

# ***Monterey High School***

***2019-2020***

***5920 Highway 129***

***P.O. Box 127***

***Monterey, Louisiana 71354***

***Phone 318-386-2214***

***Fax 318-386-7356***

***Principal.....Dena P. Hale***

***Assistant Principal.....Melissa Doughty***



***Mascot: Wolf***

***School Colors: Maroon and Gold***

*Notice of Non-Discrimination: Monterey High School does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.*



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P. O. Box 127  
Monterey, Louisiana 71354

Dena P. Hale, Principal  
Melissa Doughty, Assistant Principal

Phone 318-386-2214  
Fax 318-386-7356

August 9, 2019

To: Parents/Guardians of the students of Monterey High School

From: Dena P. Hale, Principal

Dear Parents/Guardians,

I would like to take this opportunity to welcome all to a new school year at Monterey High School. As most of you already know, I am the Principal at Monterey High School and I am honored to be leading Monterey High School for another school year. I am looking forward to seeing and meeting all of you and your children. I truly believe that 2019-2020 is going to be a great year!

I feel that as Principal of Monterey High School, it is my responsibility to put forth every effort to ensure that your children receive a quality education within a safe and secure environment. I know that all the staff at Monterey High School shares with me the same vision and we strongly believe in the school and home connection. Please feel free to contact me or the assistant principal, Melissa Doughty, at the school with any questions or concerns, or to just introduce yourself. Our ultimate goal is the education of our children and working together will only enhance your children's educational experiences at Monterey High School.

This handbook is filled with important information regarding the parish and school policies and procedures. I encourage you to read and review the content. If you have any questions, please call the office. Open and clear communication between school and home is vital in the success of our educational program here at Monterey High School.

Sincerely,

*Dena P. Hale*  
Principal

## **MISSION STATEMENT**

*To promote success for all.*

## **PHILOSOPHY**

We at Monterey High School believe that all students can learn, and that the learning of all students is a shared responsibility of all educators, students, parents, churches, and the community. We believe it to be imperative that parents are provided the necessary information and resources for involvement in their child's educational process. In order to perform this function we believe that cooperation, open-mindedness, understanding, and pride must exist. The faculty and staff of Monterey High School also believe that there is a common set of knowledge and skills all students should learn, and that the school exists to provide an atmosphere conducive to the total development of the student. We further believe that mutual respect and cooperation must exist between parents and students, faculty and staff, and the central office to achieve our common goal.

# Faculty Building Assignments

## Lower Elementary Building Faculty

Kristen Lipsey—Librarian  
Debbie Bairnsfather—PreK  
Donna Woodruff—Kindergarten  
Gigi Campbell—Kindergarten  
Jamie Taunton-1<sup>st</sup> Grade  
Teresa Tiffie—1<sup>st</sup> Grade  
Jamie Cloessner-2<sup>nd</sup> Grade  
Laurel Crouch—2<sup>nd</sup> Grade  
Tee Paul—Paraprofessional  
Kathy Thomas - Paraprofessional

## Upper Elementary Building Faculty

Dee Dee Cooper—3<sup>rd</sup> Grade  
Pam Ganey—3<sup>rd</sup> Grade  
Sarah Campbell—4<sup>th</sup> Grade  
Janice Sanders—4<sup>th</sup> Grade  
Ashley Avery —5<sup>th</sup> Grade  
Patricia Poole—5<sup>th</sup> Grade  
Meghan Wilson—Special Populations  
Stephanie Blount—Paraprofessional  
Hannah Taylor-Special Populations  
Christal Brigman-Paraprofessional  
Reagan Rushing—Elementary PE  
Kristy Cupit – Para Elem Computer Lab  
Sandy Avery-Paraprofessional

## Junior High Building Faculty

Addilene Cannon –Math  
Tara Dale – Math  
Telina Book—Special Populations  
Gayla Crum—Science  
Brenda McIntosh—ELA, Social Studies  
Molly Butler—Social Studies  
Annette Smith— ELA  
Jodee Trant— ELA  
Tanner Parker – ELA  
Becky Crouch—Paraprofessional  
Stacy Cooper-Paraprofessional/Det./ISS

## H. S. Building Faculty

Leah Humphries—Secretary  
Cristal Adams – Receptionist/Para  
Paula Duncan--Guidance  
Cary Shively – Math, Physics  
Eric Richard— JH/HS P.E.  
Doris Hamilton – Science  
Cecilia Stevens—English/Fine Arts  
Dee Dee Thornhill – Home Economics  
Bridgette Holland – Business  
Patrick Wells – Social Studies  
Morgan Lipsey - Spanish/On-line Classes  
Caitlin BeBee – Math

## **Academic Recognition**

Students with all “A’s” are placed on the Superintendent’s List. Those with no grade less than a “B” are on the Principal’s List, and those maintaining a “B” average with no grade lower than a “C” are named to the Honor Roll.

## **Absence and Excuse Policy**

**Elementary Students**—The student will bring a written excuse to his/her first period/homeroom teacher on the day of the student’s return to school. The teacher sends the excuse to the office to be entered into the computer and will be placed in the absentee file. No excuses will be accepted later than **five** days after the absence.

**Junior High and High School**—The student is required to bring a written excuse to the office staff before 7:43 AM on the day of his/her return. No excuses will be accepted later than **five** school days after the absence.

A written excuse from the parent/guardian only allows students to make-up work it does not excuse the absence(s). The written excuse must include the following information:

1. Date the excuse was written
2. Date(s) of absence(s)
3. Reason for absence
4. Signature of parent or guardian

A student may be “excused” for an absence when a written excuse is received due to:

1. Personal illness requiring a doctor’s visit (include written excuse from doctor)
2. Illness in the immediate family with physicians note/documentation
3. Death in the family accompanied with an obituary

**Students Sickness:** Students who have fever, vomiting, and/or diarrhea should not return to school for 24 hours after the last episode so students are no longer contagious. If parents/guardians are called to pick up students with these symptoms, there is an hour time limit for them to be picked up before the CPSB Director of Child Welfare/Attendance and Child Welfare Services will be notified.

**Makeup Work:** Makeup work after an absence is the student’s responsibility. Students with an excused absence should make arrangements to complete all class work and tests within 5 days of return (or within a time frame arranged by the teacher).

**Scheduled Tests and Assignments:** If a test or assignment was announced for the *first time* during a student’s absence, the student will not be required to take the test or to submit the assignment on the day of return. The student is expected to meet with the teacher to plan an alternative test or assignment date.

**However, if the test or assignment was announced *prior* to the student’s absence, the student is expected to complete the work according to the schedule or test date assigned by the teacher.**

**Work Requests:** Parents may contact the office to request work assignments for students who are absent. This contact must be prior to 9 am so that adequate time is allowed for gathering assignments from teachers. **Parent/guardian may pick-up between 2-2:45 pm. Parents must pick up student's homework from the office– no siblings may pick up homework!**

## **Attendance Policy**

Students are expected to be in attendance every day scheduled by the Concordia Parish School board. Please refer to the district calendar contained in the handbook for detailed calendar information. Detailed information on truancy is contained in the policy section of the handbook.

- A. **Elementary students** shall be in attendance a minimum of 167 six-hour days or 60,120 minutes a school year.
- B. **High school students** shall be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days), per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis.

## **Attendance Recovery**

6th-12th grade students may miss 14 classes in a whole credit setting, 7 classes in a half-credit setting. Doctor's excuses allow students to make up class work but do not erase the absence against the 14 day or 7 day total count. Students who exceed 14 classes in a whole credit subject or 7 classes in a half credit subject will be offered the opportunity to recover attendance on Saturdays in the spring. For each class period that a student goes over the mandatory number of days, they must sit for 2 hours on a Saturday. Because of abuse of the extended sickness policy, only one 3 day or more extended illness will be taken out of calculations for attendance recovery. Attendance recovery applies to all unexcused absences from class only.

## **Athletics**

All athletic teams fall under the jurisdiction of Monterey High School, the Concordia Parish School Board, and the Louisiana High School Athletic Association. Rules of residency and eligibility, including required GPA, are established by the LHSA and adhered to by the school and the district. For specific information, please contact the coach of that sport.

## **Baccalaureate**

**If a senior does not participate in baccalaureate practice, that student may NOT participate in the Baccalaureate ceremony. Only extenuating circumstances approved by the Principal will be accepted.**

## **Before and After School**

No students should be in the school building before or after school unless he/she is requested to do so by school personnel or is participating in a supervised activity. Groups using the building for supervised activities are asked to leave all rooms and equipment in proper conditions. School takes in at 7:40 a.m. and dismisses at 3:08 p.m.

## Blankets and pillows

These items are not permitted in the classrooms or on school buses.

## Bus Conduct

*New Policy for beginning 2017-2018 School Year: Durham Buses will take care of all bus discipline.*

If warranted, the principal may suspend bus privileges. If a student damages the school bus, he/she shall be subject to suspension from school. Any student damaging a school bus shall not be readmitted until payment in full has been made for such damages or until re-admittance is directed by the superintendent.

A student who rides the bus to school in the morning must ride the bus back home after school has been dismissed. All students must ride the bus that he/she has been assigned to ride. A student should not request to ride a bus other than the one he/she is assigned to ride because buses have assigned routes. The only time the student will ride another bus is when the student has been reassigned by the Concordia Parish School Board.

All Students must conduct themselves in an orderly manner on the bus and should not leave their seats nor hold their heads, arms, or any other parts of their bodies outside of the bus. It is VERY IMPORTANT that the school bus driver is not distracted from his/her driving by disruptive students. This could lead to great danger for those students riding the bus and possibly cause an accident.

Students are expected to follow all bus rules. Consequences for Misconduct on a school bus will include suspension of bus riding privileges, suspension from school and/or expulsion from the bus for the school year.

***Due to the liability issues – We are not to take phone calls, text messages, etc. from parents to change regular afternoon mode of transportation. THE CHILD MUST HAVE A NOTE from parent TO GO FROM CAR RIDER TO BUS RIDER AND FROM BUS RIDER TO CAR RIDER.***

***We ALSO must have a note from parent if place of drop off changes on the bus. The note MUST be signed by teacher and sent to office to be signed by Principal or Asst. Principal. The bus driver will NOT drop a student off at any place other than regular place of drop off without a note with proper signatures. If a student is in grades 6-12 the note only needs to be signed by Principal or Asst. Principal – not teacher. No changes permitted after 12 pm.***

### Student Bus Rules

The bus driver may assign seats. Be courteous. Do not use profanity. Do not eat or drink while on the bus. Keep the bus clean. Do not fight on the bus. Remain seated. Do not smoke. Keep your hands and head inside the bus. Do not destroy property. Do not distract the driver through misbehavior. Be on time, the bus will not wait. Cross the road 10 feet in front of the bus so the bus driver can see all students. Be cautious when waiting for or leaving the bus. A student must have written permission authorized by the principal to get off at a stop other than his/her own. Do not throw objects in the bus or out of the windows or doors. Be a good citizen; do not litter. Students should take their trash with them when they leave the bus. Use the emergency door for emergencies only.

**Examples of items not allowed on the bus are:**

Tobacco	Toys	Glass objects (except eyeglasses)
Matches	Balloons	Obscene Materials
Cigarette Lighters	Pets	Open drinks or food items
Drugs/Alcohol	Weapons	

### **Consequences for Misconduct on Bus (If CPSB Bus Policy is used.)**

**1<sup>st</sup> Offense**-----Bus driver contacts parents, warning

**2<sup>nd</sup> Offense**-----Meeting with Parent, bus driver, and school administrator

**3<sup>rd</sup> Offense**-----Three-day bus suspension

**4<sup>th</sup> Offense**-----Five-day bus suspension, meeting with parents, bus driver, transportation Supervisor, and Supervisor of Child Welfare and Attendance at the Central Office (Dr. Moore)

**5<sup>th</sup> & 6<sup>th</sup> Offense**-----Ten day bus suspension, meeting with parent, driver, transportation supervisor, and Dr. Moore at the Central Office

**7<sup>th</sup> Offense**-----Suspended from any bus for the remainder of the school year

**Exceptions:** Fighting: 1<sup>st</sup> Offense – Minimum of 2 day out of school suspension & 5 day bus suspension, 2<sup>nd</sup> Offense – Minimum 3 day out of school suspension & 10 day bus suspension, 3<sup>rd</sup> Offense – C.E.C. committee & suspension from the bus for remainder of school year.

### **Bus Rider/Car Rider----- changes:**

Due to liability issues – MHS cannot take phone calls, text messages, etc. from parents to change a student’s regular mode of transportation. **Students must have a note from the parent TO GO FROM CAR RIDER TO BUS RIDER OR FROM A BUS RIDER TO A CAR RIDER.** All notes must include parent signature. MHS must also have a note from a parent if the place of bus drop off changes. The bus driver **cannot** drop off a student at any place other than the regular drop off without a signed note from the parent that has also been signed by the administrative staff. NO changes permitted after 12 pm.

**Jr High and High school students:** 1<sup>st</sup> bell- students for the Pickup Line, Driving Students, and/or siblings that ride with student drivers. 2<sup>nd</sup> bell- Bus riders.

### **Cafeteria Regulations**

Students who need a special diet may bring a lunch to school. They are to go to the cafeteria with their class to sit and eat. No soft drinks such as Coke, etc. are allowed in the cafeteria. All meals must be paid in advance; no one is allowed to charge lunches. **No students are allowed to leave campus for food or to have food brought onto campus during the school day. This is a federal guideline.**

Students are not to carry books or other materials into the cafeteria except at breakfast before school. The cafeteria slogan is **“CLEAN UP WHEN YOU GET UP”**. If a student is disorderly or leaves a plate of food on the table, the student is subject to disciplinary action.

Weather permitting, junior high and high school students may eat lunches at the picnic tables. All trays and trash must be placed in the trashcans. Paper should be picked up and placed in the trash. Trays are not to be taken to any other part of the campus. Do not “cut” the lunch line. ALL students must follow the lunch schedule.

**Free and Reduced Lunch Information (if applicable)**-All students will receive an application for free or reduced lunch at the beginning of the school year. Forms are evaluated by the parish according to established federal and state law. This information will only be needed if free lunch for all is no longer available.



## **Campus Activities**

No student/smaller children/etc. are to remain on campus before a school activity unless they are part of that activity. This is for basketball games/practice, softball or baseball games/practice, programs, etc. Also students under the age of Jr. High must be accompanied by a parent/guardian for all extracurricular activities.

## **Campus Speed Limit**

Drivers on campus shall **not exceed a driving speed of 5 MPH**. Those students doing so will be issued a warning and then disciplined according to the discipline chart.

## **Campus Visitors**

**All campus visitors must report immediately to the office area to obtain a visitors' pass. The principal shall decide who may remain on campus and where they may visit.**

## **Check-in and Check-Out Procedures**

### **CHECK-INS:**

**Elementary students** who arrive at school after **7:40 a.m.** must be signed in at the office by a parent or guardian and receive an admit slip to be admitted to class.

**Students** who arrive at school between 7:40 am and 8:30 am will be considered LATE TO SCHOOL/TARDY FOR SCHOOL. After 8:30 students will be considered ABSENT and must be checked in by Parent/Guardian and receive an admit slip to be admitted to class.

### **CHECK-OUTS: Written parent notes for checkout or riding a different bus must be received by 12:00 p.m.**

**Notes after 12:00 p.m. will not be accepted.** A student will not be allowed to leave campus or check-out of school unless he/she is accompanied by a parent/guardian. The student must be signed out in the office by a parent/guardian only – NO EXCEPTIONS! When a student checks out and returns the same day, he/she must be signed in a by a parent or guardian. IF A STUDENT WHO HAS CHECKED OUT RETURNS TO CAMPUS AND DOES NOT SIGN IN PROPERLY, THIS IS A VIOLATION OF CLOSED CAMPUS POLICY AND WILL BE SUBJECT TO DISCIPLINE. No parents are allowed on campus after 2:30. Please do not try to circumvent the pickup line and please remain in the vehicle.

**No telephone checkouts are allowed. A written, signed parental note is only acceptable. Check in and out procedures apply to all students regardless of age.**

**Parish Rule: Checkouts after 2:30 PM are not allowed.**

## **Class Rank Determination**

The numeric grade point average is used for ranking members of each class. In determining the numeric grade point average, all final grades are included. In grade point averaging, summer school is considered as an additional "semester". Therefore a grade earned in summer school does not cancel or replace an "F" earned during the school year. Both the F and the summer school grade are included in the grade point averaging. Likewise, any grade earned for high school credit by completing correspondence is included in the GPA.

## **Co-curricular and Extra-curricular activities**

All student clubs and organizations at Monterey High School have a detailed plan of rules and organization. Sponsors make these materials available to club and team members at the time of membership. For specific information, please contact the club's sponsor. All organizations will adhere to the overall policies of the CPSB.

### **ATHLETICS**

It is the intent of "Monterey High School" to provide an opportunity for every student to participate in athletics. However, with the opportunity to participate, there comes a commitment to your school, community, and fellow students.

1. Monterey High School offers different sports in which the students may participate. The Louisiana High School Athletic Association rules will be followed at all times for these sports.
2. Athletes are expected to set positive examples for other students on campus.
3. Athletes shall adhere to all school regulations and policies while representing Monterey High School in all athletic events.
4. Coaches shall exercise control of team members before, during, and after all athletic events.
5. A student must attend at least one-half day of school on the day of a game or practice to be eligible to participate.
6. Athletes will not participate in game or practice while they are suspended.
7. All athletes must ride the bus to the game.
8. An athlete may leave after a game with a parent/guardian if the coaches are notified in writing before the game.
9. For athletes to be eligible for awards at the end of the season and at the Athletic Banquet, the student must complete the entire season of the sport in which he/she participates unless physically unable to participate.
10. To be eligible to attend the Athletic Banquet as a Monterey High School participant, students must be enrolled in school at the time of the banquet and shall be expected to attend the banquet in its entirety.
11. No Jr. High Students are allowed to be managers for High School Teams. Also no students in grades lower than 8<sup>th</sup> grade will be allowed to play on high school teams.

### **MONTEREY HIGH ATHLETIC AWARD POLICIES**

1. Based on Articles X, Section 6 of the LHSAA constitution, only one sweater or jacket can be awarded when a student has lettered in any sport.
2. An award sweater or jacket can be awarded to a student athlete in grades 9-12 of high school provided that he or she has met the "lettering" requirements in his or her respective sport, but not before the end of the 8<sup>th</sup> grade year.
3. Trophies awarded in each individual sport at Monterey High School will be determined by the respective head coach.

4. No athletic awards, other than those made by the school, may be accepted by a team or an individual athlete before the end of the sport season in which the award is being made. (This rule applies to trophies, gift certificates, clothes or other awards.) All awards must be approved by the Principal.
5. All athletes are responsible for the purchase of their jacket and individual patches.

**CHEERLEADERS & ELITES**

Cheerleader Head sponsor.....Cecilia Stevens

Elite Head sponsor.....Hannah Taylor

**To RUN for cheerleader or elites, one must:**

- Have an overall 2.0 GPA for previous semester.
- Be able to attend camp
- Be able to buy uniforms
- Be able to attend practice sessions during summer.
- Be in good health.
- Show leadership and school spirit, as judged by faculty and sponsor.
- Not ever have been suspended for disciplinary purposes more than once in one school year for any reason.

**ORGANIZATIONS**

Club Schedule  
Once a Month

**FCS (Fellow Christian Students)**

**Focus:** The Fellowship of Christian Students is a student-initiated and student-led group with like-minded faith which is based on the teaching of the Holy Bible. The group meets regularly during lunch to share scriptures, devotions, and discussions. The group works together to serve their school community

**BETA CLUB**

Beta Club is a scholastic honor society. Qualifications for membership in Sr. Beta Club and Junior Beta Club are:

- A. Worthy character
- B. Good mentality
- C. Creditable achievement
- D. Commendable attitude
- E. Academic achievement as evidenced by the student’s grades and the following rules:

1. In order to be considered for membership at the beginning of the school year, a student must have a least a 3.0 overall GPA for the previous year; with no more than one "C".
2. If after becoming a member, a student has any grade lower than a "B" on his/her report card during a 9 week grading period; the student will be placed on probation. The student will be allowed to attend the Beta meetings during the 9 week grading period, but must bring the grade to a "B" or above by the next 9 week grading period.
3. If a member has a grade of "F" on his/her report card, that member will be disqualified for membership from Sr. or Jr. Beta Club.
4. Any member suspended from school including on-site suspension for any reason will be placed on probation for the remainder of the semester; these students WILL NOT be allowed to participate in any club activities (projects, trips, meetings, etc.) Upon the 2<sup>nd</sup> ISS or OSS, the student will be removed from Beta.

### **4-H**

4-H is an organization of service that promotes community involvement. All students of Monterey High School are eligible for membership. 4-H dues must be paid in order for the student to attend the second 4-H meeting of the school year. To be elected to an officer position, the student must have already paid his/her dues. Only students who have paid their dues are allowed to vote in the officers' election.

### **Educational Rising Club**

Educator rising cultivates highly skilled educators by guiding young people on a path to becoming accomplished teachers, beginning in high school and extending through college and into the profession.

### **CLASS OFFICERS**

**The following rules for class officers and favorites were decided by the Monterey High School principal and faculty. These rules will remain in effect until the principal deems it necessary to change them.**

- A. All class officers must have a "C" (2.0) average. The "C" average is based on the final grade in all courses taken the preceding year, including physical education.
- B. Elections will be held in the early fall semester of each school year and each class will vote only on their class.
- C. No more than 1 suspension for previous year.

### **MR. AND MISS M.H.S. & Miss El Lobo** (Beginning 2017-2018)

1. Mr. and Mrs. MHS & Miss El Lobo will be selected by the entire school body grades 9-12 during the second semester.
2. The students will elect from eligible candidates a Mr. and Miss M.H.S. & Miss El Lobo
3. The candidates must be a senior to be eligible.
4. The candidates must have an overall "B" (3.0) average.
5. The candidates must have four (4) organizational points which include sports or clubs. Two points must come from service organizations for two completed years. The other points may be for service from any two organizations for one completed year or one organization for two completed years.

6. To be eligible, candidates must have attended Monterey High School for at least the two (2) previous years.
7. Mr. and Miss M.H.S. candidates must not have been **suspended** from school more than once during their high school career. (Exception-cell phone violation)
8. Mr. and Miss M.H.S. candidates must not have been convicted of breaking any civil laws.
9. Mr. and Mrs. M.H.S. and Miss El Lobo will be recognized at the Senior Awards Banquet.
10. Early Graduates will be recognized at the Senior Awards Banquet.

### HOMECOMING

There will be a HS queen and a JH queen. The HS queen will be selected by the high school **Boys and Girls basketball team**. The JH queen will be selected by the junior high **basketball team**. The HS queen's court will be made up of three senior maids (queen is chosen from the 3 senior maids) and 2 maids from each grade 9-11. The JH queen's court will be made up of three 8<sup>th</sup> grade maids (queen is chosen from three 8<sup>th</sup> grade maids) and 2 maids from each grade 6-7. Each class will vote for the maids of that class. The qualifications for the queen and maids are as follows:

1. Candidates must have an overall "C" (2.0) average.
2. Candidates must be participating in at least one extracurricular activity for high school students and one extracurricular activity for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade.
3. Candidates must have no suspensions (in or out of school) during present or previous year. Upon selection any court member that receives a major behavior referral to the office will be replaced by the first alternate. (All cell phone suspensions are exempt.)
4. Candidates must have attended high school at Monterey High School for the previous two (2) semesters to be eligible for selection to the Homecoming Court. (HS Homecoming queen must have attended high school in Monterey for the prior two years. JH Homecoming queen must have attended Jr. high in Monterey for the prior two years.)
5. Must follow dress code for all students as stipulated in the student handbook.
6. The queen and her court will be presented to the fans before the ball game on homecoming night. The queen and maids will be escorted across the court by their male guardian. This male guardian may be one of the following: father, older brother, grandfather, uncle, or any other legal guardian.
7. There will be no substitutes if a class does not have someone to qualify for these honors.
8. Queen, maids, and escorts are totally responsible for all attire costs.
9. Homecoming escort for pep rally requirements: Escorts must have no more than one suspension (in or out of school) during previous school year and no suspensions (in or out of school) during the current school year. Escort must be on the Boys Basketball teams. When all of the basketball team members are depleted then other MHS boys may be selected. This means JR High for Jr. High Escorts and High School for High School Escorts.
10. Maids from the previous school year/years will only be eligible again during their 8<sup>th</sup> & 12<sup>th</sup> grade years.
11. Each Court member will get 2 free gate passes for family members, etc.

## **Concordia Parish School District Cell Phone and Electronic Communication Devices Policy**

No student shall have in his/her possession, use or operate any electronic telecommunication devices, including any facsimile system, radio paging system, mobile telephone paging system (cell phones, tablets, computers), intercom or electro-mechanical paging system in any elementary or secondary school building, or on the grounds thereof, or in any school bus used to transport public school students.

Students shall be required to leave all electronic telecommunication devices in their vehicles or to voluntarily submit them to the principal or his designee upon arriving at school. Students who submit their telecommunications devices to the principal shall have them returned at the end of the school day.

For purposes of this policy, the terms “use” and “operation” shall mean whenever the electronic telecommunication device is turned on. Students may turn their cell phone into the office at the beginning of the school day and pick them up at the end of the day at bell dismissal. No student is to keep his/her phone in a teacher’s room. Students may keep their phones in their locker (with lock in use). The school, faculty, or staff are not responsible for any cell phone brought to school that is stolen lost, or damaged.

### **Cell-Phone Violations (revised: June, 2016)**

First Offense: Confiscation of the device and returned to parent (**can not pick up until the end of the day.**)

Second Offense: Confiscation of the device and returned to the parent at the end of the nine-weeks period with a one day suspension. Cellphones **CAN NOT** be picked up until the end of the day.

Third Offense: Confiscation of the device and returned to the parent at the end of the nine-weeks period with a three day suspension. Cellphones **CAN NOT** be picked up until the end of the day. Any more offenses will be have the same consequences of a 3<sup>rd</sup> offense.

### **Cell Phone Policy at Athletic/Extra-curricular Events**

Students may bring his/her cell phone on the bus with them. It should not be visible. No pictures, texts, or posts should be made on any social media site or to other students. The cell phone is for students to be able to contact parents only!!!

## **Discipline**

One of the most important lessons that education teaches is discipline. Students who violate rules of the school, the school board or the state are subject to disciplinary action. Disciplinary measures include warnings, counseling, denial of privileges, parent conferences, exclusion from class, detention, suspension, expulsion, and/or corporal punishment.

### **MISSION STATEMENT**

Monterey High is to provide high quality educational opportunities to enable its students to acquire the knowledge, attitudes, and skills necessary to become responsible, productive citizens and enthusiastic life-long learners committed to improving themselves, their communities, and the world.

### **POLICY**

Every teacher, assistant principal, principal, and supervisor is to hold every pupil to strict accountability for any disorderly conduct in school or on the campus of the school or during any school activity.

### **TEACHER'S CLASSROOM RULES**

The establishment of this policy does not prevent any teacher from making and enforcing any classroom rules he/she desires. The intent of the administration is for each teacher to make and enforce classroom rules consistent with the policy established by Monterey High School and Concordia Parish School Board. Each teacher has the right to decide on appropriate punishment for infractions of classroom rules. Punishments may include, but are not limited to writing reports, picking up paper, taking away privileges, or any other punishments consistent with policy. A student's refusal of teacher's punishment for breaking classroom rules will result in action taken by the administration that, according to state law, may include suspension or expulsion.

### **THREATENING FACULTY MEMBERS/STUDENTS**

If a threat against a faculty member or fellow student is made in any form (verbally, written, drawn, or communicated in any way), then the threat is considered meant and will be disciplined according to the MHS Student Code of Conduct.

### **SEARCHES**

Inspection of student lockers and their contents is a right and the responsibility of the school administration whenever there is a reasonable cause to believe that illegal items may be stored there. Students should be aware that school officials have this right. Lockers shall be opened in the student's presence when administratively feasible. If the student is not present, he shall be informed of the search. Items that are specifically prohibited by law, board policy or school regulations may be impounded. Lockers may only have MHS locks on them.

### **RESTRICTED AREAS**

For safety, liability, and administrative reasons, certain areas of the school are considered restricted areas. Entrance into these areas during the day without permission will result in disciplinary actions. The following areas are considered restricted. While this is not an exhaustive list, it will provide students examples of areas not to enter during the normal school day. Furthermore, students must receive a signed pass from their teacher to leave the class except during the normal changing of classes.

- Parking lot—students are prohibited from returning to the parking lot for any reason during school without administration permission.
- Students must leave their vehicle immediately upon parking. They may not stay in their vehicle until the bell rings!
- Teacher lounges
- Unassigned recess areas
- Areas without faculty or administrative supervision
- Buildings outside of student’s grade level
- All buildings before 7:15 AM or after school

**Positive Behavior Interventions and Supports System:** The school will use a PBIS system to reinforce positive student behaviors. Special privileges and programs will be offered throughout the year to those students who have maintained a positive discipline record.

**PBIS Incentives:**

**PBIS – Lower Elementary (Pre-K to 2<sup>nd</sup>)**

- Wolf bucks given to students for good behavior (playground, classroom, library, etc)
- Students can shop in the Wolf Bucks store or the Canteen (5 wolf bucks for one item)
- “free dress day” on the collection of 10 wolf bucks
- Friday Free Time

**PBIS – Upper Elementary (3<sup>rd</sup>-5<sup>th</sup>)**

- Wolf Bucks given to students for good behavior (playground, classroom, library, etc)
- “free dress day” OR “free ballgame pass” for 10 wolf bucks
- Students shop in the Wolf Bucks store or the Canteen (5 wolf bucks for one item)

**PBIS – Junior High (6<sup>th</sup>-8<sup>th</sup>) & High School (9<sup>th</sup>-12<sup>th</sup>)**

- 5 wolf bucks = canteen pass (one item)
- 10 wolf bucks = free dress or ballgame pass
- **Expected Student Behaviors:** Students are expected to adhere to the WOLF Pride standard of behavior. Detailed behaviors are listed for each area of the campus. This acronym states that MHS students are:

- W—Working hard
- O—Organized
- L—Leading by positive example
- F—Focused on success



## Dress Code

Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hair that is considered disruptive or inappropriate will not be allowed. Dress code is in effect for all school functions during school hours. This includes school trips, unless prior permission is granted. All decisions on appropriateness or disruptiveness will be determined by the school administration.

Students must present themselves in the approved uniform daily. The school administrators will make the final decision on dress code compliance. Questions regarding the appropriateness of school uniforms should be addressed to the appropriate site-based administrator. All clothing and shoes must be worn in the manner meant by the manufacturer. All uniforms must be of the standard uniform type. The uniform must be in the correct size to avoid sagging.

**Uniform Code Violations:** A student who reports to school in an incorrect or improperly fitted uniform will be allowed to call home for a change of clothing. The student will remain in ISS until appropriate clothing is provided. Multiple offenses will result in further disciplinary action.

**It is the ultimate responsibility of the parent to adhere to the Concordia Parish Uniform Policy.**

### MHS Uniform Requirements

Uniform	Colors allowed	Other Specifications
Shirt	Maroon, white or gold	<ul style="list-style-type: none"> <li>• Polo styled</li> <li>• Must display the school logo on the upper left chest area</li> <li>• May not have any visible logos or tags</li> <li>• Must be of sufficient length to remain tucked into belted pants</li> <li>• Must not be too tight</li> <li>• Must be worn tucked in at all times</li> </ul>
Pants	solid khaki or navy pants or approved maroon plaid pants	<ul style="list-style-type: none"> <li>• No visible labels</li> <li>• No corduroy or denim/jeans fabric</li> <li>• No cargo/painters pants</li> <li>• No external or "patch" pockets</li> <li>• Must have belt loops</li> <li>• A belt must be worn at all times</li> </ul>
Shorts	solid khaki or navy shorts or approved maroon plaid shorts	<ul style="list-style-type: none"> <li>• No visible labels</li> <li>• No corduroy or denim/jeans fabric</li> <li>• No cargo/painters shorts</li> <li>• No external or "patch" pockets</li> <li>• Must have belt loops</li> <li>• A belt must be worn at all times.</li> <li>• Shorts must be <b>knee length</b>. (No more than 2 inches above the knees)</li> </ul>
Dress	Maroon	<ul style="list-style-type: none"> <li>• Must be <b>knee length</b>. (No more than 2 inches above the knees)</li> </ul>
Skirts, Skorts, and Jumpers	Solid khaki or navy or approved maroon plaid	<ul style="list-style-type: none"> <li>• Must be <b>knee length</b>. (No more than 2 inches above the knees)</li> <li>• Any item worn under a skirt, skort or jumper must be shorts or tights, and solid black, white, gray, or maroon</li> </ul>

Belts		<ul style="list-style-type: none"> <li>• Only true belts—no sashes, ribbons, strings or other imitation belts—will be allowed.</li> <li>• A belt must be properly worn at all times.</li> </ul>
Socks and Shoes		<ul style="list-style-type: none"> <li>• Socks must be worn.</li> <li>• Socks and shoes should be clean and laundered frequently.</li> <li>• No beach, pool or house shoes may be worn.</li> <li>• No “croc” type shoes may be worn.</li> <li>• Sandals must have a back and must be worn with socks.</li> <li>• It is recommended for playground safety that students in grades PK-5 wear athletic shoes.</li> </ul>
Sweatshirts	Maroon or Gray	<ul style="list-style-type: none"> <li>• Must display the CPSB/MHS logo</li> <li>• May not have any other visible logo or tags</li> </ul>
School spirit T-shirt, Hoody, or sweatshirt	Gray, Maroon, Black	<ul style="list-style-type: none"> <li>• Must be purchased through the office</li> <li>• <b><u>Spirit shirt - May only be worn on Fridays</u></b></li> <li>• <b>Hoody/sweatshirt may be worn over uniform shirt any day.</b></li> </ul>

#### Additional Dress Code Policies

Dress Code Area	Policy
Hats	<b>No</b> hats are allowed on campus. The administration will impound hats and they may be picked up at the end of the school year.
Earrings	Earrings may be worn by students. No student may wear any other visible piercings.
Facial Hair	All male students must keep facial hair neat and clean at all times.
Hair	All students must keep hair neat and clean at all times. All decisions on appropriateness or disruptiveness will be determined by the school administration. No loud or bright distracting colors.
Jogging suits/Warm up suits	<ul style="list-style-type: none"> <li>• Can only be worn by athletes if they change into it for the bus ride!</li> <li>• Cannot be worn on free dress days!</li> </ul>

#### Athlete Game Day Dress Attire:

Basketball – Game day shirts with school uniform pants/shorts

Softball/Baseball – Game day shirts with school uniform pants/shorts

Track – Track shirt with school uniform pants/shorts

Cheer – Cheer t-shirt with school uniform pants/shorts. (Pep-rally days – Cheer uniform with leggings)

Dance – Elite t-shirt with school uniform pants/sorts

#### Physical Education and Uniform Policy

Physical Education is a required course and the following guidelines have been developed to assist the instructor and student.

1. Students in grades 6-12 shall be required to dress out and participate.

2. **Uniforms** for P.E. shall include **black shorts with regulation 4 inch inseam, MHS gray shirts, and athletic shoes**. Gray PE shirts will be sold at the school. Clothing *worn in* P.E. shall be different from what is worn to school. P.E. uniforms should not be worn on the bus or in class.
3. Students must participate unless excused by a doctor.
4. Skill and physical fitness tests shall be administered by the instructor as a pretest and post test.
5. Grades will be determined from three areas:
  - a. Dressing out in proper uniform (black shorts, MHS p.e. gray shirt, athletic shoes)
  - b. Participation in scheduled activity
  - c. Skill or written test grades

## **Drop-off and Pick-Up Procedures**

- Parents should drop-off and pick-up students before and after school in the swimming pool area. **No students should be dropped off or picked up in the front parking area.**
- Students found in violation of this rule will be subject to disciplinary action.

## **Field Trips**

Students with a history of behavior offenses may not be allowed to participate in field trips. Determination of this eligibility will rest with the school administration.

## **Grading Policy**

Tests shall be scored and averaged in determining nine weeks grades. Semester and final exams shall be given in grades 3-12. Semester grades shall be obtained by averaging the two nine week's grades and the semester exam grade. The semester exam grade shall count 20% of the semester average. Final grades are obtained by averaging the 1<sup>st</sup> and 2<sup>nd</sup> semester numerical grades if a course is offered for one or more units of credit.

Students in grades 3-12 shall be exempt from second semester exams provided they have received an "A" for each nine week grading periods for the respective subject.

Letter and numeric grades shall be used in marking report cards. Letter grades will be based on the following numerical assessments:

**Concordia Parish Grading Scale  
2019-2020**

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

Unless specified in BESE Bulletin 741, all credit is awarded on a yearly basis, i.e. one unit per 180 hours. High School students required to take LEAP 2025 HS exams will have their final course grade calculated by averaging the first semester average (40%), the second semester average (40%), and the LEAP score (20%), to get the final course grade. The LEAP 2025 HS score will be determined by using the state conversion chart based on the student's score on the corresponding LEAP 2025 HS exam.

## **Graduation**

**If a senior does not participate in graduation practice, that student may NOT participate in the Graduation ceremony.**

Guidelines for Graduation--Graduation is a time to be proud and a time to be honored. It should be carried out with dignity and grace. Each senior having completed all requirements (24 Carnegie units of required course work and successful completion of all the required parts of the EOC/LEAP 2025 testing series is expected to participate in baccalaureate and graduation ceremonies. Information and grades concerning correspondence courses must be received by May 1. Students must have successfully completed 24 required Carnegie units and must have passed the required components of the EOC/LEAP 2025 to receive a diploma and/or participate in graduation ceremonies. Please consult the Louisiana Department of Education's website for further graduation questions. The address is:  
<http://www.doe.state.la.us/lde/uploads/7515.doc>

**Valedictorian:** To be considered for class valedictorian, a student must be enrolled in the parish system for four (4) consecutive semesters prior to graduation and must have completed the Louisiana Core 4 curriculum. The valedictorian will be the graduating senior who has maintained the highest numerical average. He/she must reside with a legal guardian in the official attendance zone. When the top average of two or more students in the class is identical, co-valedictorians will be declared.

**Salutatorian:** To be considered for class salutatorian, a student must be enrolled in the parish system for four (4) consecutive semesters prior to graduation and must have completed the Louisiana Core 4 curriculum. The salutatorian will be the graduating senior who has maintained the second highest numerical average. He/she must reside with a legal guardian in the official attendance zone. When the top numerical average of two or more students in the class is identical, co-salutatorians will be declared.

The valedictorian and salutatorian will be determined by numerical averages.

**Early Graduate:** Students who complete graduation requirements in less than four years prior to their graduation cohort shall be allowed to participate in regular graduation ceremonies and be honored as an "Early Graduate." Such students will not compete for the honors of Valedictorian and Salutatorian.

**Graduation Speakers:** Student speakers for graduation ceremonies will be determined by the academic rank of the class. The valedictorian and the salutatorian will have the option of delivering graduation addresses.

**Special Honor Students:** Special honor students are graduating seniors who have maintained all "A"s and "B"s and have earned 18 units of designated core curriculum courses. If a tie exists among special honor students, it is broken by computing the numerical average of each student involved. This grade point is the sole purpose of determining class rank.

**Honor Students:** Honor students are graduating seniors who have maintained a 3.0 or above grade point average in all high school courses. (These students did not take designated core courses.)

**Graduation attire**, high school OR kindergarten, is not allowed to be bedazzled or modified in any form or fashion.

## **Medications**

Parents must bring a student's medication to the office. **A student is not allowed to bring medication to/from school.** Once a parent has provided the required documentation, a trained employee may distribute the medication to the student according to the doctor's written dosage instructions.

## **Outside Drinks/Food**

**No outside drinks or food need to be brought to school.** Drinks have been spilled and dropped in the past and are a mess to clean up. Fountain drink cups and energy drinks would be two examples. **Exception: bottled water**

## **Parent/Teacher Conferences**

Parents are welcome and encouraged to visit the school to become acquainted with the teachers and administrators. Because we do operate under a closed campus policy, **all parents are required to obtain a pass in the office. Our campus is closed for your child's safety and protection.**

**Parents, if there is a problem concerning your child, please contact the school during school hours (usually 8 a.m. to 3 p.m.). It is often difficult to assess or handle a situation after hours when all information may not be available.**

**No meeting with administrators without an appointment and not before 8:30 am.**

Conferences with teachers can be arranged during the teacher's planning period, before school or after school by calling the office at 386-2214. Working parents may contact the office most mornings beginning at 8 a.m.

## **Plagiarism and Cheating Policy**

**Plagiarism** (or intellectual theft) is defined as "the reproduction, in whole or essential part, of a literary, artistic, or musical work by one who falsely claims to be its creator" (Encyclopedia Americana, 2003). Plagiarism is using someone else's work and claiming it as your own whether in part or in whole. Plagiarism may take many forms and might include but is not limited to:

- Copying directly from a source without using quotation marks and/or source citations.
- Paraphrasing source material without source citations.
- Submitting someone else's work (either in part or in whole) as the student's original work.
- Submitting purchased or recycled papers as one's original work.
- Providing work to others.

**Cheating** includes but is not limited to:

- Copying, faxing, emailing or otherwise duplicating assignments that are turned in, wholly or in part, as a student's original work.
- Exchanging assignments or answers with other students in any form.
- Using unauthorized memory aids or "cheat sheets" on assignments.
- Using a computer to translate foreign language assignments and then submitting the work as original.
- Giving or receiving answers during a test, quiz or other assignment. It is the student's responsibility to secure his paper so that others may not have the opportunity or temptation to cheat.
- Taking credit for group work when the student has not completed his equal and appropriate share of work.
- Accessing material for the purpose of determining questions in advance of a grade.
- See Student Code of conduct for consequences (**Any subsequent offenses will result in more progressive disciplinary actions.**)

## **Pupil Progression Plan**

The Concordia Parish School Board has designed a detailed plan in regard to promotion/failure of students. Please refer to the parish website for exact requirements of promotion per grade level.

## **Student Locker Regulations**

All students must pay a \$5.00 locker/lock rental fee. Lockers will be rented during homeroom for the first week of school. After that time, Mr. Wells will be responsible for the rent of lockers. There will be no sharing of lockers. Sharing of lockers may result in loss of locker privileges. Locks should be kept on lockers and locked at all times. Only MHS locks may be used on lockers. Zip ties will be put on extra lockers that are not assigned to a student. Lost combinations may be purchased for \$1 from Mr. Wells. The school will not be responsible for items lost or stolen from unlocked lockers. All locks must be returned at the close of school; a fee of \$10 will be charged for any lock not returned.

Teachers may require students to leave oversized purses and backpacks in the lockers. Refer to individual classroom teacher rules. No backpacks, purses, books, etc. placed on top of the lockers.

## **Student Parking and Vehicle Registration**

- Students who drive on campus must have proof of insurance, vehicle registration, and a copy of their driver's license on file with the Assistant Principal or designee.
- Parking spaces will be assigned upon payment of a \$10 parking fee. Parking spots are assigned according to class seniority.
- Students must park in the student parking area. If someone is parked in your assigned spot, please park in an unassigned spot and report the incident to the office.
- Students who violate driving and parking procedures will face discipline action and/or loss of campus driving privileges.
- Any vehicle on campus is subject to be searched at any time.
- **NO STUDENT MAY DRIVE A VEHICLE ON SCHOOL PROPERTY IF THEY HAVE A LEARNER'S PERMIT UNLESS ACCOMPANIED BY A PARENT OR LEGAL GUARDIAN.**
- **Vehicle decals must be displayed in vehicle.**
- **Students must enter and exit parking lot properly.**

## **Tardy Policy**

**TARDIES:** Students are expected to be on time to school. Students who are late arriving to school must report to the office accompanied by parent/guardian to sign them in. Please see the discipline policy for tardy/late to school.

## **Telephone Use Regulations**

All communications between students and parents must be channeled through the school office. School telephones are for official business, not personal use. Students are not allowed to use any phone except the office. The office phone may be used in case of emergency or illness. **Students must ask the secretary permission to use the phone.**

## **Testing Incentives**

### **High School Incentives:**

#### **LEAP 2025 HS assessments :**

- If you score **Mastery:** You will be entered into a drawing for one of four \$25 gift cards (one for each grade)
- If you score **Advanced:** You will be entered into a drawing for a \$50 gift card
- If you score **Mastery** or **Advanced:** You will receive a 1 time concession pass for a snack and drink
- If you score **Mastery** or **Advanced:** You will get to wear regular clothes for 10 days assigned by administration.
- If you score **Advanced:** You will be excused from that class's final exam (your final exam score will be converted from your LEAP 2025 score)
- If you score **Advanced:** You will go on a field trip.

\*\*\*\*NOTE: You may have your name in the drawings more than once if you achieve the score needed in more than one subject.

#### **ACT: (March test only)**

- The highest scorer will receive a \$75 gift card.
- If you score **18 or above**, you will get to wear regular clothes for 10 days
- If you score **20 or above**, you will be entered into a drawing for one of four \$25 gift cards
- If you score **23 or above**, you will receive a \$25 gift card
- If you score **27 or above**, you will receive \$50 gift card

#### **WORK KEYS:**

- If you score **PLATINUM**, you will receive a \$25 gift card and receive a special certificate
- If you score **GOLD or above**, you will be entered into a raffle for one of four \$25 gift cards
- If you score **SILVER or above**, you will get to wear regular clothes for 10 days

#### **AP:**

- If you score a **3 or better**, you will receive a \$25 gift card.

## CLEP TESTS:

- If you **PASS**, you will receive \$25 gift card and be reimbursed for the CLEP test costs. (See Mrs. Cecilia for CLEP test information)

## Junior High Incentives:

IF you score....

- **Basic:** You will be entered into a drawing for one of three \$25 gift cards (one for each grade)
  - **Mastery or Advanced:** You will be entered into a drawing for an electronic notebook (separate drawing for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade)
  - **Mastery or Advanced** on all subjects they can wear regular clothes for 10 days.
- \*\*\*Note: you may have your name in the drawings more than once if you achieve the score needed in more than one subject

**Everyone who scores basic will receive...**

- 1 time concession (snack and drink)

All Students who receive **Advanced** in every subject will get to go on a field trip.

## Elementary Incentives:

If you score....

- **Basic:** You will be entered into a drawing for one of three \$25 gift cards (one for each grade)
  - **Mastery or Advanced:** You will be entered into a drawing for an electronic notebook (separate drawing for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade)
- \*\*\*Note: you may have your name in the drawings more than once if you achieve the score needed in more than one subject

**Everyone who scores basic will receive...**

- 1 time concession (snack and drink)

All students who receive **Advanced** in every subject will get to go on a field trip.



## **Concordia Parish Guidelines for Internet Use**

The Internet is a vast global computer network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. The purpose of this document is to set guidelines for exploring and using Internet resources to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the Concordia Parish School Board. All elementary schools, beginning with the third grade, and all secondary schools shall provide instruction for educating children regarding Internet safety.

Exploration of the Internet is encouraged, but with rights and privileges come responsibility. Any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges.

### **USE OF THE INTERNET**

Students may use the Internet only if the Consent Form is properly signed and filed at the school site. Other personnel may use the Internet only if the Consent Form is properly signed and filed at the user's site.

### **USER RESPONSIBILITIES**

Users must take responsibility for their actions and words.

1. Remember that users are representatives of their respective schools and the Concordia Parish School Board. They must conduct themselves in accordance with the policies thereof.
2. Use language that is appropriate for school situations.
3. Avoid offensive or inflammatory speech.
4. Access only materials appropriate for fulfilling school assignments. Users are cautioned that there may be materials on the Internet that may be deemed inappropriate for young people, and access to this type of material for any reason is unacceptable.
5. Adhere to copyright rules and licensing agreements when accessing materials.
6. Import files from only known or reputable sources to reduce the risk of spreading computer viruses.
7. Be aware that impersonation and anonymity are prohibited.
8. Remember that any use of the Internet for personal profit or any illegal activities is prohibited.

### **USER RIGHTS**

Users of the Internet have certain rights of which all users should be knowledgeable.

1. Computer files may be monitored by the system's administrator or teacher for compliance with this policy.
2. Users should have equal access to the Internet relative to educational goals. All users should be aware of the needs of others and use the network in ways that would not disrupt the use by others.
3. Users should be safe from unwanted or harassing messages. Such communication may be brought to the attention of the teacher or an administrator, who should seek to remedy the situation.

4. Any effort to disrupt Internet services or computer systems by spreading computer viruses, vandalism, unauthorized entry, or destruction of computer files can result in criminal prosecution under state and federal laws.

## TERMS AND CONDITIONS

1. Acceptable Use

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible to use the Internet, one must support the educational mission and goals of the Concordia Parish School Board district.

2. Unacceptable Use

Any use of the Internet for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws. Inappropriate use is defined as a violation of the intended or stated use of the Internet, and/or the district's mission and goals. Obscene activities are defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle.

Any use of the Internet for the following is prohibited:

- for commercial purposes, financial gain, or fraud;
- for political lobbying;
- for the posting of anonymous messages or forging another individual's signature to a message;
- for gaining unauthorized access to another network or another user's files, or tampering with data or files of another network or user;
- to steal data, equipment, or intellectual property;
- to send or receive copyrighted material without permission;
- to send "chain letters" or "broadcast" messages to lists or individuals, and any other types of use which causes congestion of the networks or otherwise interferes with the work of others;
- to peruse or otherwise access obscene or pornographic material, or using profanity in messages shall be forbidden;
- to peruse or otherwise access information on manufacturing bombs or other incendiary devices shall be forbidden;
- to engage in any activity that violates the Concordia Parish School Board policy, including but not limited to, the rules of conduct for students.

3. Privileges

The use of the Internet is a privilege, not a right. Inappropriate use is determined by the system administrators who have the right and authority to determine and administer punitive action. This action may include, but is not limited to, the cancellation of all Internet privileges. The decision of the system administrators is final.

4. Monitoring

The Concordia Parish School Board system administrators reserve the right to review any material on user accounts and to monitor filespace in order to determine if specific uses of the Internet are inappropriate. Every effort will be made to maintain privacy and security in this process.

Although the actual percentage of unacceptable materials on the Internet is small, users may

encounter materials which are controversial and viewed by users, parents, teachers, or administrators as inappropriate or offensive. On a global network, it is impossible to control effectively the content of data, and an industrious user may discover controversial material. It is the user's responsibility NOT to initiate access to such material and to immediately terminate the connection if it is accidentally accessed.

Any decision by the Concordia Parish School Board to restrict access to Internet material shall not be construed as an attempt to regulate the content of material on the Internet.

5. Vandalism and Harassment

Vandalism and harassment will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm, modify, and/or destroy data of another user, Internet, or network. This definition includes, but is not limited to, the uploading or creating of computer viruses. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

6. Consequences of Violations

Any user violating these rules, applicable state and federal laws, or classroom and district rules is subject to disciplinary action. This action may include, but is not limited to:

- suspension of Internet access;
- suspension of computer access;
- suspension from school;
- expulsion from school;
- legal action and prosecution by authorities.

System administrators have the right to restrict or terminate Internet access at any time for any reason. System administrators also have the right to monitor Internet activity in any form that is deemed necessary to maintain the integrity of the network.

### INTERNET ACCESS TOOLS

- Electronic mail (E-mail) is mail sent through electronic, non-paper methods. A computer stores the messages until the receiver accesses the system and reads them.
- File transfer protocol (FTP) enables the transfer of files between computers.
- Gopher and Turbo gopher give access to a menu-based index at various locations on the Internet via a point-and-click interface.
- Mosaic, Netscape, and Internet Explorer provide graphical interface to the Internet that allow images, sound, and movies to be played and text files to be accessed.
- Telnet allows one computer to log into and access a remote computer. It is used to search libraries and databases.

### REMEDIES AND RECOURSE

Violations of this acceptable use policy by students could result in suspension or recommended expulsion on a case-by-case basis. Inappropriate use that is not promptly remedied may result in termination of network privileges. Any non-acceptable use of a criminal nature will be referred to proper authorities for investigation and possible prosecution.

The Concordia Parish School Board reserves the right to modify the *Internet Acceptable Use* policy.

Revised: August, 1999  
Recoded: November, 2004  
Revised: December, 2008  
Revised: May, 2009

Ref: [47 USC 254\(h\)](#) (*Children's Internet Protection Act (CIPA)*)  
La. Rev. Stat. Ann. §§[17:81](#) , [17:100.7](#)  
Board minutes, [12-14-04](#) , [1-11-05](#) , [5-21-09](#)

## **Concordia Parish School District Non-Discriminatory Policy**

Concordia Parish School Board does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Concordia Parish School System also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s):

Name/Title:

Mary Huhn, 504 Coordinator, Supervisor of Special Education  
P.O. Box 950, 508 John Dale Drive  
Vidalia, Louisiana 71373  
318-336-4746  
Monday-Friday, 7:30 AM-4:00 PM

Dorothy Parker, Title IX Contact,  
Title I Supervisor  
P.O. Box 950, 508 John Dale Drive  
Vidalia, Louisiana 71373  
318-336-4746  
Monday-Friday, 7:30 AM-4:00 PM

## **BULLYING AND HAZING**

The Concordia Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students, school personnel, or school property shall be unacceptable. All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

*Bullying* shall mean:

1. A pattern of any one or more of the following:
  - A. Gestures, including but not limited to obscene gestures and making faces.
  - B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
  - C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
  - D. Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
3. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

*Hazing* shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

#### NOTICE TO STUDENTS AND PARENTS

The School Board shall inform each student, orally and in writing, at the required orientation conducted at the beginning of each school year, of the prohibition against bullying, hazing, or similar behavior of a student by another student; the nature and consequences of such actions; including the potential criminal consequences and loss of driver's license, and the proper process and procedure for reporting any incidents involving such prohibited actions. A copy of the written notice shall also be delivered to each student's parent or legal guardian.

## REPORTING

The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain *confidential*, with limited exception of state or federal law.

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the [Bullying Report](#) form, which shall include an *affirmation of truth*. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

### Students and Parents

Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behavior, or any student, parent, or guardian, who witnesses bullying, hazing, or similar behavior or has good reason to believe bullying, hazing, or similar behavior is taking place, may report the situation to a school official, who in turn shall report the situation to the principal or his/her designee. A student, or parent or guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. Any such report shall remain *confidential*.

### School Personnel

Any school employee, whether full- or part-time, and any parent/volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying, hazing or similar behavior from a student or parent, shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the employee or parent/volunteer witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter.

All other members of the school community, including students, parents/legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee.

### False Reports

Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the School Board.

## INVESTIGATION PROCEDURE

Investigations of any reports of bullying, hazing, or similar behavior of a student by another student shall be in accordance with the following:

1. **Timing**

The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed not later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee. If

additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.

## 2. Scope of Investigation

An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining copies or photographs of any audio-visual evidence. Interviews must be conducted privately, separately, and confidentially. At no time shall the alleged offender and alleged victim be interviewed together.

The principal or his/her designee shall collect and evaluate all facts using the [Bullying Investigation](#) form.

## 3. Parental Notification

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall **not** constitute the required parental notice.

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender shall be in compliance with the following:

- A. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender.
- B. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, pursuant to Louisiana Children's Code, [Article 730](#) or [731](#), with a court exercising juvenile jurisdiction. The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student.

## 4. Documentation

At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians, the principal or his/her designee or School Board shall:

- A. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.
- B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
- C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
- D. Maintain reports/complaints and investigative reports for three (3) years.

- E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

During the pendency of an investigation, the school district may take immediate steps, at its discretion, to protect the alleged victim, students, teachers, administrators or other school personnel pending completion of the investigation.

#### APPEAL

If the school principal or his/her designee does not take timely and effective action, the student, parent, or school employee may report, in writing, the incident to the School Board. The School Board shall begin an investigation of any properly reported complaint that alleges prohibited conduct the next business day during which school is in session after the report is received by the School Board.

If the School Board does not take timely and effective action, the student, parent, or other school employee may report any bullying incident to the Louisiana Department of Education.

#### DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interferes with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

#### PARENTAL RELIEF

If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying, and no investigation pursuant to state law or this policy has occurred, the parent or legal guardian of the alleged victim may request that the student be transferred to another school operated by the School Board.

Such request shall be filed with the Superintendent. Upon receipt of the request to transfer the student to another school, the School Board shall make a seat available at another school under its jurisdiction within ten (10) school days of the parent or legal guardian's request for a transfer. If the School Board has no other school under its jurisdiction serving the grade level of the victim, within fifteen (15) school days of receiving the request, the Superintendent shall:

1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.
2. Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction.
3. Enter into a memorandum of understanding with the Superintendent or director of another governing authority to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, in accordance with statutory provisions.

If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may request a hearing with the School Board, which



shall be public or private at the option of the parent or legal guardian. The Board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.

At the end of any school year, the parent or legal guardian may make a request to the School Board to transfer the student back to the original school. The School Board shall make a seat available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

#### TRAINING

The School Board shall provide a minimum of four (4) hours of training for all new employees who have contact with students and two (2) hours of training each subsequent year for all school employees who have contact with students, including bus drivers, with respect to bullying, in accordance with state statutory provisions.

#### RETALIATION

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such behavior, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior is prohibited conduct and subject to disciplinary action.

#### CHILD ABUSE

The provisions of this policy shall not be interpreted to conflict with or supersede the provisions requiring mandatory reporting pursuant to Louisiana Children's Code, [Art. 609](#) and as enforced through La. Rev. Stat. Ann. [§14:403](#).

Revised: October 14, 2010

Revised: January 10, 2013

Revised: November 14, 2013

Ref: [20 USC 1232\(g-i\)](#) (*Family Educational Rights and Privacy Act*)

La. Rev. Stat. Ann. [§§14:40.1, 14:40.3, 14:40.7, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13](#)

La. Children's Code, [Art. 609, 730, 731](#)

[Davis v. Monroe County Board of Education](#), 119 S. Ct. 1661 (1991)

Board minutes, [8-10-04, 10-14-10, 1-10-13, 11-14-13](#)

### **Concordia Parish School Board**

**All Concordia Parish School Board Policies are not included in this handbook. Parents and students can access every policy on the Concordia Parish School Board website. Students are expected to comply with all Concordia Parish School Board policies.**

I have received and read the 2019-2020 Monterey High School Student Handbook & the Monterey High School Student Code of Conduct. By signing, I agree to support and adhere to all rules and guidelines set forth in the documents. Student and one or both parents/legal guardians must sign.

Parent/Guardian

Signature\_\_\_\_\_Date\_\_\_\_\_

Parent/Guardian

Signature\_\_\_\_\_Date\_\_\_\_\_

Student

Signature\_\_\_\_\_Date\_\_\_\_\_