STUDENT WHILE ON THE SCHOOL CAMPUS OR AT A SCHOOL FUNCTION – The student will be suspended and not allowed to return to school until full restitution is made.
14. PUBLIC DISPLAY OF AFFECTION (PDA) – The high school campus is not the place for 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.
15. BEING DISRESPECTFUL TO ANY EMPLOYEE
16. USING PROFANE OR OBSCENE LANGUAGE AND/OR POSSESSION OF SUCH MATERIAL, EITHER PHYSICALLY OR ELECTRONICALLY
17. GAMBLING
18. HAVING ANY FORM OF TOBACCO WHILE ON CAMPUS – State law mandates that there be no tobacco products allowed on any school campus.
19. CHEATING/PLAGIARIZING – Any student caught cheating, plagiarizing, falsifying or changing any records will be subject to suspension. A zero (0) will be given for the assignment or exam.
20. FOOD OR DRINK IN THE BUILDING – No food or drink will be allowed without prior administrative approval.
21. MISCONDUCT ON ANY OUACHITA PARISH SCHOOL BUS – The school bus is an extension of the WMHS campus whether the student is in route to/from school or on a school sponsored trip. The privilege of riding the bus is conditioned on a student's good behavior and the observance of all school rules and regulations. Students are reminded that the bus driver is a school board employee and is in full control during the time the student is a passenger. The Assistant Principal will handle all disciplinary problems which develop on a school bus. Students may be removed from the bus, suspended or expelled for non-compliance. Students may ride only the bus that they are assigned. Due to overcrowding on busses, no students will be given permission to ride a different bus. Students who move from one location to another must make arrangements for bus transportation in advance.
22. REFUSAL TO ACCEPT OR COMPLETE DETENTION
23. FAILURE TO COMPLY WITH DETENTION RULES
24. FAILURE TO COMPLY WITH VEHICLE REGISTRATION AND PARKING REGULATIONS



25. ALTERING A STUDENT I.D. CARD
26. PRESENTING ANY KIND OF FRAUDULENT EXCUSE, NOTE, OR PASS
27. NON-COMPLIANCE WITH THE SCHOOL DRESS CODE
28. CAUSING A FALSE ALARM WITH THE EMERGENCY SYSTEM
29. 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
30. INTERFERING WITH OR ALTERING THE SCHOOL SURVEILLANCE SYSTEM

## DISCIPLINE CONSEQUENCES

### PBIS MINOR INFRACTION ASSIGNMENT

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

### SATURDAY MORNING DETENTION

As a means of discipline, a detention class is held on Saturday morning for various school violations. When the student is assigned this detention he/she must provide his/her own transportation to/from school. Students assigned detention should remember that it is being served as punishment. Refusal to accept and report to assigned detention will result in further disciplinary action.

#### **Saturday Detention Policies:**

1. **Saturday Morning Detention.** The administrators reserve the right to place students in Saturday Morning Detention from 7:55 AM-10:00 AM for violations of school and classroom rules.
2. Tardiness to detention will result in an additional day of detention
3. Failure to report to detention without being properly excused by the assistant principal will result in further disciplinary action.
4. Absolutely no talking, eating, gum chewing or sleeping.
5. School materials (books, paper, pens, and pencils) must be brought to detention for study. Students who fail to bring study materials will be dismissed from detention and an additional day added to detention time.
6. Any disturbance caused by a student in detention will result in the detention teacher dismissing the student. A referral will be written to the student's administrator.
7. Dress for detention will be the same as for a regular school day.
8. Chairs, equipment or materials are not to be changed in any way or removed from the detention area.
9. In order to be excused from detention, a parent must make the request. The student must report to the assistant principal who assigned the detention before 1:00 PM on the Friday before the assigned Saturday detention. If the student fails to do so, Rule #3 is in effect.
10. Tests are not to be taken in detention.
11. When detention starts, you will not be permitted to leave the room for any reason.
12. If a student is absent from school the Friday before the assigned Saturday detention, he/she is expected to report to detention. If the student fails to do so, Rule #3 is in effect.
13. Transportation must be arranged prior to detention dismissal. Detention dismisses at 10:00 a.m. No School Employees will be on duty after 10:10 a.m.
14. All rules that apply during the regular school day will also apply to detention.

## **SATURDAY SEMINAR**

Saturday Seminar is to be given to students, in **lieu** of a suspension, that have committed a suspendable offense. Students that fail to meet the requirements of attendance, or who fail to follow all rules and policies of Saturday Seminar, will be subject to immediate suspension. Saturday Seminar can be assigned only **ONCE** per semester.

### **Saturday Seminar Policies:**

- Students must be on time (7:55 a.m. promptly).
- **NO TARDIES ARE ALLOWED.**
- Students must remain at Saturday Seminar the full time (7:55 – 11:30 a.m.).
- No food or drinks are allowed in the building.
- No smoking or sitting in automobiles during the break.
- **CLOSED CAMPUS** - all visitors must report to one of the site coordinators upon entering the building.
- Students who sleep will be warned the first time and will be dismissed after the second warning.
- If you are excused from class, leave the premises immediately.
- If someone is to pick you up, have that person check you out through our site coordinator.
- Male students are not allowed to wear earrings.
- Students, parents or visitors must check with the site coordinator for emergency situations.
- Male or female students in building should wear no head covering of any kind.
- **NO SHORTS OF ANY KIND ARE PERMITTED. (STUDENT WILL BE SENT BACK HOME IMMEDIATELY.)**
- Girls should not bring purses unless absolutely necessary.
- No low riding pants revealing underwear allowed.
- No pajama pants allowed.
- No mid-drift or belly button showing allowed.
- No friends will be allowed at seminar.
- No beeper, cellular phones, or radios are allowed in building.
- Students are asked to provide notebooks and pens or pencils.
- Your ride should be present to pick you up approximately 11:20 a.m.
- **NO ONE** (coordinator or instructor) will be on duty after 11:50 a.m.

## **IN-SCHOOL SUSPENSION (ISS)**

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

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

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

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

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

**\*\*A suspended or expelled student is not allowed on campus during his/her suspension for any reason including extra-curricular events. Per OPSB pupil progression policy, graded assignments missed during a suspension can be made up. The student will be allowed to earn up to 75% credit on missed work.**

## **SUSPENSION OF STUDENT DRIVER’S LICENSE**

Louisiana Law (R.S. 17:416.1 and R.S. 32:432) defines driving as a privilege and that drivers’ licenses of students who have been suspended for ten or more days, or students whom have been expelled or placed at an alternate site (OPAC). The term of license suspension will be one year. In addition, 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.

## DRESS CODE

West Monroe High School considers appropriate dress a vital part of the learning process. Students are expected to keep themselves well-groomed and neatly dressed at all times. The classroom is not the proper place to display outlandish, distracting or inappropriate grooming and dress fads. Students shall be in compliance with the dress code upon arrival to campus. Students who violate the dress code will not be allowed to attend class.

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

### Discipline Procedures for Dress Code

1<sup>st</sup> offense – Warning, Guardian notified to bring a change of attire, student will wait in ISS

2<sup>nd</sup> offense – ISS for the remainder of the school day.

3<sup>rd</sup> and subsequent offenses – Out of school suspension.

**The final decision regarding the appropriateness of attire for school will be left to the discretion of the administration. Because fashions, trends, styles, and fads change very rapidly, the administration reserves the right to adjust the dress code to meet the needs of adverse changes in the way students dress. Any type of injury or extenuating circumstance that would cause a student to have to deviate from the established dress code must be approved by the administration. Special education students will be allowed to wear clothing that adapts to their exceptionality and/or physical disability.**

### **THE FOLLOWING ATTIRE WILL NOT BE ALLOWED:**

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

### DRESS CODE GUIDELINES FOR PARENTS:

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

## **DRIVER'S EDUCATION / DRIVER'S LICENSE INFORMATION**

Driver's Education classes are held after school hours and during the summer school session. A student must be 15 years of age in order to enroll in the class. A public address announcement is made prior to the sign up time for classes. Students needing more information should contact the Main Office. Information required by the Driver's License Bureau when applying for driver's license are as follows: birth certificate with raised seal (no copy), original paperback social security card, one natural parent or legal guardian with the court order showing guardianship, and parent/guardian's driver's license. Call the Bureau to verify hours of operation and additional information.

## **EARLY ENTRY PROGRAM**

The State Department of Education allows a student to participate in "early entry" if a student is accepted by an accredited college or university and has the principal's approval. The student choosing to do this would skip his/her senior year at WMHS. 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.

## **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 (323-3771) and give the student's full legal name. **At least one full day** should be allowed for securing assignments from the teachers involved. Assignments can be picked up in the main office. **Assignments will not be secured for students missing fewer than three (3) days.** The student can secure assignments missed when he/she returns to school. Should a student be required to be absent for more than two weeks, the parent should consider Homebound Services. This can be granted only with a physician's request. The parent should secure the medical excuse and then contact Student Support Services at 432-5400.

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

## GRADING SCALE

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

<b>Grading Scale for Regular Courses</b>	
<b>Grade</b>	<b>Percentage</b>
A	100-93
B	92-85
C	84-75
D	74-67
F	66-0

I =INCOMPLETE (Becomes F if not made up at the end of the following nine weeks)

F6 = NO GRADE BECAUSE OF EXCESSIVE ABSENCES

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

**For students entering 9<sup>th</sup> grade prior to 2017:**

**EOC test scores count 15% of a student's final grade in: Algebra I, Integrated Math 2, Geometry, English II, English III, Biology and U.S. History**

## GRADE CLASSIFICATION

OPSB has adopted a classification policy which will be in effect for the 2018-2019 school year. Students must meet the following criteria in order to advance to the next grade.

A 9th grade student (Freshman) is one who has acquired between 0 and 5 Carnegie units and has been promoted as a result of passing all required coursework and testing at the culmination of 8th grade. At the end of the 9th grade year students must have earned at least 6 credits to be classified as a 10th grader (Sophomore). Earned credits must include one credit each of math and English.

At the end of the 10th grade school year, students must have earned 11 credits in order to be classified as an 11th grader (Junior). Earned credits must include two credits in English, two credits in math, and one credit in a science or social studies course. By the end of the 10th grade, students will make the decision to pursue either the Jump Start TOPS Tech or TOPS University graduation pathway. Students in the TOPS Tech graduation pathway are required to have two approved Jump Start elective credits for placement in 11th grade.

At the end of the 11th grade year, students must have earned 17 units of credit in order to be classified as a senior. Earned credits must include three credits in English, three credits in math, and two credits in science and social studies courses.

In order to be eligible for graduation, students must have acquired 24 units for TOPs graduation pathway (23 for students in the TOPS Tech graduation pathway—9 units must be elective credits from the selected major pathway and pass necessary industry-based certifications (IBCs)), including all required courses, and have passed the required EOC and/or LEAP 2025 HS tests shall be eligible for graduation in accordance with Bulletin 741

\*Students identified under ACT 833 have alternative graduation requirements designated in their IEP. Students are required to attempt IBC acquisition, but failure to acquire the sought IBC does not prevent graduation.

## GRADUATION TESTING REQUIREMENTS

### Students Entering Freshmen Year Prior to 2017:

To earn a standard high school diploma, students must earn a score of Fair or above on three End-of-Course tests, including one in each category – Algebra I or Geometry; English II or English III; and Biology or U.S. History. Students who earn a score of Needs Improvement are eligible to retake the test at the next administration. At least 30 hours of remediation in the course is offered yearly.

### **Graduation End-of-Course (EOC) testing requirements for students entering 9<sup>th</sup> grade prior to 2017:**

Graduation End-of-Course (EOC) testing requirements	West Monroe High School Graduation honor cord requirements
<b>Excellent, Good, or Fair in :</b>  EOC English II <b>or</b> EOC English III  EOC Algebra I <b>or</b> EOC Geometry  EOC Biology <b>or</b> EOC U.S. History	Honor cords are awarded in each subject for students who score <b>EXCELLENT</b> in <b>BOTH</b> English II EOC <b>and</b> English III EOC; Algebra I EOC <b>and</b> Geometry EOC; and for students who score <b>EXCELLENT</b> in Biology EOC <b>or</b> U.S. History EOC.

### Students entering 9<sup>th</sup> grade IN 2017 AND BEYOND:

To earn a standard diploma, students must earn a score of Approaching Basic or above on three End-of-Course tests, including one in each category – Algebra I or Geometry; English I or English II; U.S. History, or Excellent, Good, or Fair in Biology. Students who earn a score of Needs Improvement are eligible to retake the test at the next administration. At least 30 hours of remediation in the course is offered yearly.

### **Graduation End-of –Course (EOC) testing requirements for students entering 9<sup>th</sup> grade in 2017 or beyond:**

Graduation End-of-Course (EOC) Testing Requirements	WMHS Graduation honor cord requirements
<b>Excellent, Good, Fair, or Approaching Basic in :</b>  EOC English I <b>or</b> EOC English II  EOC Algebra I <b>or</b> EOC Geometry  <b>Excellent, Good, or Fair in:</b> EOC Biology <b>OR</b>  <b>Excellent, Good, Fair, or Approaching Basic in:</b> EOC U.S. History	Honor cords are awarded in each subject for students who score <b>EXCELLENT</b> in <b>BOTH</b> English I EOC <b>and</b> English II EOC;  <b>EXCELLENT in BOTH</b> Algebra I EOC <b>and</b> Geometry EOC;  and for students who score <b>EXCELLENT</b> in Biology EOC <b>or EXCELLENT</b> in U.S. History EOC



## HALL PASSES

Students that are given permission to leave class for any reason, must have a hall pass. Any student caught without a hall pass will be subject to disciplinary action and is considered truant. It is the student's responsibility to ask the teacher for a hall pass.

## HARASSMENT, INTIMIDATION, AND BULLYING POLICY

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, bullying, or cyberbullying** shall mean any intentional gesture or written, verbal or physical act that:

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

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

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

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

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

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

\*In serious cases, it will be the administration's discretion to involve law enforcement.

Legal Reference: Louisiana R.S. 17:416.13

## 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.

## HONOR ROLL

WMHS 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.**

## IDENTIFICATION CARDS

Each student at WMHS is required to have an ID card at all times. **It will be mandatory that the student uses the library or cafeteria, attends athletic or extracurricular events, and when checking in or out of school.** Altering the ID card in any way by anyone other than Student Services personnel will result in disciplinary action.

If a student loses his/her ID, he/she should report to the Student Services Office before school to have another made. The cost for a new ID is \$7.00.

If a student changes from a full-time student to a half-day student anytime during the year, he/she will be required to change the ID card at a cost of \$3.00. As soon as the change is made, the student must bring a copy of the schedule change or signed approval from the counselor and the old ID card to Student Services for the ID to be changed.

## ELEVATORS

The elevators and alarms that are located in the Wing 3 and Wing 5 are for use by persons in wheel chairs, handicapped students or personnel, or others that have prior permission from administration. Anyone without authorization using these elevators and alarms will be subjected to **disciplinary action**. Elevator keys are to be checked out/in daily through student services.

## 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.

## LOCKERS

Lockers will be assigned on an “as needed” basis. Student Services will assign a locker to each student who requests one. The student is responsible for seeing that it is kept in a neat, orderly manner and that it is kept locked. **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.

## 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 Check In/Out Office so that proper care will be taken and the owner can be located. If you have lost an article, always ask the room teacher if it has been given to him/her. Keep valuables with you at all times.

## LUNCH

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

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

The WMHS Cafeteria is prepared to serve students a nutritionally balanced full lunch or the student may choose lunch from the "hamburger line." 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. 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. Prepayments are accepted before school. For faster and more efficient cafeteria service, students are expected to have their ID's for quick scanning. **Students will not be allowed to charge any meals.** No checks will be accepted for payment of meals after May 1. Money may be left in student accounts and carried over to the next school year. If a student transfers to another school within Ouachita Parish, their money goes with them. A parent may request a refund of money in a student's account, if a request is placed in writing along with the designation of whom the money is to be given.

Students who wish to bring a lunch from home will be expected to consume the lunch inside the cafeteria or in the commons area. Students are not allowed at any time to take cafeteria food outside the cafeteria. Students are responsible for clearing tables and returning trays and waste to the proper place.

Fast food items are not allowed in the cafeteria due to federal school lunch regulations.

**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.**

The band room, choir room, and both gyms are off limits to students at lunch time.

Students, who wish to use the Library, go to the Guidance Office, Main Office, Check In/Out, Nurse's Office, or Student Services will use the Wing 2 entrance. A student is not required to have a pass to go to these areas. He/she simply needs to tell the duty teacher his/her destination and the duty teacher will permit the student to do so. This is an excellent time to do research, buy activity tickets, see the counselor, etc.

Students who wish to report to a teacher's room during the lunch shift for a conference, make-up work, or doing extra work must have a pass from that teacher giving the student permission to come to his/her room. The duty teacher cannot allow a student to report to the teacher's room if the student does not have the pass.

Students at lunch must stay in the cafeteria or the Rebel boardwalk area. Students are not allowed to be in the teacher parking area, student parking area, gyms, school hall, music building, etc. Any student found in an unauthorized area without permission is subject to disciplinary action.

Those students who have early dismissal must remember that they will not be allowed to leave campus during lunch without proper I.D. card or a check out pass. **Every teacher, whether they teach a student or not, has the right to question any student's actions, request I.D. card, or give any student directions while the student is on the WMHS campus.**

## LIBRARY POLICY

- Students who need to do reference work, check out materials or spend time in recreational reading may come to the library from a class if they present a library hall pass to the librarian on duty.
- 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.
- THE STUDENT'S CURRENT I.D. MUST BE PRESENTED to check out library materials.
- Students should watch the due date on library materials and return them on time. A fine of \$.10 per day will be charged on all overdue materials.
- Student notices concerning overdue library materials will be given to the first period teacher every two weeks. Please check with the librarians immediately after receiving a library notice.
- Library fines may be paid anytime the library is open.
- 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.
- When leaving the library, students should present the date due slip to the librarian to show that the books have been properly checked out.
- Keep the reading area, books, and all materials clean and invitingly neat. Keep the tables free of waste paper at all times.
- Librarians have the right to restrict library and computer use for those students who fail to cooperate with library and parish technology guidelines (AUP).

## MAKE-UP WORK POLICY

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

1. Students will be permitted to make up all work missed including tests and graded material unless the teacher is notified otherwise by the office. Students will not be required to provide notes, phone calls, or doctor's excuses.
  - **Students will not be allowed to make up work missed due to skipping class.**
  - **Our district will allow up to 75% credit to be earned for student work and/or tests missed due to an out of school suspension.**
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 teacher's responsibility to notify the student upon his or her return to school that a test or other graded material needs to be made up. Teachers will, at this time, establish the time and place of make-up.
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. 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.
8. 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.

## **MIGRANT EDUCATION PROGRAM**

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

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

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

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

### **Eligibility Requirements for Participation**

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

### **Migrant Education Program Services:**

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

## NATIONAL HONOR SOCIETY

Membership in the Tusquahoma Chapter of National Honor Society is an honor given to students in the spring semester of their junior year who exhibit the highest standards of Scholarship, Character, Leadership, and Service to school and community. Because invitations are issued based on students' cumulative high school years, it is important that all students understand the criteria for membership.

**In order to be considered for membership, students must fill out an information sheet in the spring semester of their junior year. If a student is not selected for membership, he may reapply in the spring semester of his senior year.**

### Scholarship Criteria

1. The student must have an **Earned GPA** of at least 3.3 (no rounding) as reported on their transcript.
2. Students must have at least **6 upper level academic courses** from the list below. The courses must be on the transcript to be considered.

FACS	Speech II, III, IV
Biology II	Art II, III, IV
Chemistry I, II	ROTC III, IV
Physics I, II	Foreign Language I, II, III
Calculus	Advanced Band or
Pre-Calculus or Advanced Math	Advanced Choir
Geometry and Algebra II	(1 credit for participation
(One credit for 2 courses)	in all years)
English III AP	Physical Education I, II, III, IV
English IV AP	(1 credit for participation in
European History or World History	all years)
Business Computer Applications	
All Honors or GT level classes (only 2 may be included from the 9 <sup>th</sup> and 10 <sup>th</sup> grade)	

3. Students must be enrolled in at least 4 consecutive courses during the entire course of their membership.

### Character Criteria

1. Students must receive at least 6 teacher recommendations. Teachers will give special consideration to behavior, attitude, honesty, attendance, and punctuality.
2. Students applying for membership will not be considered and current members will be dropped from membership if they receive more than two Discipline Reports, only one of which may be for any reason other than a tardy or other minor violation. Discipline records will be checked at the time of application and before graduation.

### Leadership Criteria

Students must describe at least 2 examples of ways in which they demonstrated leadership abilities during their high school years. These examples must be specific and include duties performed.

### Service Criteria

Applicants must submit at least 2 examples of service to their school or community during their high school years. These examples must be specific and should include duties performed.

### Maintaining Membership Once Inducted (Effective for inductees of spring 2020 and later.)

To maintain membership in the National Honor Society, students must

1. Pay \$10 dues prior the induction ceremony.
2. Maintain an Earned GPA of at least 3.3 (to be checked 3 weeks prior to graduation...extenuating circumstances may necessitate a change at any time).
3. Complete two service projects during the year
4. Receive no more than two Discipline Reports (only one of which may be for a reason other than a tardy or other minor violation).
5. Be enrolled in at least four consecutive courses both semesters.
6. Attend Induction rehearsal and ceremony
7. Maintain the highest levels of personal conduct, loyalty to school, respect for self and authority, and honest in class work and dealing with others.

Failure to meet any of the above requirements will result in being dropped from membership in the National Honor Society. Sponsors will contact parents if student has failed to meet the criteria for membership.

## SCHOOL NURSE

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

The school nurse conducts screen programs during the year as follows:

1. Mandated vision and hearing screenings in 9<sup>th</sup> grade.
2. Pediculosis (head lice) checks on students per parish protocol.
3. General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds, and visual assessments.
4. BSE and cervical cancer classes provided for 7<sup>th</sup> – 12<sup>th</sup> grade.

**IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN ANY OF THE ABOVE SCREENINGS THEN YOU MUST LET THE SCHOOL NURSE KNOW IN WRITING BY SEPTEMBER 2.**

**PLEASE MAIL TO:     West Monroe High School  
                              ATTN: School Nurse  
                              201 Riggs Street  
                              West Monroe, LA 71291**

The school nurse needs to be notified of any changes that occur in your child's health condition and be provided with provide updated telephone numbers and address changes, to facilitate the care needs of the child. These health needs should be submitted in writing to your school nurse each school year.

## MEDICINE ON CAMPUS

The school does not dispense medication of any kind to any student. This includes simple medication such as aspirin products and other "over the counter" medicines.

Students are not to have medicine of any kind on the WMHS 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 will be accepted.
3. 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.)
4. Students are not allowed to have any medication in their possession with the exception of an inhaler and epi-pen. Additional paperwork would need to be completed with these exceptions.
5. A parent may administer any medication at any time to their child without meeting any requirements.
6. 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.

7. 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 will be accepted.
8. 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.)
9. Students are not allowed to have any medication in their possession with the exception of an inhaler and epi-pen. Additional paperwork would need to be completed with these exceptions.
10. A parent may administer any medication at any time to their child without meeting any requirements.

## **SCHOOL BASED HEALTH CENTER (SBHC) – (318) 387-8420**

The Morehouse Community Medical Centers operates a School Based Health Center (SBHC) at West Monroe High School. This SBHC will serve the students at WMHS, OPAC, and Boley Elementary. Services provided will include care of minor injuries and illnesses (upper respiratory infections, flu, strep, ear infections, etc.), immunizations, comprehensive physicals (sports and KIDMED), and primary preventive care, as well as mental health counseling provided by a full-time licensed counselor or social worker. The clinic is staffed with a full-time nurse practitioner, LPN, LCSW, RN, Office Manager and Program Director. Office hours are Monday-Friday from 7:30 am to 3:30 p.m. on all school days. The SBHC will be closed when school is not in session and during the summer.

To receive services from the SBHC, a parent/guardian must complete the SBHC consent form. This completed form must be on file with the SBHC prior to the student being seen by the clinic. These forms are available in the guidance office, student services, school nurse office, or at the SBHC clinic. The clinic is located beside the New Gym on the Baseball Field side.

This non-profit clinic will primarily be funded by a grant from the Department of Health & Hospitals, Office of Public Health, Adolescent School Health Initiative. Other sources of funding include the Ouachita Parish School Board and the Ward 5 Healthcare Foundation. This funding does not cover all the costs necessary to operate a clinic like this. Therefore, if a child with Medicaid or insurance is seen in the clinic, the insurance company or Medicaid will be billed for services. No child will EVER be refused service because of an inability to pay. This has always been the policy of the SBHC. We are there to serve children who, for whatever reason, do not have access to medical care. It may be that they cannot get to the physician due to a lack of transportation, the parents may not be able to take off from work, or they may not have the money to go to the doctor. It is important to stress that the SBHC cannot take the place of your child's primary physician. They are only available during the above-mentioned hours.

## **PUBLICATIONS/SCHOOL PICTURES**

Under the direction of a faculty sponsor, students create, market, and deliver a yearbook, *The Rebelaire*. Students may pay in full when ordering or make installment payments on a regular basis. Suggestions for articles and coverage for either publication can be made to the faculty sponsor.

The Publications Department is also responsible for setting the dates for school pictures. Every student must have his/her picture made in order to receive an I.D. card. Students are under no obligation to purchase pictures. If pictures are desired, pre-payment must be made. An announcement and prices will be available prior to picture day.

## **TEXTBOOKS**

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



## SAFETY

### *If you see something, say something.*

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

1. If you perceive of something, someone, or a situation that could be dangerous you should immediately contact an administrator or any school employee. Early warning is a proven aspect of school safety. This includes but is not limited to the following: fighting, vandalism, facility repair, intruders, depression, bullying, reckless driving, substance abuse, domestic violence, cyber bullying, threats, weapons, etc.
2. All students and parents should enroll in the West Monroe Police Emergency Text system. In the event of an emergency at the school or in the community you will receive helpful information.
  - Step One: From your cell phone text 71291 to 888777.
  - Step Two: Expect a confirmation text shortly after.
  - If you want to discontinue participation in this system, simply reply text STOP.
3. Keep all contact information on (home address, phone numbers, emergency contact, etc.) up to date with the school. In the event that a student should change address or phone number, it is the responsibility of the student and parent to report it to the guidance secretary. It is critical that addresses, emergency contacts, medical information, and approved adults for check in/out purposes are kept current at all times. Should an emergency occur, this information is vital to the health and safety of the student.
4. 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.
  - SECURE YOUR DOORS- (school disruption not warranting a lockdown) - all students, employees, and visitors are to be behind locked doors until further notice. No persons on the hallways.
  - SHELTER IN PLACE- a storm/tornado is upon us without warning. Get away from windows and exterior doors; seek cover under your desks on your knees with your hands clasped behind your head and face to the floor. All persons outdoors must come indoors immediately.
  - SHELTER IN THE HALL- a storm/tornado is several minutes away. All persons shelter on the first floor hallways away from windows and exterior doors. All persons outdoors must come indoors immediately. Get in a kneeling position with face to the floor and hands clasped behind your head.
  - FIRE ALARM SOUNDS- exit the building with your teacher to your assigned area and await further instructions. Do not 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 that should not be here.

5. WMHS is a closed campus. All visitors, parents, and/or nonstudents must report to check in/out when coming on campus. Check in/out and the Main Entrance are the only allowed entrances 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.
6. All students late to school (after 7:55 a.m.) must sign in via check in and out. No matter where a student parks or enters the building they should always sign in at Check in/out before attending class.
7. All students must carry or wear a valid student identification card at all times. Replacement id's can be made in student services.
8. 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. Original parking stickers are issued at no cost to the student.
9. Learn your proper evacuation routes in all locations.
10. All limited mobility persons should take care to learn their safety routes. If you have questions meet with an administrator.
11. West Monroe High School is a weapon prohibited zone. No firearms, knives, or incendiary devices allowed.
12. Students are allowed to bring cell phones to school however the school has the legal authority to regulate their use. Cell phones are to be used during a school wide emergency via the emergency text system mentioned in #2.
13. 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.
14. Students are expected to follow the school dress code at all times. This is an aspect of school safety with regards to helping identify unauthorized persons.
15. 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.

## EMERGENCY DRILLS

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

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

**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 expulsion, and referred to the appropriate law enforcement agency.**

## PARKING

Any vehicle operated on WMHS campus must be properly registered with Student Services. To apply for registration and obtain a parking decal, the student needs the following: vehicle registration, driver's license, proof of insurance, a receipt from homeroom teacher indicating that student fees are paid, and verification of classification (schedule). Any vehicle parked on the campus that is not properly registered with a parking decal displayed is subject to towing at the owner's expense, immobilization of vehicle, and/or disciplinary action.

The student issued a parking permit assumes the responsibility of accepting established rules and regulations of safe and courteous driving, and any infractions incurred on his/her permit number. Further, he/she accepts the responsibility for those students that he/she allows to drive or ride in his vehicle. Students receive a list of parking regulations and designated parking areas. 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 plus additional disciplinary action.**

Upon arrival at school, drivers must park the vehicle, secure it, and leave the parking lot immediately. Teachers will have designated parking areas. Students are not allowed to go to their vehicle during the school day without a principal pass. Half day students must have a half day ID card when going to their vehicle.

## SCHOOL BUILDING LEVEL COMMITTEE

A state-mandated School Building Level Committee exists at WMHS just as it does in every school in Ouachita Parish. The purpose of this Committee is to screen and determine what needs and services should be provided for students. Most high school students have been screened prior to WMHS 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 SPIRIT

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

## 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.

## SENIOR YEAR INFORMATION

**In addition to the \$30.00 enrollment fee, all seniors will be required to pay a \$10.00 senior fee.**

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

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

Graduation is a very special time for the seniors at WMHS. We strive to maintain a sense of pride and dignity in all that is associated with this memorable event. **The Class of 2020 will graduate on Thursday, May 14, 2020** in ceremonies to be held at Fant-Ewing Coliseum on the University of Louisiana at Monroe campus at 7:00 P. M. While the student has the option of participating in the ceremonies, WMHS 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 not conforming to the WMHS 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 Main Office at WMHS on Friday, May 15, 2020.

**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 coliseum, and he/she will be prohibited from all activities at West Monroe High School in the future. In addition, a fine could possibly be assessed.**

**The cap and gown must be worn at all times during the ceremony. If a student chooses to dress inappropriately, there will be a \$100 fine, and that student's transcript will not be released until the fine is paid.**

**The consequences of any inappropriate behavior could vary depending on the severity of the incident.**

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

Any senior taking an online course to meet graduation requirements is reminded that the final grade for the course must be completed and the grade to the appropriate counselor by the end of the last senior final exam.

Final transcripts for any senior will not be available until July 2020. Students wishing transcripts to be sent to a specific college or university should notify his/her counselor prior to graduation. The school will mail the transcript when it is available.

## SENIOR YEAR CHECKOUT

All seniors are required to follow the WMHS Senior Check Out process to ensure that all outstanding school fees and property have been collected and all academic requirements have been met. In order to be eligible for the Fast Pass check out seniors must have no academic or attendance flags and must have completed the following:

- Cleared all outstanding school fees
- Returned all school property including text books, classroom equipment, team or club uniforms, other assigned devices
- Completed all required state, district, and school level testing.

## TESTING INFORMATION/SCHEDULE

WMHS 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 therefore attendance on test dates is very important to your success.

**LEAP 2025 test scores count 15% of a student's final grade in: Algebra I, Integrated Math 2, Geometry, English I, English II, Biology and U.S. History**

### 2020 – 2021 TESTING SCHEDULE (Mandatory tests are indicated in bold type)

Standardized Test	Targeted Students	Test Date(s)	Registration Information	Fee
<b>ACT – State Administration</b>	<b>11<sup>th</sup> Grade Students</b>	<b>March 9, 2021</b>	<b>All 11<sup>th</sup> grade students – no registration necessary</b>	<b>None</b>
<b>ACT – State Administration</b>	<b>12<sup>th</sup> Grade Students who would have tested March 2020</b>	<b>October 6<sup>th</sup> or 20<sup>th</sup>, 2020 TBD</b>	<b>All 12<sup>th</sup> grade students – no registration necessary</b>	<b>None</b>
ACT Saturday Test Administration	All students planning on post-secondary education	Sept. 12 <sup>th</sup> , 13 <sup>th</sup> & 19 <sup>th</sup> 2020 Oct. 10 <sup>th</sup> , 17 <sup>th</sup> , 24 <sup>th</sup> & 25 <sup>th</sup> , 2020 December 12, 2020 February 6, 2021 April 17, 2021 June 12, 2021 July 17, 2021	Registration ends approx 5 weeks prior to test date. Information is available in the guidance office or online at <a href="http://actstudent.org/">http://actstudent.org/</a>	\$46.00-\$62.50 depending on test chosen
<b>AP Exams</b>	Students enrolled in AP classes or proficient in subjects tested.	May 3-14, 2021	<a href="http://www.collegeboard.com/student/testing/ap/cal.html">http://www.collegeboard.com/student/testing/ap/cal.html</a> for times and dates of specific tests. Registration will occur in AP classes.	\$95 each (\$40 deposit due for EACH test fall; remainder due by March 15th )
ASVAB	11 <sup>th</sup> & 12 <sup>th</sup> Grade Students	TBA	Register with Social Studies teacher	None
CLEP	Students interested in receiving college credit-by-examination	TBA Must be completed by May 14, 2021	Register at <a href="https://clep.collegeboard.org/">https://clep.collegeboard.org/</a> then schedule test date with Corie Williams at 318-323-3771	\$85 each paid online
<b>ELPT</b>	ESL students	February 1- March 12, 2021	Students will be notified by ESL teacher	<b>None</b>
<b>LEAP 2025</b>	<b>Students enrolled in Algebra I, Geometry, English I and II, Biology I, or U.S. History</b>	<b>April 15 – May 14, 2021</b>	<b>Students will test during their designated class period. All testing days will follow a block schedule.</b>	<b>None</b>
<b>LEAP 2025 Retests</b>	<b>Students specified by Counselors</b>	<b>December 1 – 18, 2020 Times to be arranged</b>	<b>Students will be notified</b>	<b>None</b>
<b>LEAP Connect (ELA, Math, and Science)</b>	<b>11<sup>th</sup> Grade Students</b>	<b>February 1 – March 12, 2021</b>	<b>Students will be notified</b>	<b>None</b>

PSAT	10 <sup>th</sup> & 11 <sup>th</sup> Grade Advanced Students	October 14, 2020	Register with English Teacher between September 21 - October 22, 2020	\$25 <i>(\$35 after October 6)</i>
WorkKeys	<b>Specified Juniors &amp; Seniors</b>	<b>CBT</b> <i>Computer Based Tests</i>	<b>October 1, 2020 – April 10, 2021</b>	<b>None</b>
WorkKeys	<b>Specified Juniors &amp; Seniors</b>	<b>PBT</b> <i>Paper Based Tests</i>	<b>Oct 7-16; Nov 4-13; Feb 24- Mar 8; Mar 17-29; April 21- May 3</b>	<b>None</b>

## 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)

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

The Title VI, Title IX, ADA, and Section 504 federal laws ensure that individuals will be free from discrimination based upon sex, race, national origin, or disabilities. To resolve problems which students, employees, or applicants for employment may believe are the result of discrimination practices, the Ouachita Parish School Board has established a grievance policy. For further information about these federal laws or the grievance process, contact:

Todd Guice  
Personnel Director/Title VI Coordinator  
Ouachita Parish School Board  
100 Bry Street  
Monroe, LA 71210  
(318) 432-5000

Mickey Merritt  
Director of Secondary Education/Title IX  
Ouachita Parish School Board  
100 Bry Street  
Monroe, LA 71210  
(318) 432-5000

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

Barry Johnson  
Section 504 Facilitator  
Student Support Services  
800 Claiborne Street  
West Monroe, LA 71291  
(318) 432-5400

## APPENDIX A: OPSB WEB PUBLISHING POLICY

### Purpose

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

### Organizational Responsibilities

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

### Content Standards

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

### Student Safety

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

### Web Publishing Guidelines

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

Published Student Information Release Form

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

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

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

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



## APPENDIX B: LOUISIANA DOE TEXTBOOK POLICY

Bulletin 1794—State Textbook Adoption Policy and Procedure Manual

§505. Local Implementation

A. Adequate and Appropriate Instructional Materials

2. Textbooks for Core Curriculum Areas

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

## APPENDIX C: OPSB 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 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, documentations, or citations.

#### 5. Software

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

#### 6. Content Filtering

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

#### 7. Consequences of Inappropriate Use

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

## APPENDIX D: SECTION 504 COMPLIANCE POLICY

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

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

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

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

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

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

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

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

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

## Section 504 Parental Rights and Procedural Safeguards

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

---

You have the right to:

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

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

Barry Johnson  
Section 504 Facilitator  
800 Claiborne Street  
West Monroe, Louisiana 71291  
(318) 342-5400

## APPENDIX E: LOUISIANA RS. 17:416

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

TO ALL SCHOOL ADMINISTRATORS, PARENTS, AND STUDENTS:  
R.S. 17:416 was amended by Act 385 of the 2007 Legislature to change the required minimum periods of expulsion of students for knife, firearm, and drug offenses.  
Governor Blanco signed the bill as of July 10, 2007. The effective date of the new law is August 15, 2007.

This new law requires the following changes:

**Kindergarten-Grade 5:** A firearm or knife offense requires an expulsion from school for **two complete** semesters (nine 9 week grading periods). There is no change for drug related offenses in grades K-5.

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

**Students under age 16:** A drug offense requires an expulsion of **two complete** semesters.  
(or in grades 6-12)

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

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

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

## APPENDIX F: OPSB SUBSTANCE ABUSE POLICY

Harmful involvement with mood-altering chemicals is an illness that affects the quality of education provided by our school system. While the school system is not responsible for the use and abuse of mood-altering chemicals by the students or employees, we do recognize and accept a responsibility to the students, parents, and employees to offer assistance to those in need. We know from experience that harmful use of mood-altering chemicals changes behavior in certain predictable ways, which may be objectively observed by trained personnel. Our school system is committed to educating students, parents, employees and the entire community about the reality of chemical dependency (causes, effects, dynamics of progression and available sources of assistance.) Persons who are harmfully involved with mood-altering chemicals need help. Parents need to be informed of their children's behavior and, if appropriate, recommendations for further assistance and evaluation should be offered.

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

Students' use, unlawful possession or distribution of illicit drugs and alcohol on the school premises or as a part of any of its activities is prohibited. By law, all employees are required to report any suspected incidents of drug/alcohol possession or use by a student.

A. When a student is suspected of having a drug/alcohol use problem and is reported to the principal or the Substance Abuse Prevention Team, the following action may be taken: 1. Investigate the problem 2. Confront the individual/parent/guardian 3. Make recommendations for helping the student

B. A student suspected of drug/alcohol possession or of being under the influence of drugs/alcohol on the school premises will be reported to the principal. After investigation, if the student is in possession of a controlled dangerous substance governed by the uniform controlled dangerous substance law, the following action, Articles C-F, will be taken:

C. R.S. 17:436 SEC. 436.1 Administration of Medication Students requiring or in need of prescription or over-the-counter drugs at school must provide the medication to the designated school employee with physician's documentation and written parental permission to administer such medication. No student shall have permission to possess or administer to themselves or others any prescription or over-the-counter medication at school. Violation of this procedure will result in the discipline of the student as outlines in School Board Policy.

D. R.S. 17:46 (B)©(1) Notwithstanding the provision of R.S. 17:416(B), any student, sixteen years of age or older, found guilty of possession of, or knowledge of intention distribution of or possession with the intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school event pursuant to a hearing as provided R.S.17:416©(1) shall be expelled from school for a minimum of twenty-four (24) calendar months. However, any student under the age of sixteen and in grades six through twelve shall be expelled from school for a minimum period of twelve (12) calendar months.

E. R.S. 17:46 (C) (I) (2) (I) In cases involving students in kindergarten through grade five found guilty of possession of or knowledge of an intentional distribution of or possession with the intent to distribute any illegal narcotic, drug, or other controlled substance on school property on a school bus, or at a school event pursuant to a hearing as provided for by R.S. 17:46©(1) shall be referred to the local school board where the student attends school through a recommendation for action from the superintendent or his designee.

F. R.S. 17:416 (3) (a) Any student arrested for possession or of intentional distribution of, or possession with the intent to distribute any illegal narcotic, drug, or other controlled substance on school property shall be referred by the school principal or his designee, within five days after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotic, drugs or other controlled dangerous substance.

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

## APPENDIX G: FERPA

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

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

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

## APPENDIX H: HOMELESS EDUCATION PROGRAM

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

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

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

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



### Homeless Education Services:

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

### Enrollment: (Bulletin 741, Section 341)

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

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

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

### Contact Information:

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

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