

## **PBIS FOCUS**

**\*Take Responsibility**

**\*Respect Others**

**\*Obey Rules**

**\*Think Safety**



## **Sherrouse Alternative Center Student Handbook**



**Patrick R. Taylor, Principal**

**300 Sherrouse Avenue**

**Monroe, Louisiana 71203**

**Telephone: (318) 343-3258**

**FAX: (318) 343-6141**

**Receipt of Supplies**

**Welcome to Sherrouse Alternative Center**

Dear Parent/Guardian/Student:

Although the circumstances for your receiving this handbook as a student indicate that you have been placed at Sherrouse Alternative Center to assist you with a change of mindset regarding your behavior and your outlook toward education within the Monroe City Schools District, we look forward to working with you to achieve this change and assisting you in returning to your home school. The primary purpose of this handbook is to provide both students and parents/guardians with information about the policies, procedures, regulations, and expectations of the DAP (Discipline Alternative Program). Our goal is to assist you in obtaining the skills necessary for you to be successful in life after your stay at Sherrouse.

The discipline alternative program is structured so you may continue your educational program in lieu of activation of a suspension or expulsion from the MCS (Monroe City Schools) district. Our aim is to help you be successful in modifying your attitude/behavior so you can return to your home school. With the assistance of the school administration and faculty, with efforts by the parents/guardians, and with your commitment, this goal can be attained. We believe in you and are here to help you.

Sherrouse's DAP provides you with an OPPORTUNITY to begin a new, positive experience that will help you in your future educational and career endeavors. With an honest effort on your part and a willingness to change, you can be on the path that will lead to a successful future at your home school and beyond.

Best wishes and much success.

Patrick R. Taylor  
Principal

As a part of the intake process, Sherrouse Alternative Center has given me the following supplies:

- \_\_\_\_\_ 3-Prong Folder with Pockets
- \_\_\_\_\_ Loose-Leaf Paper and/or Notebook (Grade Level Appropriate)
- \_\_\_\_\_ 2 Pencils with Additional Eraser
- \_\_\_\_\_ 1 Mini-Pen (7-12)

Failure to have materials and supplies prevents students from being able to fully participate in the instructional process.

I understand that it is the responsibility of the student and parents/guardians to provide all additional materials & supplies every day.

=====

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Quick Reference Guide

Absences, Notification of . . . . .	6-II
Attendance . . . . .	6-IIa-b
Attire/Clothing . . . . .	10-IXa, 11-12
Bus Privileges. . . . .	9-V
Calling Home . . . . .	9-VI
Cell Phones . . . . .	8-IV-B, 9-F5, 9-VI, 13
Check-In/Check Out Time . . . . .	9-F5
Conferences/Counseling. . . . .	6B, 13
Course Offerings/Emphasis . . . . .	7-III
Drugs/Tobacco/Tobacco Products. . . . .	9-F, 13
Electronic Devices . . . . .	9-F4, 9-VI
Grading . . . . .	8-C
Expulsions. . . . .	7-C2
Medication . . . . .	10-VIII
No Vehicles . . . . .	9-V
Outside Food/Snacks. . . . .	9-VII
Restricted Campus Privileges. . . . .	8-IVC
Security Screening . . . . .	8-IVB
Supplies. . . . .	6-IB1e, 8-D
Suspensions. . . . .	13
Telephone Numbers . . . . .	9-F7

### Administration

<b>Principal</b>	<b>Mr. Patrick Taylor</b>
<b>Accountability Specialist</b>	<b>Mrs. Lyneta Coats</b>
<b>Secretary</b>	<b>Ms. Mayme Corbin</b>
<b>Building Supervisor</b>	<b>Mr. Tyrone Sharp</b>

### Instructional Staff

<b>Mrs. Castle</b>	<b>Special Services</b>
<b>Mrs. Coleman</b>	<b>English/Reading</b>
<b>Mr. Cox</b>	<b>Social Studies</b>
<b>Dr. Manning</b>	<b>Virtual School</b>
<b>Mr. Picard</b>	<b>Science</b>
<b>Mrs. Potter</b>	<b>Mathematics</b>
<b>Ms. Wiley</b>	<b>Elementary</b>
<b>Ms. Boughton</b>	<b>Paraprofessional</b>
<b>Ms. Harris</b>	<b>Paraprofessional</b>

### Daily Schedule

Security/Breakfast	7:50—8:10
1st Period	8:12—9:07
2nd Period	9:09—10:04
3rd Period	10:06—11:01
4th Period	11:03—11:58
Lunch	11:58—12:23
5th Period	12:27—1:22
6th Period	1:24—2:19
7th Period	2:21—3:15
Dismissal	3:15

## Disciplinary Alternative Program (DAP)

### The Program

- ⇒ The purpose of the DAP is to provide an alternative learning environment for those students whose behavior has dictated the need to remove them from the traditional school setting. A more structured learning environment is established to promote responsibility and foster a desire to follow the rules and guidelines in order for the student to return to his/her home school. This program serves kindergarten through twelfth grades. Students are transferred to the program in lieu of an out-of-school expulsion. Classes are limited to a 15:1 student to teacher ratio.
- ⇒ Any student, upon entering or returning to MCSS, who has been in a secure facility for 30 or more consecutive calendar days will be referred to the Child Welfare Director to be assigned to DAP at Sherrouse Alternative Center. The Principal, the parent/guardian, and the SBLC team at Sherrouse will review each student's performance every 15 school days. Behavior, attendance, and grades will be considered. Students deemed ready to transition will be returned to their home-based school.
- ⇒ Special education students may be assigned to the DAP through an IEP placement **ONLY**.
- ⇒ 504 students may be assigned to the DAP through an IAP and Behavior Intervention Plan if the 504 Manifestation Determination is "Related" and the parent/guardian agrees to placement, except for instances involving firearms, drugs, and serious bodily injury. If the 504 Manifestation Determination is "Not Related," the hearing team determines placement.
- ⇒ Special education and 504 students can **ONLY** be assigned to the DAP through an IEP or IAP team decision with approval from the district administration for IDEA and 504 students.

### Elementary Eligibility

- ⇒ Eligibility for elementary DAP consists of kindergarten through sixth grade students who have violated the Monroe City Schools' disciplinary code. There are two options offered to elementary school principals to address behavior issues.
  - ⇒ Option 1: Short-term assignment for a 10-day placement in lieu of a three day out-of-school suspension and a 15-day placement in lieu of a five day out-of-school suspension
  - ⇒ Option 2: Long-term assignment in lieu of an out-of-school expulsion.
- ⇒ Acceptance is dependent upon available space.

## Referrals/Consequences

Students at Sherrouse may receive referrals for infractions, such as:

- ⇒ Disruption of the learning environment
- ⇒ Willful Disobedience/Defiance/Non-Compliance
- ⇒ Disrespect
- ⇒ Misuse of/Defacing/Damage to property
- ⇒ Dress Code Violation
- ⇒ Possession/Use of Electronic Devices
- ⇒ Computer Ethics Violations
- ⇒ Cursing/Profanity/Inappropriate Language
- ⇒ Violation of School Rules in Restrooms, in Cafeteria, on Halls, on Bus
- ⇒ Failure to Have Supplies for Classroom Instruction
- ⇒ Bullying/Inappropriate Actions with Other Students
- ⇒ Lying/Cheating
- ⇒ Leaving Trash/Littering
- ⇒ Horseplaying
- ⇒ Threatening Other Students
- ⇒ Fighting
- ⇒ Possession of Drugs/Drug Paraphernalia/Tobacco/Tobacco Products

Consequences for Referrals may include the following:

- ⇒ Conference with Student
- ⇒ Conference with Parent/Guardian
- ⇒ Conferences/Contact with School Resource Officer, Hall Monitor, Teachers, Other School Personnel, Outside Agencies
- ⇒ Removal from Classroom or Incident Setting
- ⇒ Restitution/Payment for Damages
- ⇒ Campus Beautification Detail
- ⇒ Physical Training
- ⇒ Corporal Punishment
- ⇒ Suspension
- ⇒ Recommendation for Activation of Expulsion

D. Hair

1. Hair shall be neat, well-groomed and clean at all times.
2. Afros shall be well-groomed and clean at all times.
3. Shaved parts in the hair shall be limited to two (2), and each part shall not exceed three (3) inches in length.
4. Numbers, designs, symbols, words and phrases cut in the hair **SHALL NOT BE ALLOWED**.
5. Mohawks, punk-rock hairdos, and outlandish colors **SHALL NOT BE ALLOWED**.
6. Ponytails for boys are allowed.
7. Hair rollers, nets, and plastic caps **SHALL NOT BE ALLOWED**.

E. Other

1. Garments that advertise liquor and tobacco products, contain offensive messages, or display offense language **SHALL NOT BE ALLOWED**.
2. Tattoos and undergarments must be hidden from view at all times.
3. Caps, hats, or sunglasses may not be worn inside the building.
4. Gang-related clothing is prohibited.
5. Bandanas and do-rags are not allowed.
6. Hooded tops or jackets are **NOT** allowed.
7. Nose rings, ear straws, or earrings for boys **SHALL NOT BE ALLOWED**.
8. No jewelry for boys except a wrist watch.
9. Females may wear only a wrist watch and one (1) pair of earrings. Nose rings **SHALL NOT BE ALLOWED**.
0. Large purses **ARE NOT ALLOWED**.



- ⇒ A student may only be assigned twice during a school year for a short-term placement.
- ⇒ The home school principal will refer the student to the principal of Sherrouse with the recommendation for a 10 or 15 day placement.
- ⇒ An intake packet must be faxed or delivered prior to acceptance of a student.
- ⇒ Students should be dropped from their home school so that attendance, disciplinary, and academic records may be kept while the student is at Sherrouse
- ⇒ A student's academic and behavior records will be entered into the JCampus WebPams system in order to maintain continuity. At the end of the 10 or 15 day placement, the student will return to his/her home school and the student's records will be turned back over to his/her home school for access in JCampus WebPams.

**Junior and Senior High Eligibility**

- ⇒ Eligibility for junior and senior high school DAP consists of seventh through twelfth grade students who have violated the Monroe City Schools' disciplinary code. Students are assigned for long-term placement in lieu of an out-of-school expulsion.
- ⇒ Students recommended for expulsion by the home school principal to the Child Welfare Director will be provided with a due process hearing. The referral packet is provided by the home school principal to the Child Welfare Director at the hearing. The hearing team determines whether or not the student is guilty of conduct warranting an expulsion and the specified period of the expulsion.
- ⇒ Assignment to the program is on a long-term basis. The length of stay is a semester, remainder of the school year, or longer as authorized by Louisiana law. The Administrative Hearing Team will inform the student and parent/guardian of its determination.
- ⇒ All due process activities must be completed on each eligible student prior to any transfer request. Before admittance into the program, an Intake Conference will be held with the student/parent/guardian, and the Sherrouse Principal, or designee, to go over expectations and requirements for completing their assignment.
- ⇒ The Principal of Sherrouse must obtain approval from the Superintendent **BEFORE** a student's expulsion may be activated (Monroe City Schools Pupil Progression Plan 18-19).

## I. Admissions

### A. Referral

Students are referred to the Sherrouse Alternative Center DAP in one of the following ways:

1. The Administrative Hearing Team, with the recommendation of the home school principal, may place a student in lieu of an out-of-school expulsion. The Administrative Hearing Team will assign the student to the program and set the length of the assignment based upon the offense.
2. A student can be referred by his home school's IEP for placement at Sherrouse. The Supervisor of Child Welfare and Attendance and the Program Manager for the home school must be involved with the IEP team.
3. The Supervisor of Child Welfare and Attendance may place a student at Sherrouse for a transitional period if the need arises.

### B. Intake

1. An Intake Conference will be conducted. Its purpose is as follows:
  - a. Provide orientation to the parent/guardian and student about the purpose of the school,
  - b. Obtain important student information,
  - c. Establish an "open door" policy for parent/guardian visitation and teacher conferencing,
  - d. Review the Student Handbook, and
  - e. Discuss materials/supplies needed each day for classroom instruction.
2. At the conclusion of the Intake Conference, the parent/guardian and student will be asked to sign a contract promising to follow the procedures of the program. If either party refuses to agree with the conditions of admission, the suspension/expulsion will be activated.

## II. Attendance

Louisiana State Law mandates that a student be in regular attendance at school. It is the parent's/guardian's responsibility to encourage and promote a student's attendance at school. Regular, punctual attendance is a positive habit that will benefit the student throughout his/her life. Parents/Guardians are to notify the school if their child is going to be absent. If no notification is received, the parent/guardian will be contacted by the school office via School Messenger (automated call system). Documentation of parent/guardian contact will be placed in the student's folder.

### A. Requirements:

State and MCS attendance requirements will be strictly enforced. Students are expected to be in attendance each day of their assignment to the Discipline Alternative Program. State law mandates that all Elementary students must be in attendance 163 days to be eligible for promotion. Junior High/Middle School and

## Monroe City Schools Dress Code

The School Board will not allow any student to wear clothing that distracts from or disrupts the school's learning environment. The student's cleanliness and grooming will also be considered. The principal will have the final say about what is or is not proper dress. ALL students are required to wear uniforms at Sherrouse.

### Grades Pre-K - 12

All elementary and junior high/middle school students will wear their home school uniform. High school students will wear white, yellow, gold, red, light blue or navy collared polo-type shirts and khaki trousers. **JEANS ARE NOT ALLOWED.**

### A. Bottoms

1. All students will be required to wear appropriate khaki uniform slacks, shorts, or skirts. **JEANS ARE NOT ALLOWED.**
2. Shorts, skirts, and split skirts shall be allowed so long as they measure no shorter than three (3) inches above the knee when the student is standing.
3. Capri pants are not acceptable outer wear.
4. Biking shorts, boxer shorts worn as outer wear, sweat suits, warm-ups, jogging suits, pants with unrepaired holes, skin-tight pants, and pants worn below the waist **SHALL NOT BE ALLOWED.**
5. Leggings worn under dresses, skirts, or shorts shall be allowed.
6. All pants with belt loops must be worn with a belt or other acceptable accessory for holding up pants (ie. suspenders).
7. Baggy or drooping pants that fall off the hips **ARE NOT ALLOWED.**

### B. Tops

1. Standard collared uniform shirts are required for **ALL** students. Elementary and jr. high/middle school students shall wear their home school uniform colors. High school students shall wear white, yellow, gold, red, light blue or navy standard collared polo-type uniform shirts.
2. Shoulders, underarm areas, and midriffs must be covered at all times, including when arms are raised. Sleeveless shirts **SHALL NOT BE ALLOWED.**
3. All shirts must be tucked in.

### C. Shoes

1. All shoes having strings or buckles must have the strings tied and the buckles buckled at all times.
2. Backless sandals, flip flops, or bedroom slippers **SHALL NOT BE ALLOWED.** All shoes must have backs.



## VIII. Medication Procedures

Parents should obtain a medication form from the school office for students who are in need of medication during the school day. The parent/guardian and the attending physician are to complete the form, and the parent is to provide the form and medication to the school office. The medication will be kept in and distributed from the office. Antibiotics and other short-term medications are to be given before and after school hours.

No over-the-counter/non-prescription medicines, such as aspirin, Tylenol, Datril, Triaminic, Sineoff, Sinutabs, Bufferen, etc. shall be given to any student unless prescribed by a physician for chronic conditions. The medication form must be completed by the physician and placed on file in the office.

No antiseptic solutions shall be applied locally. These include Mercurochrome, Hydrogen Peroxide, Bacitracin Ointment, Foille, first aid cream, etc.

## IX. Additional Procedures

### A. Check-In

1. Students will line up in order according to grade and STAY in that line while waiting to be checked.
2. Students are to remain quiet during check-in.

### B. Cafeteria

1. Two (2) students may wash their hands at a time. The other students will go to the wash station when someone has left.
2. Students will be assigned seats.
3. Teachers/staff will call each table to remove and dispose of their trays. Then, students will line up according to teacher's/staff's discretion to return to class.

### C. Classroom

1. Students will remain in their desks during class time.
2. Students are expected to keep their desks and the area around their desks neat and orderly.

law provides for only two (2) exceptions to these mandates: (1) extended illness as verified by a doctor or (2) extenuating circumstances as approved by the Director of Child Welfare and Attendance.

### B. Absences

Students will be issued an excused absence if a note from the parent/guardian explaining the nature of the absence is presented by the student to the school office upon his/her return to school. The note is placed in the student's office folder. Parents/Guardians are to **call** Sherrouse when the student is absent. The reasons for absence must fall within one of the following categories:

1. Personal illness of the student,
2. Serious illness in the family,
3. Death in the family, or
4. Certain religious holidays

Students will be allowed to make up work missed according to guidelines established by the Monroe City School Board. The student has one (1) day for each day of absence up to ten (10) days to make up work missed during an excused absence. If work is not made up during the established time period, the student will receive a zero (0) for work missed. It is the student's responsibility to schedule make-up work with the teacher.

### C. Exiting the Program

There are two (2) methods for a student to exit the program:

#### 1. Successful completion of the assignment

Students who successfully complete the program will be transferred back to their home school. The home school and parent/guardian will receive written notification of the student's completion. Grades and attendance records will be transferred back to the home school and to the parent. The parent must arrange a re-entry conference with the home school Principal/designee prior to the student's returning to his/her home school.

#### 2. Dismissal from the program prior to meeting assignment requirements

Students who accumulate excessive absences and/or violations will be recommended to the Superintendent for activation of expulsion. The home school and the parent/guardian will receive written notification of this action.

## III. Academics

Students who are transferred to Sherrouse Alternative Center will continue instruction in their core academic courses. In lieu of physical education, students will focus on health instruction. Additionally, students will receive instruction in careers and career-related topics. The following information is provided for informational purposes:

#### A. Lesson Planning

Teachers follow the same scope & sequence and pacing guide as the home school.

#### B. Testing

Teachers will prepare all evaluation instruments, as well as reviews, for daily, weekly, nine weeks, and semester (unless evaluation instruments are provided by the district). Students placed at Sherrouse for short-term assignments will receive classroom instruction/materials from their home school.

#### C. Grades

The grading periods and grading scale follow the Monroe City Schools guidelines. Teachers will enter at least one numerical grade into the system each week.

#### D. Supplies

Each student must bring notebook, paper, pen, and pencil to each class every day.

#### E. Textbooks

The school provides textbooks (as needed) for student use during the school day. Textbooks are assigned to a desk. It is essential that the student, prior to leaving his/her home school, takes all textbooks home. This accomplishes two purposes: (1) students have textbooks to help them complete assignments and (2) textbooks are safe at home while the student is at Sherrouse.

### IV. Policies and Procedures

A. State and MCS policies for student conduct will be strictly enforced. Students will receive a copy of the Monroe City Schools handbook, along with the Sherrouse Alternative Center handbook, upon entry to the DAP.

#### B. Safety Procedures

All students will be required to pass through security screening each day.

**Book bags, back packs, purses and electronics are not allowed.**

C. MCS policy states that students are not allowed on any Monroe City Schools campus during their assignment to the program.

#### D. Responsibilities of the teachers

1. To treat you with respect and care as an individual,
2. To provide you with an orderly classroom environment,
3. To provide the necessary structure and discipline,
4. To provide appropriate motivation, and
5. To teach you the required course content

#### E. Your responsibilities as a student

1. To treat the teachers with respect and care as an individual,
2. To attend classes regularly and on time,
3. To be cooperative and not disruptive,
4. To work hard, and
5. To learn and master the required content

#### F. Additional Policies

1. MCS System Discipline Handbook Policy will be followed.
2. Students will follow the dress code (included) for Sherrouse Alternative Center
3. Tobacco products, lighters, and matches are **NOT** allowed on campus
4. Drugs & drug paraphernalia are **NOT** allowed.
5. Electronic devices (cell phones, ipods, cd players, etc.) are **NOT** permitted on campus.
6. School hours are 7:50 a.m. to 3:15 p.m. Students may be dropped off beginning at 7:40 a.m. Students checking in late must be accompanied by a parent/guardian and checked in at the office. If necessary, early check out will be handled through the office.
7. **ALL** visitors must check in with the front office.
8. Parents/guardians are responsible for notifying the school of changes in address and/or telephone numbers.
9. Parents/guardians must sign students out through the secretary/Main Office.

### V. Transportation

The MCS System will provide transportation for all students assigned to Sherrouse Alternative Center. The Junior/Senior High student's bus stop will be set at the Intake Conference. Elementary students' bus stop will be their home address (door to door).

It is the parent's/guardian's or student's responsibility to provide transportation (if needed) to the designated pick-up site. A "ticket" will be provided for admission to transportation services for the first day of the student's assignment to the school. **ANY** violation of bus rules and regulations will prohibit students from receiving continued transportation services.

**NOTE:** Students are NOT allowed to drive vehicles to the school.

### VI. Phone Procedures

Students who need to call home (for illness or other extenuating circumstances) will ask the secretary for permission to use the telephone in the office.

Students are not allowed to have or use cell phones.

### VII. Meals

Breakfast and lunch will be served daily in the cafeteria. Outside food, including candy, gum, chips, etc.) and drink are **NOT** allowed.

Food allergies should be noted during the Intake Conference.