

# CALHOUN MIDDLE SCHOOL

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Calhoun, LA 71225  
Phone: 318-644-5840  
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## PRINCIPAL

Buddy Canal

## ASSISTANT PRINCIPALS

Richard Hearn  
Huey Edwards

## COUNSELOR

Cindy Williams

## CURRICULUM COORDINATOR

Jana McCandlish

## SECRETARY

Tanya Ezell  
Angie Lenard

## SCHOOL COLORS

Red, White and Blue

## SCHOOL MASCOT

Chieftain

# CALHOUN MIDDLE SCHOOL

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191 Highway 80 East - Calhoun, Louisiana 71225 - Phone: 318-644-5840

Dear Students,

Welcome to Calhoun Middle School!

You are fortunate to be attending one of the best middle schools in the state. We take pride in having our faculty, staff, students and facilities. Very high standards have been set for the students at CMS. Your program of study will be exciting and challenging as you prepare for high school. We are your “*Bridge*” to this next phase of your educational journey.

The information found in the Student Handbook has been carefully prepared to assist you in achieving excellence. By following the rules and regulations set forth in this handbook, you will have a more pleasant and enjoyable school year. As a student at Calhoun Middle School, you are expected to know and to follow the rules and procedures addressed in your handbook. With your cooperation and a positive attitude toward your teachers, principals, and fellow students, you should have a productive and rewarding year at CMS. Good luck and best wishes for a successful school year!

Buddy Canal  
Principal

# Ouachita Parish School System

## **Vision Statement:**

Committed to Academic Excellence for ALL Students

## **Mission Statement:**

Through collaboration among all stakeholders, Ouachita Parish School System will ensure that all students attain the knowledge and skills needed to be productive citizens.

## **CALHOUN MIDDLE SCHOOL MISSION STATEMENT**

To provide quality instruction to all students so that they can reach higher levels of academic achievement which will better prepare them for future learning.

## **CALHOUN MIDDLE SCHOOL STUDENT CODE OF CONDUCT**

The Ouachita Parish School System believes in a philosophy that states that education is the foundation for building and improving a better way of life and helping each individual student face the challenges in our global society. The conduct of our students plays a vital role in them being successful in this endeavor.

Calhoun Middle School's Mission Statement: *"To provide quality instruction to all students so that they can reach higher levels of academic achievement which will better prepare them for future learning."* Therefore, we expect our students to know and understand the following general rules of conduct and apply these rules to themselves 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. In general, conduct themselves appropriately at all times

## PURPOSE OF HANDBOOK

This handbook has been prepared for you with the purpose of giving you some idea of the spirit, ideals, and objectives of Calhoun Middle School. It is our belief that this publication will prove to be helpful to each student, teacher, and parent in knowing about this school. It is hoped that this book may be treasured and carefully kept by every pupil as a source of accurate and ready information. Each year you will be taught and tested on the handbook.

## TO STUDENTS

This booklet is the result of the joint efforts of students, faculty, parents and administration. It contains information which students and teachers have found by experience to be most needed by students.

You shall read the handbook carefully and consult with your teachers and fellow students about any of it you do not understand. Knowing and understanding the contents of this booklet will help you not only to enjoy your school days more, but also to be a better citizen of Calhoun Middle School.

## TO PARENTS

Your objectives as a parent and the objectives of the school in respect to your son or daughter are the same - to give him or her the best possible guidance toward the realization of his or her highest capacities. To accomplish that goal, full cooperation between home and school is essential. The following suggestions are extended to help you make the fullest possible contribution to your child's success in school:

1. Regular and punctual attendance is the greatest single factor in school success; therefore, your first concern should be to see to it that your son or daughter attends regularly. Classes last 50 minutes. Checking out students is discouraged, especially in the afternoon (7<sup>th</sup> period). Please try to schedule appointments after school or on holiday breaks.
2. A wholesome attitude toward school and confidence in his teachers is essential for the student's maximum success in school. Students can learn little from a teacher they do not trust or believe in, regardless of how capable or trustworthy the teacher may actually be. The wise parent, therefore, will bring his questions and problems to the principal and teacher, personally, and will refrain from criticizing the school to the student or encouraging habits of destructive criticism by lending a friendly ear to it.
3. You may further help the school to serve your child's interest by the following:
  - A. Most of the following information can be accessed through *Parent Command* on your home computer.
  - B. Reading this handbook and understanding it as fully as possible in regard to the operation of the school.
  - C. Calling the office to report absences.
  - D. Routinely checking progress reports that are published on *Parent Command*.
  - E. Monitoring student's daily homework assignments.
  - F. Studying report cards carefully.
  - G. Refraining from telephoning students or teachers during the school hours except for Real emergencies.
  - H. Making it your business to know your child's teachers.

# 2017 - 2018 OUACHITA PARISH SCHOOL CALENDAR

*Board Approved March 14, 2017*

AUGUST 8-11 (Tuesday-Friday) {No Students} .....	MANDATORY EMPLOYEE INSERVICE
AUGUST 14-15 (Monday and Tuesday) .....	GRADES 1-12 STUDENTS ½ DAY {PreK-K Testing Days}
AUGUST 16 (Wednesday) .....	GRADES 1-12 STUDENTS FULL DAY {PreK-K Testing Day}
AUGUST 17 (Thursday) .....	STUDENTS FULL DAY {PreK-K Girls Only}
AUGUST 18 (Friday) .....	STUDENTS FULL DAY {PreK-K Boys Only}
SEPTEMBER 4 (Monday) {Holiday} .....	LABOR DAY
OCTOBER 9 (Monday) {Holiday} .....	FALL BREAK
OCTOBER 10 (Tuesday) {No Students} .....	MANDATORY EMPLOYEE INSERVICE
NOVEMBER 10 (Friday) {Holiday} .....	VETERANS' DAY
NOVEMBER 20-24 (Monday-Friday) {Holiday} .....	THANKSGIVING {Dismiss 3:00 Friday, Nov. 17; Return Monday, Nov. 27}
DECEMBER 8 (Friday) {No Students} .....	MANDATORY EMPLOYEE INSERVICE {Half Day}
DECEMBER 21 - JANUARY 3 (Thursday-Wednesday) {Holiday} .....	CHRISTMAS/NEW YEARS {Dismiss 11:30 Wednesday, Dec. 20; Return Thursday, Jan. 4}
JANUARY 15 (Monday) {Holiday} .....	MARTIN LUTHER KING, JR. DAY
FEBRUARY 16 (Friday) {No Students} .....	MANDATORY EMPLOYEE INSERVICE
FEBRUARY 19 (Monday) {Holiday} .....	PRESIDENTS' DAY
MARCH 12-16 (Monday-Friday) {Holiday} .....	SPRING BREAK {Dismiss 3:00 Friday, March 9; Return Monday, March 19}
MARCH 20 (Tuesday) .....	ACT TESTING {Grade 11}
MARCH 30-APRIL 2 (Friday-Monday) .....	GOOD FRIDAY/EASTER {Dismiss 3:00 Thursday, March 29; Return Tuesday, April 3}
APRIL 9-MAY 4 .....	LEAP TESTING WINDOW {Grades 3-8 Computer Based Testing}
APRIL 23-MAY 18 .....	EOC TESTING WINDOW {Grades 9-12}
APRIL 30-MAY 4 (Monday-Friday) .....	LEAP TESTING {Grades 3-4 Paper Based Testing}
MAY 3 (Thursday) .....	SENIORS' LAST DAY
MAY 7-18 .....	AP TESTING WINDOW {Grades 9-12}
MAY 7-10 (Monday-Thursday) .....	GRADUATIONS
MAY 24 (Thursday) .....	STUDENTS' LAST DAY {Full Day}
MAY 25 (Friday) .....	TEACHERS' LAST DAY {Full Day}
MAY 28 (Monday) {Holiday} .....	MEMORIAL DAY

## ADMISSION SLIPS

Only Excused absences (doctor, death in family, legal) will require an admit slip from the office. Also, students who have been called to the office for any reason must have an admit slip to return to class

## ANNOUNCEMENTS OR ADVERTISING

Anyone wanting to post announcements or advertisements on the walls of the school must obtain permission from the principal. The only types of advertising or announcements to be allowed will be those pertaining to this school.

## ARRIVAL AND DISMISSAL TIMES

### **NO STUDENTS SHALL ARRIVE ON CAMPUS BEFORE 7:20 A.M.**

The school day begins promptly at 7:46 A.M. and dismisses at 3:04 P.M. As faculty members are not yet on duty, **no student shall arrive on the school grounds before 7:20 A.M.** Students may not exit a vehicle until a duty teacher is present in the front of the school. Students who ride the first bus load will be dismissed at 3:04 P.M. All other students will remain in class until they are dismissed over the intercom. Students on car pickup will be dismissed at 3:04 P.M.

**NOTE: Parents who drop students off early may be required to meet with the OPSB Director of Child Welfare and Attendance.**

## ASSEMBLIES

Assembly programs are planned, educational activities. To maintain this, the following procedures are used:

1. Administrator and faculty members plan assemblies.
2. Teachers in charge of the program assume responsibilities for planning the program and securing the help of other teachers when needed.
3. Teachers assist in maintaining discipline, protecting school property, and keeping order among students during the programs.
4. All faculty members supervise students to and from assemblies, and stay with their classes during the program.
5. During an assembly, students may applaud performances and speeches when appropriate. There will be no yelling out or whistling at any time.

## ATHLETIC PARTICIPATION RULES

The Louisiana High School Athletic Associations Official Handbook will govern student participation in athletics at Calhoun Middle School. Students who were retained in grade or who were promoted due to SBLC decision are not eligible for extracurricular activities. All athletes will sign a *Student-athlete Code of Conduct Agreement* prior to participation in any sport. The LHSAA holdback policy will be in effect during the current school year. No student is eligible to represent this school in interscholastic athletics unless there is a physician's statement on file in the principal's office for the current year certifying that the pupil has passed an adequate physical examination. Student-athletes will at a minimum maintain grades that would meet the requirements for promotion as well as exhibit exemplary conduct.

# ATTENDANCE REQUIREMENTS OUACHITA PARISH SCHOOL SYSTEM

In accordance with attendance requirements set for students attending public schools by the Board of Elementary and Secondary Education at its regular meeting on July 28, 1983, the Ouachita Parish School Board adopted the following policy: Legislative Act-240

## I. ATTENDANCE REQUIREMENTS

Students from the seventh to the sixteenth birthday shall attend a public or private day school or participate in an approved home study program.

- a. Schools shall administer attendance regulations in accordance with state and locally adopted policies.
- b. Students shall be expected to be in attendance at every student activity day scheduled by the local governing authority.
- c. In order to be eligible to receive grades, Grades 6, 7, & 8 shall be in attendance a minimum of 170 days a school year.
- d. Being late to school or checking out early five or more times without excuse will result in referral to the Ouachita Parish Sheriff's Office Truancy Program as well as to the OPSB Director of Child Welfare and Attendance. Students who arrive at school late and without a valid excuse will not be sent to class until the start of the next period. Students are responsible for following up with their teachers as to coursework missed during this time.
- e. For information on the Ouachita Parish Sheriff's Office Truancy Program call 329-1200.

***Students in grades K – 8 can miss no more than a total of 10 days in a school year (“Total” means excused or unexcused absences)***

## II. TYPES OF ABSENCES

The days to be counted as part of the allowable absences for elementary and secondary school students shall include temporarily excused absences.

### A. Temporarily Excused Absences

Students shall be considered temporarily excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays for the students own faith and shall be given the opportunity for make-up work.

### B. Unexcused Absences

Students shall not be excused for any absence other than those listed above. Students shall not be excused from school to work on any job including agricultural and domestic service, even in their own home or for their own parents or tutors.

### C. Absence Due to Suspensions

Students missing school as a result of any suspension shall be given an unexcused absence and students may receive a failing grade for work that is missed. Louisiana Legislative Act 240 (2010) requires students suspended from school be allowed to receive full credit for work missed during the suspension though it is the student's responsibility to initiate and complete missed work. Full credit may be earned so long as the makeup work is done in a timely manner (proportional to the length of suspension) and to the teacher's satisfaction.

**D. Permanently Excused Absences**

1. 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.
2. Students missing five (5) or more consecutive days will be permanently excused under the following circumstances and the days will not count toward the total previously allocated.
  - a. Personal physical or emotional illness as verified by a physician.
  - b. Hospital stay as verified by a physician.
  - c. Recuperation from an accident as verified by a physician.
  - d. Contagious diseases within a family, as verified by a physician.
  - e. Death in the family.
3. All physician statements must be presented to the principal or his designee within two (2) days of the absence.
4. On the 10th absence, the student will report to the Child Welfare and Attendance Office at the OPSB. The student must clear any further absences with the school board.

**III. EXTENUATING CIRCUMSTANCES**

- A. The only exception to the attendance regulation shall be the delineated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance.
  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 the family (not to exceed one week.)
  7. Natural catastrophe and/or disaster.
  8. For any other extenuating circumstances parent must make a formal appeal in accordance with due process procedure established by the LEA.
- B. Students who are verified as meeting 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.
- C. The Supervisor of Child Welfare and Attendance will not go back and excuse absences after the student has missed ten (10) days. All absences must be considered within two (2) school days of their occurrence.

**IV. Zoning Concerns**

- A. Provisional Custody by Mandate is no longer legal in Ouachita Parish. The only custody allowed is Domiciliary Custody, meaning a petition through the court for joint or change of custody or petition for voluntary transfer of custody filed in courthouse (permanent custody) and not temporary lasting for a year or so.



# HELPFUL GUIDELINES FOR SCHOOL ATTENDANCE

Keeping students healthy can be a major effort for both school personnel and parents. Here are some guidelines to consider when deciding whether your child should attend school.

**FEVER** is a sign of infection or illness. If your child has a temperature of 100 degrees or above, he/she should remain at home. Children must be free of fever for 24 hours without fever medication before returning to school.

**VOMITING AND DIARRHEA** are often contagious. Your child should be watched closely for dehydration and/or bloody stools. Children must be free of diarrhea and vomiting for 24 hours before returning to school.

Children often have runny noses and coughs during the cold and allergy seasons. These should be watched carefully. Your child should remain at home if he/she is too uncomfortable to benefit from instruction, has a frequent cough and/or thick, discolored nasal discharge. If these symptoms persist, a doctor should be consulted.

**RINGWORM** is a fungal infection of the skin and may be spread from one child to the other. There are two types: Ringworm of the Scalp and Ringworm of the Skin. The student must be seen by a doctor and be on medication for 24 hours before returning to school. A note from the doctor is required before being admitted to class.

**RASHES** vary widely, both in appearance and severity. Whereas a small, isolated area may not warrant keeping your child home, a rash covering a large portion of the body would. A doctor should be consulted if a rash accompanies an illness, if the rash covers a large portion of the body, if the rash is spreading, or if the child is too uncomfortable. If it is necessary to consult a doctor, a letter is required when returning to school.

**SORES** may be caused by a bacterial skin infection. These often begin around the nose and mouth but may appear at the site of a minor injury and then spread to normal skin nearby. This type infection is contagious and may cause serious problems for the infected child. A doctor's note is required when returning to school and the student must have been on prescribed medication for 24 hours.

**PINK EYE** is another common condition seen in schools. It is contagious and must be treated with a medication prescribed by a doctor. Symptoms include redness, itching, swelling, drainage and excessive matter upon awakening in the morning. (Eyelids may be "stuck" together). Do Not send student to school with these symptoms. Student may return to school after being on medication for 24 hours and if symptoms have disappeared. A note stating the name of the medication used is required.

**HEAD LICE** are often a problem. Any child can get head lice, but it is treatable with time and patience. Our school system follows a "NO NIT" policy. This means a child must be clear of lice and/or eggs before returning to school. Up to 30% of eggs can survive treatment and require removal before returning to class. Parents are asked to bring the student to school where he/she can be checked in their presence, by school personnel, before being admitted to class.

**Hygiene** is an everyday concern. Students should bath/shower and apply deodorant on a daily basis.

**THANK YOU FOR HELPING US KEEP YOUR CHILDREN HEALTHY!**

# OUACHITA PARISH SCHOOL SYSTEM ACCEPTABLE USAGE POLICY (AUP) FOR STUDENTS

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 administrators if a possible security problem is identified. However, purposely looking for security problems may be considered an illegal attempt to gain access.
  - b. Users will only use storage media (disks, CDs, pen drives, etc.) that have been scanned and found to be free of viruses.
  - c. Users will not attach any device to the network without prior approval by the system administrators.
  - d. Users should be aware that all network traffic (including Internet usage and email) is regularly monitored for inappropriate use.
  - e. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network resources.
4. Network Resources
  - a. Users will only use network resources in support of the educational goals and objectives of the Ouachita Parish School System.
  - b. Users will not intentionally waste network bandwidth (listening to online radio stations, viewing streaming video, downloading large files, etc.).
  - c. Users will not use network resources for commercial purposes.
  - d. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in network communications. This includes personally attacking or harassing another person.
  - e. Users will not display, download, or transmit any inappropriate materials (including offensive messages, images, and videos).
  - f. OPSB.net email accounts are for employees only. Students will not be assigned OPSB.net email accounts.

- g. Users will not send or forward email “chain letters” or send annoying or unnecessary messages.
  - h. Users will not send mass email or “spam” any users (internal or external) with unauthorized communications or solicitations.
  - i. Users will respect copyrighted material and other intellectual property. Users may not duplicate or distribute electronic resources without the appropriate permissions, documentations, or citations.
5. Software
- a. Users will not download, store, or install any unapproved or unlicensed software on school system computers.
  - b. Users will not install any unauthorized or unlicensed school system software on their personal/home computers.
6. Content Filtering
- a. Precautions have been taken to eliminate inappropriate content. However, it is impossible to restrict access to all inappropriate content.
  - b. Users will immediately report to school authorities any website they access that contains inappropriate content.
  - c. Users will not attempt to bypass the district’s content filters to view inappropriate content.
7. Consequences of Inappropriate Use
- a. The use of the Internet is a privilege, not a right, and inappropriate use may result in the temporary or permanent cancellation of that privilege and/or other disciplinary action (including suspension, expulsion, or legal action) as deemed appropriate by administration, faculty, and staff.
  - b. Note that no information on the network (including email and personal files) is guaranteed to be private. Information relating to or in support of illegal activities must be reported to the authorities. 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.

Users bringing illegal and/or inappropriate materials onto the network will be subject to disciplinary action.

## **BELL SCHEDULE**

Homeroom/GAP .....	7:46 ----- 8:23
First Period.....	8:27-----9:16
Second Period.....	9:20 -----10:09
Third Period.....	10:13----11.02
Lunch Recess for 6th Grade .....	11:06----11:36
Fourth Period for 7th & 8 <sup>th</sup> .....	11:06----11:55
Fourth Period for 6th Grade .....	11:36----12:25
Lunch Recess for 7th & 8th Grades .....	11:55 --- 12:25
Fifth Period.....	12:29----- 1:18
Sixth Period.....	1:22 ----- 2:11
Seventh Period.....	2:15 ----- 3:04
Dismiss First Bus Load.....	3:04
Dismiss Car Pick Up.....	3:04
Dismiss Second Bus Load .....	3:15

# BOOKBAGS, PURSES, & WINTER COATS

Book bags, knap sacks, purses and wristlets are permissible at CMS. However, these items, along with heavy jackets or coats **are NOT allowed in any class throughout the day**. They are to be placed in your locker prior to reporting to first period class.

## BUS DISCIPLINE

All disciplinary problems which develop on a school bus traveling to and from school will be handled by the Principal or Assistant Principal at Calhoun Middle School. The bus is an extension of Calhoun Middle School and all problems will be handled as if they were in the classroom at the school. Problems that have definite penalties at school, such as smoking, dipping, fighting, cursing, etc. will carry the same penalties on the bus. The privilege of riding the bus is conditional on your good behavior and observance of rules and regulations. Bad behavior will have the privilege withdrawn. In order for a student to ride another bus, he/she must have a written note from parent giving permission to ride that bus and note will be verified by phone before being signed by administrator and returned to the student.

## CAFETERIA PRICES

Breakfast prices are as follows:

Students	\$1.00
Reduced Student	\$ .30
Adult Employee	\$1.50
Visitor	\$2.50

Lunch prices are as follows:

Elementary Student	\$1.50
Secondary Student	\$1.75
Reduced Student	\$ .40
Adult Employee	\$3.00
Visitor	\$5.00

## CAFETERIA USE

1. Students will sit in areas as designated by administrators according to gender.
2. Students playing in line will wait and eat last.
3. Students will not carry straws, food, or drinks from the cafeteria.
4. A student caught leaving food, napkins, straws, or milk cartons on the table will be disciplined.
5. As soon as a student finishes eating, he will put his tray away and leave the cafeteria.
6. Students not eating lunch are Not allowed in the cafeteria.
7. Please keep noise down while in cafeteria.
8. Canned or bottled drinks will not be permitted in the cafeteria.

# CHILD NUTRITION PROGRAM PAYMENT POLICY

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

## **PAYMENTS:**

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

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

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

## **CHARGING OF MEALS:**

**Secondary students (middle and high school) will not be allowed to charge any meals.**

## **END OF YEAR BALANCES:**

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

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

# CARE OF THE BUILDING

Everyone should take pride in our school building and the school grounds outside, and do everything that you can do to keep it clean and attractive. Students are expected to pick up paper and litter from the classroom and hallway floors at the end of each class period. Please be a thoughtful citizen and pick up paper when you see it instead of walking by it.

Students marking on or damaging school equipment or property in any way will be required to clean the article. Parents and students are responsible for damage to school property or materials loaned to the students. Students can be suspended or expelled from school for vandalizing or destroying school property.

## CHECKS

### NSF (Non-Sufficient Funds)

The Ouachita Parish School Board has entered into an agreement with Payliance, Inc. for the collection of all returned checks issued to all schools and cafeterias. The Board requires that you make sure the following information is on all checks:

Full Name  
Street Address  
Home Phone Number

If your check is returned by your bank, it will be automatically forwarded by the school board directly to Payliance after the first presentation.

**Check Payment Terms:** In consideration of merchant accepting customer's payment by check, and other good and valuable consideration, customer agrees that if any check is returned unpaid for any reason, customer expressly authorizes merchant or it's processing agent or assignee to electronically collect or create a demand draft to collect the face amount of the check and **a NSF service fee of \$25.00 or 5% of face value of check, whichever is greater.** Customer's payment by check is customer's express acceptance of the terms and shall serve as customer's authorization for the electronic collection and/or demand draft on customer's account.

## CHECKING OUT OR IN TO SCHOOL

Full day attendance is required by state law. Per state law, students with five unexcused check-in's or check-outs will be considered truant and referred to the Ouachita Parish Sheriff's Office. All students must report to the main office when checking into school after 7:50. After a fifth unexcused check-in, students will resume their school day at the start of the next class period to minimize the disruption caused by tardiness to school. The student is responsible for following up on any missed coursework. Students cannot be checked out of school after 2:45. Also, it is important to know that students will be counted absent for any class if they are checked out before the class is half over. Students checking out of Calhoun Middle School returning the same day must report immediately to the office on your return and check back in.

## CONDUCT

All students at Calhoun Middle School shall be courteous to teachers and their fellow classmates and shall conduct themselves in school and everywhere, as ladies and gentlemen.

Although the ultimate responsibility for student's conduct rest with the student and his parents, it is the daily responsibility of school personnel to see that no single person interferes with the total learning environment of other students. Failure to follow this policy will result in the school taking disciplinary action.

Students will also be held accountable for their conduct and behavior at all athletic events and any extra-curricular events. Prior to extra-curricular events such as dances; students may lose the privilege of attending based on prior discipline referrals and will be notified by administrators in advance of said event.

## CONFERENCES

A Parent-Teacher conference will be held during the teacher's planning period, at the request of parent or teacher. Parents are encouraged to call the school secretary or school counselor (Phone: 644-5840) for appointments.

## DISCIPLINE POLICIES

It is the professional belief of the staff and administration at Calhoun Middle School that this Disciplinary Plan will assist in providing a safer, healthier, and happier atmosphere for your child to learn. Education is a parental responsibility, only part of which is delegated to the school. In order to help create an atmosphere which encourages learning according to our school philosophy, it is necessary that certain levels of conduct and discipline be maintained. To achieve this end, certain guidelines are to be followed to enable the teacher and the student to be more comfortable with one another. (See Discipline Definitions on last page)

1. Good discipline creates conditions favorable to efficient learning. Its ultimate purpose is the maturity (accepting of responsibility and self-control) of the learner. Self-discipline (responsibility for one's own action) is an important goal in education. Conduct that describes the young lady or gentleman is a valuable social and economic credential. Students are not permitted to be absent from school or to be tardy without a legitimate excuse; to smoke or have tobacco in their possession during school hours while on school property, or to use profane language or obscene gestures at the school. Every student is expected at all times to keep in mind that his conduct shows best when it sets a wholesome example for others to follow.
2. Any student who starts or participates in a disturbance may be suspended from school immediately. Any student involved in a fight may be suspended for three days. Any student in a second fight will be recommended for **expulsion**.
3. All persons other than school employees and students enrolled at a specific school must first go to the office to secure admission to the campus; otherwise, they will be considered trespassers and, as such, subject to arrest and prosecution.
4. Any student, who, while on school grounds or in transit to or from school, has in his possession an object which could be classified as a weapon will be immediately suspended by the principal.
5. Any student fighting on the way to school, at school, or going from the school campus will be disciplined.
6. Any student caught smoking while coming to school, on campus, or going home from school will be disciplined in the proper manner.
7. Any student that is disrespectful to any members of the staff at Calhoun Middle School will be disciplined in the proper manner.
8. The accepted standard for student dress at Calhoun Middle School shall be one that is in keeping with the basic philosophy that our students act and perform in higher levels of proficiencies. Boys and girls attending school-sponsored activities should wear the regular school day attire or dress-up apparel. (See the dress code policy)

9. Students who commit a major disciplinary infraction or habitually violate school rules may be given increased structure to their school day, to include but not be limited to the loss of social lunch and/or concession privileges or the implementation of other routines during the time the student is not in class.
10. Detention is another step in the discipline process before the student is suspended. Our detention begins at 7:00 A.M. and ends at 7:30 A.M. on Monday, Tuesday, Wednesday, Thursday and Friday. It is the parent's responsibility to have their child at detention on time.
11. In-School Suspension - The student is removed from the classroom, but will work on classroom assignments in an isolated area. The student will not be counted absent.
12. Suspension - The student is removed from the school campus and may not participate in any school functions. Parents may be required to attend a conference with school administrators before the student can be readmitted to classes. On the fourth suspension, the student will be recommended for expulsion.
13. Expulsion - The student is removed from the school for the remainder of the year. The student may have the option of attending the alternative school in an expulsion class. (This depends on classroom availability at the expulsion school). Any student possessing a controlled substance or an illegal drug will be expelled for a minimum of one calendar year.

NOTE: There is no way that we can list all of the dos and don'ts, and there may be times the school will have to take disciplinary action on other things. We have the reasonable basis for doing so as part of the school's pedagogical function.

## **DEFINITIONS CONCERNING DISCIPLINE**

1. Discipline - persuading people that it is to their benefit to keep the rules.
2. Self-Discipline - the ability to make a plan and carry it out.
3. Responsibility - the ability to look at one's behavior, evaluate it, and make a plan to do better.
4. Assault - unprovoked physical attack on one student by another.
5. Theft - taking property without permission of the owner.
6. Fighting - two or more students involved in exchange of blows and assault is not determined.
7. Self-Defense - the doctrine of self-defense - namely - the right of an individual to respond to force with force, only so long as it is necessary to protect oneself; when the danger is past, resorting to violence is no longer sanctioned. Thus, the school only recognizes self-protection, not retaliation.

NOTE: Since the school always has a responsible adult on duty whenever the students are under the supervision of the school, Calhoun Middle School believes the opportunity for a student to have to resort to the doctrine of self-defense to protect himself/herself will be for all practical purposes non-existent.

8. Profanity and/or Obscenity - profanity and/or obscenity in any form is prohibited. The following standards will be used by the administration, after considering all the extenuating circumstances, to determine if something is profane and/or obscene.
  - a. Taken as a whole, do the circumstances surrounding the given issue show that the issue possesses literary, artistic, political, or scientific merit? AND,
  - b. Is the issue in question an example of an outgrowth of Calhoun Middle School's educational philosophy?
  - c. Euphemisms will be handled on an individual basis.



# DRESS CODE POLICY

Student dress is an important part of school life. In keeping with the educational goals of our school, students are expected to look their best at all times, showing a sense of respect for themselves and their school. Dress should never distract from school activities or prove a hazard to the student's safety or to the safety of others.

1. Hats, caps, and other head coverings are not to be worn in school. Outlandish hairstyles such as Mohawks, hair covering eyes, etc. will not be allowed.
2. See-through clothing, spaghetti straps, off the shoulder tops, visible bra or bra straps, slit skirts or clothes revealing the midriff, back, chest, or shoulders are not permitted. Tank tops cannot be worn alone as a shirt but may be worn under a school approved top. Shirts worn must not reveal cleavage.
3. All shirts (tops), possessions, and school supplies will contain no profane, obscene slogans or images. All tops can be either crew neck (like a T-shirt) or with a collar. Shirts must have sleeves (no sleeveless shirts). Sleeveless blouses and dresses will be allowed for girls-(This attire for girls must fit appropriately and provide full underarm coverage, a full shoulder line and a modest neckline, so that no undergarments or straps of any kind are visible at the shoulder nor when arms are raised). Students will be allowed to wear shirttails untucked so long as they fit near the top of the students' pants pocket. The hem of the shirt should fit at waist level. No midriff or stomach exposure even if undershirt is required to prevent such exposure. If any skin is revealed when arms are raised, a dress code violation will result.
4. **Jeans with holes or thread bare jeans are NOT acceptable.** Jeans and pants must *not* sag, bag, drag, or expose undergarments. Pants must fit at the waist and in the length with a finished hem, not-frayed.
5. Shorts and Skirts must be no shorter than 3 inches above the knees and must be hemmed. (If in doubt, measure by having student get on his/her knees and measure by placing the ruler on the floor and if above 3" from the floor it is too short!)
6. Leggings or other form fitting clothing such as jeggings, spandex, or tights may be worn with dresses but not with T-shirts. Rules regarding dress length must be followed. Warm-ups or jogging suits are allowed **only** in physical education classes and only during cold weather. Athletic shorts and wind suits are not allowed.
7. Students are not allowed to dress in full camouflage attire. Jackets should be worn in accordance with the expected weather and must be kept in lockers during the school day.
8. Shoes must be worn at all times and shoes with shoestrings must be tied. Flip flops are allowed. If this becomes a safety concern or the flip flops are not neat and appropriate for school, we will discontinue the wearing of flip flops. Shoes must be of the correct size.
9. Bandannas are prohibited (even on special dress-up days).
10. Students shall not wear any clothing or accessories to clothing in a manner or fashion that shall be distracting to the educational setting. This includes, but is not limited to, such jewelry accessories or piercings of the nose, tongue, eyebrow, boy's earrings, and chains. Sunglasses are not allowed.
11. Students are prohibited from wearing any type of clothing, apparel, or accessory that denotes membership or affiliation with any gang or exclusive discriminatory group.
12. Students are prohibited from writing on their skin and clothing.
13. Students dressed inappropriately for school WILL NOT be allowed in class until they are in compliance with the dress code policy. Cumulative disciplinary action will be applied in the case of habitual violations of the dress code policy.
14. The Principal or Designee shall be the final interpreter of the dress code.

The student body will be advised of the dress code during the first few weeks of school. Appropriate measures will be taken to insure compliance of the policy. Early morning detention, Saturday Seminar, and/or suspensions can result if a student fails to comply with school rules. Dress code violators will adhere to the school discipline policy.

The intent of the Dress Code of CMS is to provide an atmosphere of appropriateness, respect, safety, and positive image, which is commensurate with a desirable school environment. Any manner of school dress not promoting the above will be subject to review.

## **SCHOOL MESSENGER/STUDENT PROGRESS CENTER**

Policies and information will be passed out at the beginning of each school year. Grades may be checked via SPC. Homework and daily assignments may be checked on School Messenger.

## **EMERGENCY CHECK OUT**

No student will be permitted to check out of Calhoun Middle School for any reason without the student's legal guardian being present. The parent or guardian must come to the office and check the student out. After the parent has filled out a special form, the student will be dismissed.

All students who become ill will secure a pass to the office. The secretary will call for the parent to come and check the student out through the office. If the parent cannot be reached, the student will remain at the school office until able to return to class.

## **EXPECTATIONS FOR STUDENTS**

It is expected that students will display good conduct. Good behavior is appreciated and rewarded.

- \* Bring signed materials from home
- \* Arrive to class on time
- \* Come to class with necessary materials
- \* Move through the building in an orderly manner
- \* Use hall passes appropriately
- \* Follow school and classroom rules
- \* Follow cafeteria policy and procedures
- \* Wear appropriate clothing
- \* Respect school property and the property of others
- \* Use appropriate language
- \* Settle conflicts appropriately
- \* Treat peers with respect
- \* Treat staff with respect
- \* Conduct yourself respectfully in the community
- \* Work, as assigned, in every class

## FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 5 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 5 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

FERPA Website: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

# FIGHTING

Fighting on the school campus during school hours or school sponsored events after school hours is strictly forbidden.

It is each student's responsibility to report to the office any problem he encounters with another student or any problem he may observe between other students that may need the Office's attention.

Each student is to do whatever is necessary to avoid being in a fight or to stop a possible fight between classmates. Any student being involved in a fight will be subject to suspension the first time. (See Discipline Definitions)

Any student fighting on the way to school, at school, on any campus, or going home from school will be disciplined in the proper manner.

Any student who starts or participates in a disturbance may be suspended immediately.

# FIRE AND TORNADO DRILLS

## FIRE

1. A warning of a fire from the fire alarm will be the signal for all students, teachers, janitors, maids, cooks, etc., to vacate the building.
2. All students must exit single file in a quiet, orderly and rapid manner with their teacher to the exit that has been assigned to them.
3. Remain at least sixty feet from the building after leaving the building and stay there until the all clear signal is given to return to the building.

## TORNADO

A tornado drill will be in effect when a tornado warning bell or official call is sounded during the school day. The Ouachita Civil Defense Agency requires that all students assemble in the center hall of the building where they must sit down, pull their knees up, and put their heads between their knees. All windows and doors will be closed. All lights and equipment will be switched off.

# FORBIDDEN AT CALHOUN MIDDLE SCHOOL

Do not bring to school or have in your possession any of the following items listed below:

- \* Kindles or other e-readers
  - \* I-pads and I-pods
  - \* Lasers
- \* Radio
  - \* CD player or CD's
- \* MP3 Players
  - \* Toy gun
  - \* Water gun
  - \* Squeeze bottle
  - \* Knife
  - \* Firearm
  - \* Weapon
  - \* Electronic device
- \* Other gaming devices
- \* Ball or any toys
- \* Firecracker
- \* Explosive device
- \* Spraying device
- \* Caps and bandanas
- \* Bottled drink from home or store
- \* Canned drink from home or store
- \* Trading cards
- \* Game calls
- \* Noise making devices
- \* Any items that disrupt the school day

## GENERAL INFORMATION

1. Students will remain inside the gymnasium until dismissed.
2. Any type of affection is not allowed such as holding hands, hugging, etc.
3. Students are not allowed to be in any hallway during any recess. After eating lunch, go to the restroom before leaving the building and entering the concession/commons area.
4. Students cannot go to their lockers for any reason during class.
5. Students are not allowed to chew gum at school.
6. Students, once you come on this campus you are officially here and cannot leave the campus until the school day is over or you officially check out.
7. No vehicles are to be driven to school by students.
8. Lunches brought to school must be eaten in the cafeteria.
9. No one is allowed to throw foreign objects like rocks, dirt clods, ice, etc.
10. Cheating - If a student is found guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parents and office immediately as to the action taken.
11. Students are not allowed to bring radios, cameras, or any kind of cards or computer games, yoyo's or other toys to school. CD's and tapes are not allowed on campus.
12. No food or drink is allowed in student lockers.

## GRADING SYSTEM

To align with state standards for measuring students' academic progress, classroom grades assigned to student performance should closely represent each student's performance against the state standards and serve as a predictor of how each student will perform on standardized tests administered in the spring by the Louisiana Department of Education. Teachers will be using the following guidelines in assigning grades:

100.....93	A (projected to achieve Advanced or Mastery)
92.....85	B (projected to achieve Mastery or Basic)
84.....75	C (projected to achieve Basic or Approaching Basic)
74.....67	D (projected to achieve Approaching Basic or Unsatisfactory)
66.....0	F (projected to achieve Unsatisfactory)

## HALL PASS

Any time a student is out of class for any reason he/she must have a hall pass. The student is responsible for obtaining a hall pass. The only reason for being out of class should be an absolute emergency.

# HARASSMENT, INTIMIDATION, AND BULLYING POLICY

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

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

The Ouachita Parish School System will not tolerate any harassment, intimidation or bullying of students on school property, while riding on a school bus, or while going to or returning from school. The school administrator shall investigate any reported incident of harassment, intimidation or bullying. Should the investigation determine that an incident has occurred; the students involved shall be disciplined in accordance with this policy. 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	Recommendation for expulsion, and/or alternative school placement for the remainder of the school year

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.

## HOMEWORK POLICY

While there are few subjects in which little or no work is necessary outside of class, the nature of the majority of subjects does require some homework outside of class. This homework reinforces skills that have been taught in the class. You can contribute greatly to your son’s or daughter’s success in school by providing for home study. A minimum of one hour of home study per day is recommended. Please check Edline and the Student Progress Center daily for assignments and grades.

## HONORS AND AWARDS

The following incentives have been implemented to encourage students to do their very best in their academic performance. At the end of each six weeks grading period, C.M.S. recognizes students who have maintained the following grades:

**A - B Honor's Breakfast** - Students who have all A's or B's for the six weeks grading period will be invited to an honor's breakfast.

**Principal's List Party** - Students who have all A's for the six weeks grading period will attend the Principal's Party.

**Achiever's List Coke Party** - Students who maintain all A's, B's, and C's will be treated to a coke party at the end of each six weeks grading period.

The honors and awards program at C.M.S. is inclusive of all students at our school.

## LEAVING CLASS

Students should never have to leave class unless it is an absolute emergency. Things such as going to your locker, the restroom or getting water should not be done during the class period. Students have 4 minutes between classes.

If it becomes necessary for you to leave, get a hall pass from the teacher and return to class as soon as possible. Never leave the class without the teacher's permission and do only what the teacher gives you permission to do.

## LIBRARY

The library is a materials center which is available to students and teachers. Books, magazines, newspapers, and other resource material are available for research and recreational reading. The effectiveness of the library will be determined by the use made of it by students and teachers. Students are responsible for fines on overdue books, fines for damaged books, or the price of a lost book.

## LOCKERS

Each student will be assigned an individual locker for his books and other school supplies. Students are not allowed to share lockers. Damaged or defaced lockers will subject the responsible pupils to fines and penalties. Students are expected to keep their lockers neat and orderly at all times. Locker inspections will be held by student's homeroom teachers when deemed necessary. Students must furnish a combination "master" lock for lockers. Locks that require keys to open them are not acceptable! Lockers should be kept locked at all times.

**ALL BOOKBAGS, PURSES, and WINTER JACKETS WILL REMAIN IN YOUR LOCKER THROUGHOUT THE DAY.**

## LOST AND FOUND ARTICLES

All clothing and supplies brought or worn to school should be clearly labeled or initialed. This will serve two purposes; first, to aide in returning if lost, and secondly, to discourage theft. The school cannot be responsible for money lost by the students. Any student who loses an article shall report the loss to the teacher. **Students should get a hall pass to look in Lost and Found.** Lost items need to be claimed promptly. Unclaimed clothing will be donated to charity on a bi-weekly basis. Any article found on the school grounds shall be turned in to the office immediately.

## **MAKE-UP WORK**

1. It is never a good policy to go to anyone other than the teacher to find out about what was covered and what was required by way of homework during missed class time.
2. Each teacher will have displayed in their room specific policies for make-up work. It is your responsibility as a student to know and follow these policies.
3. Student's returning from an excused absence will have the number of days equal to their excused absence to complete make-up work.
4. Teachers are not required to allow students to make-up missed work when returning from an unexcused absence.
5. Suspended students will be required to complete missed tests upon their return to school. Other work must be completed in a time frame equal to their suspension. Full credit may be awarded if completed in a timely manner and to the teacher's satisfaction.
6. Incomplete grades recorded at any six weeks period must be completed by the next six weeks period or the (I) incomplete will become an F.
7. Parents can go to Edline to view missed assignments.

## **MEDICATION POLICY**

Medication refers to all prescription and non-prescription drugs, including Tylenol, aspirin, cough drops, Visine, etc. Students taking medication at school must have their parents notify the school secretary for initial medication forms. The school nurse will contact the parents to set up a meeting concerning the child's medication and to complete required medication paperwork. No medication will be brought to school or dispensed from the office until the necessary medication paperwork is completed.

As a general principle, medications are not given at school. However, when circumstances arise in which a student develops a long-term health problem, 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 medication, 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 drops, 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. Parents must check in with the office, and the student will be called.



## **OUACHITA PARISH SCHOOL NURSE PROGRAM**

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

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

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

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

PLEASE MAIL TO:                      Ouachita Parish School Nurses  
701 St. John Street  
Monroe, LA 71201

The school nurse needs to be notified of any changes that occur in your child's health condition, provide updated telephone numbers and address changes readily, to facilitate the care needs of the child. These health needs should be submitted in writing to your school nurse each school year. The school nurse makes weekly visits to her school and can be reached by calling (318) 338-5330.

## **OUACHITA PARISH STUDENT SICK POLICY**

The first priority of OPSB is the health and safety of all our employees and students. Many health concerns have been brought to our attention and we feel that it is of great importance that we share and educate you to the best of our ability. We are in close contact with the Centers for Disease Control (CDC), Louisiana Department of Health and Hospitals (DHH) and Homeland Security regarding necessary precautions and protocols. Meetings are also occurring within the system to provide the best plan of action for our community. Information regarding FLU, Enterovirus D68 (EV-D68) and other healthcare issues as they develop will be addressed.

Please make yourself familiar with the following procedures:

\*Children should be kept home when ill.

- The OPSB Student Sick Policy will be followed very strictly.

~ Fever of 100 degrees or more must stay home for the duration of the fever plus an additional 24 hours without medication.

~Vomiting or diarrhea for 24 hours after cessation.

\*School Nurses will review proper procedures for hand washing as well as cough and sneeze techniques with faculty and students.

\*Also, custodial services throughout OPSB will thoroughly clean buildings each evening, including precautions when disposing of any potentially contaminated waste.

\*We are asking you to also help encourage proper hand washing. Hand sanitizers should only be used as a last resort; soap and water is the best option.

For more information about the FLU, Enterovirus D68, and other healthcare concerns, please visit the links from the CDC:

<http://www.cdc.gov/flu/>  
<http://www.lpsonline.com/uploads/fluguideforparentsbrochure102114.pdf>  
[http://www.cdc.gov/non-poiio-enterovirus/downloads\(EV68-factsheet.pdf](http://www.cdc.gov/non-poiio-enterovirus/downloads(EV68-factsheet.pdf)  
<http://www.cdc.gov/vhf/ebola/pdf/ebola-factsheet.pdf>

If you have any question please feel free to contact your school nurse. Thank you for your continued support for the Ouachita Parish School System

## **PARTIES**

Calhoun Middle School will have no scheduled parties. Before refreshments are served for social functions, approval must come from the principal.

## **PEP RALLIES**

On the day of the game a pep meeting will be held in the gymnasium. This is a chance to show your support for our school and for the young men and women representing our school. Everyone must attend in grades six through eight.

## **PHYSICIAN'S STATEMENT**

Each student is required to bring a physician's statement upon returning to school from a Doctor's visit to be excused. This statement must be presented to the main office within two (2) days of the absence to be accepted.

# PROMOTION AND RETENTION

The grading scale is as follows:

Grading Scale	
Major Subjects	
A	100-----93
B	92-----85
C	84-----75
D	74-----67
F	66---below

## **Grades K-8 Percentage Grading**

In major subjects, except where percentage grading may not be feasible, percentage grades shall be recorded in the grade book and averaged at the end of each grading period. The percentage average will be recorded, along with the converted letter grade, in the grade book and on the system-approved official report form. The actual percentage averages for each grading period of that school year shall be used to determine the final grade. On all other permanent records, the final converted letter grade and the percentage grade shall be recorded.

The grading symbols which are used for each grade level are indicated below.

Grades	Symbols	Subjects
6-12	A,B,C,D,F*	All subjects

Note: An "I" in any subject indicates incomplete work for that period. A grade of "Incomplete" must be made up within the next grading period.

## **Grade 6, 7, 8**

The guidelines from the Ouachita Parish School System will be followed.

To be promoted, a student must pass Math and Reading plus two other major subjects and one minor subject, or a student must pass five major subjects. Sixth and Seventh grade students who fail Reading and/or Math may be SBLC placed to the next grade if they take a reading lab and/or math lab the next school year. Promotion for 8<sup>th</sup> grade students will be an SBLC decision provided the student has previously repeated in grades K-7

Major subjects: Reading, English, Math, Social Studies, Science

Minor subjects: Health & PE, Art, Band, Choir, Homemaking, Accelerated Lab, and any other elective

Exemptions for Final Tests—Middle School: Students in grades 6, 7, and 8 may be exempted from final exams during the spring semester based on the results of Benchmark tests or maintaining an A average in a course.

End-of- Course test is given in Algebra I only. This will count 15% of the final grade for that course.

Due to new state provisions and requirements, we will now be offering courses for 8th graders that will be used as Carnegie Units (high school credit). See Registration Forms for course offering.

\*Note: Carnegie unit classes follow high school guidelines including attendance.

Long distance learning opportunities for students to obtain high school credits is also available online through Virtual School-referred to as Connections on the web site.

## **PROPERTY DAMAGE**

Any student known to deface, vandalize, or destroy school property will be subject to immediate suspension and may not be readmitted until full restitution has been made for such damages.

## **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, 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.

## **SEX DISCRIMINATION**

The Ouachita Parish School System does not condone discrimination on the basis of sex or physical condition. Should you feel that you are the victim of discrimination, you should contact the Title VI - Title IX Coordinator, Ouachita Parish School Board, 100 Bry Street, Monroe, Louisiana (318) 432-5000. An official grievance process has been established by the Ouachita Parish School Board

## **SEXUAL HARASSMENT**

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

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

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

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

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

## SKIPPING CLASS

Students are assigned a place to be each hour of their school day. They are expected to be in this assigned area every day so that the office personnel will be able to find them in case of emergency.

It is a rare occasion that a student becomes ill or has an emergency happen during the four minute interval between classes that would prevent him from going to his next class.

If an emergency does occur during the class period, then the student should report this to the teacher or, if it is between periods, then he should go to his next teacher. If this is not possible, then report to any teacher or the office for assistance. Do not miss a class without permission from a teacher or the office. One of these people should know where you are. If they do not, then you are guilty of skipping class. Remember, skipping class can result in a suspension.

## STUDENT INSURANCE

There are two student insurance policies available to everyone in the fall, one covering the school day, and the other is a 24-hour plan. The policies are limited to specific amounts for the different injuries. Both policies are well worth the minimal charges.

All student athletes must submit a waiver form indicating adequate coverage under a family policy or purchase the student insurance.

**Calhoun Middle School does not have an insurance policy to cover students, including those participating in extracurricular activities!**

## TARDINESS TO CLASS AND TARDY POLICY

Between classes there is a four minute passing interval before the tardy bell rings for all classes. The four minutes is strictly for going to class. If you go to the restroom, office, or locker, then you do this on your own. You are still responsible to get to your class on time. **Tardiness is defined as not being in your seat when the tardy bell rings.** If a teacher detains you and you cannot reach your class on time, ask him/her to write you a pass to class. Do not loiter in the hallway.

Each teacher will close their door after the tardy bell rings for each class. Any student that is not in their seat will be recorded as tardy by the teacher. Each tardy situation will be addressed by the school office. All official record relating to tardiness will be recorded by the school office. The consequences for tardiness are as follows:

- Tardy #1 - A WARNING will be issued by the teacher.
- Tardy #2 - A WARNING will be issued by the teacher.
- Tardy #3 - Student is assigned CAFETERIA OR CONCESSION DUTY by the principal and the parent will be notified via letter. .
- Tardy #4 - Student is assigned ONE day of BEFORE SCHOOL DETENTION by the principal and the parent will be notified via letter. .
- Tardy #5 - Student is assigned TWO days of BEFORE SCHOOL DETENTION by the principal and the parent will be notified via letter.
- Tardy #6 - Student is assigned THREE days of BEFORE SCHOOL DETENTION by the principal and the parent will be notified via letter
- Tardy #7 - Student is assigned SATURDAY SEMINAR and the principal will attempt to contact the parent by phone. Failure to attend SATURDAY SEMINAR may result in an out-of-school suspension.
- Tardy #8 - Student is assigned IN-SCHOOL SUSPENSION and the principal will attempt to contact the parent by phone.
- Tardy #9 - Student is assigned OUT-OF-SCHOOL SUSPENSION and the principal will attempt to contact the parent by phone.

Special Note: At mid-term, the process for tardiness to class will start over at for all students.

## **CELL PHONE/AUDIO/ELECTRONIC TELECOMMUNICATION EQUIPMENT**

As outlined in Louisiana R.S 17:239, students are prohibited from using or operating cell phones or any electronic telecommunication device in any public school building, on the grounds thereof, or in any school bus used to transport public students. Cell phone “use or operation” 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 turned off and kept in lockers while in a school building, and out of sight while on school grounds or on a school bus.** This policy is inclusive of any electronic telecommunication device in a student’s possession.

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

1. 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 between the hours of 1:00 to 3:00 p.m. on the first Thursday following the passage of fifteen (15) calendar days from the date of the offense. The student will also be required to perform two (2) hours of detention.

**Note: if in the opinion of the administrator, the student becomes too disrespectful due to the item being confiscated, the student can be assigned more serious corrective action, rather than being assigned detention**

2. Second Offense – the confiscated item will be held at school and returned to the parent as stated above; the student will be assigned In School Suspension (ISS) or, for grades 6-12, Saturday Seminar (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, or school grounds, or on a school bus **for the rest of the school year.**
3. 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 a Child Welfare and Attendance Officer before the student can return to school.
4. 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.

**\*\*INAPPROPRIATE USE OF CELL PHONES WITH CAMERA CAPABILITIES MAY RESULT IN IMMEDIATE SUSPENSION AND/OR EXPULSION.**

The bringing of any pornographic materials into the school either physically or electronically is strictly forbidden. Students not following this policy will be suspended. This policy includes books, magazines, pictures on clothing and pornography over the phone, fax, or computer. A copy of The Acceptable Use Policy for Students which students must sign before they are allowed to use the school computer, including internet access, is included in the following pages of the Student Handbook.

## **OTHER CONFISCATED ITEMS POLICY**

It is strictly prohibited for any student to have any items (lasers, etc.) that will distract from the learning process during school hours. These items are subject to theft and/or loss at your own risk. Students with these items in the building or during school hours will be given the following:

1. First Offense – the item will be taken from the student and turned over to a school administrator. A parent will be contacted and the item will be returned to the parent between the hours of 1:00-3:00 p.m. on the first Thursday following the passage of thirty (30) calendar days from the date of the offense. The student will also be required to perform two (2) hours of detention.
2. Second Offense – first offense action will be repeated **and** the student will be assigned In School Suspension (ISS) or Saturday Seminar.
3. Third Offense – first offense action will be repeated **and** the student will be suspended from school for one (1) day.
4. Fourth Offense – first offense action will be repeated **and** the student will be suspended from school for three (3) days. Both the student and a parent will be required to meet with a Child Welfare and Attendance Officer, and the student will be prohibited from having possession of any such item in a school building, on school grounds or on a school bus.

Note: A student found in possession of any such item after being prohibited to have said possession on school grounds or on a school bus may be recommended for expulsion from school for the remainder of the school year.

## **TEXTBOOKS**

Textbooks are provided free to the student. Each classroom teacher is responsible for assigning his/her textbooks. The text number and condition is noted for each student. Fines are assessed by the teacher for any damages other than normal wear. If the text is lost the student must buy another book. If the text is found, money will be refunded to the student. It is the student's responsibility to keep up with and take care of all textbooks.

## **VIOLATIONS THAT STUDENTS CAN BE SUSPENDED FOR**

1. Skipping any class or leaving the campus without permission
2. Bullying (includes cyber bullying)
3. Fighting on campus
4. Stealing
5. Use of alcoholic beverages or any type of drug abuse
6. Gambling
7. Shooting fireworks or possessing fireworks
8. Disturbing class
9. Using profane language, euphemisms, or making obscene gestures.
10. Being disrespectful to teachers, staff, or students
11. Carrying fire arms, knives, and other weapons (Automatic expulsion)
12. Destroying school property
13. Using any form of tobacco or possession of tobacco
14. Being habitually tardy
15. Willful disobedience
16. Throwing foreign objects
17. Possession of a Control and Dangerous Substance (Automatic expulsion)



## VISITING THE SCHOOL

Parents are welcomed and encouraged to visit Calhoun Middle School. Please check in with the office staff prior to going down the hall. Visitors must obtain a Visitor's Pass from the office staff. The campus is closed to all student visitors from other schools.

## **WARNING - LA REVISED STATUTE 14:95.2**

The carrying of a firearm on school property (including school buses) by anyone is a crime punishable by imprisonment at hard labor for up to five (5) years.

## YEARBOOKS

Calhoun Middle School offers each student the opportunity to purchase a school annual each year. A teacher-sponsor and annual staff consisting of students prepare the annual. The annual contains pictures of students in all grades, faculty, clubs, sports, and activities within the school. The cost of the annual will be determined by the company's cost to the school.

## OUACHITA PARISH SCHOOL BOARD TERRORIZING POLICY

The policy concerning terrorizing will be as follows:

I. **Definition of Terrorizing**

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

II. **Reporting of Terrorizing**

**Student** - A student who comes into contact with a terrorizing threat will report is immediately to the nearest school employee.

**Employee** - Any school board employee who is exposed to a terrorizing threat shall immediately report the threat to an administrator of that school.

**Administrator** - School administrator will analyze the terrorizing threat and contact the School Board Office immediately and law enforcement as deemed necessary.

**School Board** - School Board contact - Superintendent, Assistant Superintendent, Safety Coordinator or Director of Child Welfare will call law enforcement as deemed necessary, if not previously called by school administrator.

III **Handling a terrorizing threat - evidence**

**Type of terrorizing threat**

**Note** - written note will be secured in principal's office with as little physical contact as possible.

**Graffiti** - area is to be sealed off by administrator. Students/public exposure is to be held to a minimum if possible. Photographs are to be taken when possible. Graffiti is not to be removed until law enforcement has gathered evidence.

**Verbal/gesture** - report of this type of terrorizing threat is to be investigated by school administrators and acted upon accordingly. This threat will include telephone, internet, and e-mail communication.

IV. **Communication**

Once terrorizing threat is made, it will be dealt with accordingly:

**Threat to a student:**

Threatened student will be informed of terrorizing threat immediately and maintained in a secure posture in an administrative office with a school employee.

Parent(s) of threatened student will be informed immediately. Decision to take student off campus or allow student to remain in school will be made by parents.

**Threat to an employee:**

The employee is to be informed immediately.

**Media Contact:**

The superintendent/designee will serve as the only media contact in a terrorizing threat situation. It is recommended that school administrators and/or teachers refrain from making comments to media.

V. **Follow up**

School administrator will document threat situation via a detailed written report within twenty-four hours. Copies of the report are to be forwarded to the superintendent/designee.

Superintendent/designee will meet with school administrator(s) to review the threat situation as soon as possible.

School administrator will meet with faculty to discuss/access situation at earliest convenient time. If deemed necessary, school administrator may also meet with student body.

School administrator/superintendent will make themselves available to parental concerns.

VI. **Consequences**

Any student found guilty of a terrorizing threat shall be recommended for expulsion from school.

VII. **Law enforcement**

Terrorizing is against the law as stated in RS 14:40.1 Therefore, a student may be charged with this act of violence according to law enforcement procedure. This statute provides that whoever commits the offense of terrorizing shall be fined not more than fifteen thousand dollars or imprisoned with or without hard labor for not more than fifteen years, or both.

# OUACHITA PARISH SCHOOL SYSTEM

## CALHOUN MIDDLE SCHOOL

### FAMILY INVOLVEMENT POLICY

It is the Ouachita Parish Family Involvement Policy to:

- A. Involve parents in an organized, ongoing, and timely way in the planning review, and improvement of programs, including the school's Family Involvement Policy, and the joint development of the School Improvement Plan.
  - B. Have an annual meeting in August or September to inform parents of the requirements in the school program, setting Parental Involvement goals and activities, providing information on the process of school review and improvement, providing parents with a Student/Parent Handbook, and informing parents of their right to be involved.
  - C. Provide a school-parent-student compact that outlines how parents, staff, and students share the responsibility for improved student achievement. The school and parents will build and develop a partnership to help achieve the state's high standards.
1. Such compacts shall -
- 1. Describe the school's responsibility to provide:
    - a. High quality curriculum
    - b. Instruction in a supportive and effective learning environment
    - c. The state's student performance standards.
  - 2. Describe the parent's responsibility to support their child's learning by:
    - a. Monitoring attendance, homework, and television
    - b. Volunteering in the child's classroom
    - c. Participating in decisions relating to the education of their child and positive use of extracurricular time.
  - 3. Address the importance of communication between teachers and parents on an ongoing basis through:
    - a. Parent-Teacher conferences in schools, at least annually, during which the compact shall be discussed, as it relates to the child's achievement;
    - b. Frequent reports to the parents of their child's progress; and
    - c. Reasonable access to staff, opportunities to volunteer, and participate in their child's class and observation of classroom activities
- D. Assist parents in understanding the No Child Left Behind Act, state student performance standards, state and local assessments, how to monitor a child's progress, and work with educators to improve the performance of their child, as well as, information on how parents can participate relating to the education of their child by organizing and presenting workshops for parents.
  - E. Provide continuous communication to assist parents in understanding the school curriculum and student achievement through newsletters, report cards, parent-pupil handbook, handouts, mailings, student achievement reports, phone calls, home-visits, and conferences. Newsletters will include parenting tips and suggestions. All invitations will be sent in a timely manner with an additional follow-up reminder.

- F. Provide materials and training to help parents work with their child to improve their child's achievement.
- G. Develop appropriate roles for community-based organizations and business to form a partnership with parents and schools to promote student achievement and family involvement activities.
- H. Involve parents in an organized, ongoing process for the purpose of planning, reviewing, and improving school programs by offering a flexible number of meetings at least three times per year.
- I. Ensure to the extent possible, that information related to school and parent programs, meetings, and other activities is sent to the homes of participating children in the language used in such homes.
- J. Conduct an annual survey for parents to collect opinions and concerns of parents about the current program and to collect suggestions for improvement and topics for meetings that meet the needs of parents.
- K. Inform parents when a child is taught for four (4) or more consecutive weeks by a teacher who is not "highly qualified," inform parents about supplemental services, and inform parents about school choice (when applicable).



## **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 or 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

Brenda Adams  
 Director of Special Education  
 Student Support Services  
 800 Claiborne Street  
 West Monroe, LA 71291  
 (318) 432-5400

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

Myrrah Thompson  
 Section 504 Coordinator  
 Student Support Services  
 800 Claiborne Street  
 West Monroe, LA 71291  
 (318) 432-5400

## **POLICY STATEMENT**

### **Section 504 Compliance**



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.



## **PARENT AND STUDENT RIGHTS**

### **IN STUDENT DETERMINATION OF PROGRAM ELIGIBILITY AS DEFINED IN SECTION 504 OF THE REHABILITATION ACT OF 1973**

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

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#### **YOU HAVE A RIGHT TO:**

1. Have your child take part in and receive benefits from public educational programs without discrimination because of his/her disabling condition.
2. Have the school system advise you of your rights under federal law (Section 504).
3. 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 system make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
4. Receive notice with respect to identification, evaluation, or placement of your child.

5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.
7. Have evaluation, educational and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school system.
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions made regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.
12. Receive a response from the school system to reasonable requests for explanations and interpretations of your child's records.
13. 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.
14. Have an opportunity to present complaints and/or to request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing and be represented by counsel. A hearing request must be made in writing to Myrrah Thompson, Section 504 Facilitator, Ouachita Parish School System.
15. Request payment of reasonable attorney fees if you are successful on your claim.
16. File a local grievance.

For more information regarding Section 504, or if you have questions or need additional assistance, contact Ouachita Parish's Section 504 Facilitator: Myrrah Thompson, 800 Claiborne Street, West Monroe, LA 71292, (318) 432-5400.



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

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

SENATE BILL NO. 91

BY SENATORS COLOMB, BARROW, BISHOP, BOUDREAUX, BROWN, CARTER, GATTI, MORRELL, TARVER, THOMPSON AND WALSWORTH

AN ACT

To amend and reenact R.S. 32:300.5(C)(1) and (2), 300.6(C)(1) and (2), 300.7(E)(1)(a) and (b), and 300.8(D)(2)(a) and (b) and to enact R.S. 15:571.11(A)(4), relative to the prohibition against using wireless communications devices for text messaging and social networking while driving; to increase the penalties for violations of this prohibition by the general public, by holders of certain special licenses, by minors, and in school zones; to provide for the disposition of fines; and to provide for related matters.

Be it enacted by the Legislature of Louisiana:

Section 1. R.S. 15:571.11(A)(4) is hereby enacted to read as follows:

§571.11. Dispositions of fines and forfeitures

A.

\* \* \*

**(4) Notwithstanding any provision of law to the contrary, twenty-five dollars from all fines collected pursuant to R.S. 32:300.5, 300.6, 300.7, and 300.8 shall be distributed to the indigent defender fund of the judicial district in which the citation was issued.**

\* \* \*

Section 2. R.S. 32:300.5(C)(1) and (2), 300.6(C)(1) and (2), 300.7(E)(1)(a) and (b), and 300.8(D)(2)(a) and (b) are hereby amended and reenacted to read as follows:

§300.5. Use of certain wireless telecommunications devices for text messaging and social networking prohibited

\* \* \*

C.(1) The first violation of the provisions of this Section shall be punishable by a fine of not more than **five hundred dollars (\$500)**.

(2) Each subsequent violation shall be punishable by a fine of not more than **one thousand dollars (\$1,000)**.

\* \* \*

§300.6. Use of wireless telecommunications devices by certain drivers prohibited; exceptions

\* \* \*

C.(1) A first violation of the provisions of this Section shall be punishable by a fine of not more than **five hundred dollars (\$500)**.

(2) Each subsequent violation shall be punishable by a fine of not more than **one thousand dollars (\$1,000)**.

\* \* \*

§300.7. Use of certain wireless telecommunications devices by minors while driving prohibited; exceptions



\* \* \*

E.(1)(a) A first violation of the provisions of this Section shall be punishable by a fine of not more than **two hundred fifty dollars (\$250)**.

(b) Each subsequent violation shall be punishable by a fine of not more than **five hundred dollars (\$500) and a suspension of driver's license for a sixty-day period**.

\* \* \*

§300.8. Use of wireless telecommunications devices in school zones prohibited; exceptions

\* \* \*

D.(1)

\* \* \*

(2)(a) The first violation of the provisions of this Section shall be punishable by a fine of not more than **five hundred dollars (\$500)**.

(b) Each subsequent violation shall be punishable by a fine of not more than **one thousand dollars (\$1,000) and a suspension of driver's license for a sixty-day period**.

\* \* \*

Section 3. This Act shall become effective upon signature by the governor or, if not signed by the governor, upon expiration of the time for bills to become law without signature by the governor, as provided by Article III, Section 18 of the Constitution of Louisiana. If vetoed by the governor and subsequently approved by the legislature, this Act shall become effective on the day following such approval.

### **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).

# OUACHITA PARISH SCHOOL SYSTEM

## OPSB.net 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 and understand that these pictures or works may or may not personally identify the student. In addition, I give permission for the above named student's name to be used in any online educational website as an extension of the academic program offered through his/her classes here at Calhoun Middle.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

## PARENTAL AND STUDENT ACKNOWLEDGEMENT SHEET

As a parent and/or student at Calhoun Middle School, I have received a copy of the CMS Student Handbook. I have read the handbook and have an understanding of the policies and procedures that will be followed at Calhoun Middle. I understand that the handbook will be discussed through all language arts classes and students shall be knowledgeable of the guidelines that are followed at Calhoun Middle. As a parent and/or student, I am willing to support the school in the implementation of these rules in order to try and help each child attain his/her potential.

## CALHOUN MIDDLE SCHOOL STUDENT HANDBOOK ACKNOWLEDGEMENT SHEET

Student's Signature \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_