

# WEST OUACHITA HIGH SCHOOL STUDENT HANDBOOK

2024 – 2025



4061 CAPLES ROAD  
WEST MONROE, LA 71292  
TELEPHONE: (318) 249-2117

SCHOOL COLORS: RED, WHITE, AND BLUE

# WEST OUACHITA HIGH SCHOOL STUDENT HANDBOOK

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**OUACHITA PARISH SCHOOL BOARD  
MISSION STATEMENT**

As a community, Ouachita Parish Schools will connect learning to 21<sup>st</sup> century skills needed for college- and career-ready students who will excel in a global society.

**OUACHITA PARISH SCHOOL BOARD  
VISION STATEMENT**

Building Bridges to the Future

**OUACHITA PARISH SCHOOL BOARD  
BELIEFS**

**O**uachita Parish students will learn at high levels.  
**P**arents, students, teachers, and community matter.  
**S**afe schools are a top priority.  
**B**ridges connect past and present learning to future dreams.

**WEST OUACHITA HIGH SCHOOL  
MISSION STATEMENT**

To ensure that students are college- and career-ready to succeed in a global community.

*West Ouachita High School is dedicated to providing quality education to all students. We do not discriminate in any area of policy or class offerings because of race, creed, or gender.*

**TO STUDENTS**

The *Student Handbook* is the result of the joint efforts of students, faculty, and the administration. It contains information which students, teachers, parents, and administrators have found, by experience, to be most needed by students.

Please read this handbook carefully and consult with teachers, fellow students, counselors, or administrators about any part that you do not understand. Knowing and understanding the contents of this booklet will help you, not only to better enjoy your school days, but also to be a better citizen at West Ouachita High School. You are responsible for knowing the contents and for applying it to yourself. Not knowing rules and expectations covered in this handbook will not be an acceptable excuse should you fail to comply. The handbook should be kept as a source of accurate and ready information for the student and the parent.

## TO PARENTS

Your objectives as a parent and our objectives as a school with respect to your son or daughter are the same: to give him/her the best possible guidance toward the realization of his/her highest capabilities. To accomplish that goal, full cooperation between home and school is essential. **We ask that you read and discuss the *Student Handbook* with your student. Sections of the booklet address frequent parental concerns.**

The following suggestions are intended to help you make the fullest possible contribution in your student's success in school:

- Regular and punctual **attendance** is the greatest single factor in school success; therefore, your first concern should be to see that the student attends regularly. Parents who permit a student to be unnecessarily absent not only place a handicap upon the student's opportunity to succeed in his studies, but they also indirectly encourage the development of poor attitudes toward his work and obligations.
- You can contribute greatly to your student's success in school by expecting and providing for **home study**. Most subjects require study outside the classroom. You should contact the teachers if you wish to know specific policies.
- Having a wholesome **attitude** toward school and placing **confidence** in teachers are essential for the student's maximum success in school. Students can learn little from a teacher they do not trust or believe in regardless of how capable or trustworthy the teacher may actually be. The wise parent, therefore, will bring questions and problems to the principal, counselor, or teacher personally and will refrain from criticizing the school to the student or encouraging habits of destructive criticism by listening to it.
- You may further help the school serve your student's interest and needs by **reading** this handbook and understanding its contents, getting to know your student's teachers, calling Student Services to report your student's absence from school, and seeing your student's report card at the end of each nine weeks.
- Because of the school's efforts to provide the best possible programs and services for its students and staff, it is necessary to generate **revenue** through such resources as concessions, I.D.s, school pictures, and many other activities.
- Provide the school with updated and correct telephone numbers and address changes in a timely manner.

Rusty Farrar, Principal  
Bobby Crockett, Assistant Principal  
Cory Emerson, Assistant Principal

Randa Wigley, Assistant Principal  
Colby Mitchell, Administrative Assistant  
Josh Wilhite, Special Education Coordinator

## **WEST OUACHITA HIGH SCHOOL POLICY ON PARENTAL INVOLVEMENT**

The faculty and staff at West Ouachita High School believe that good communication between the school and the family is vital for each child to succeed. We also recognize that an emphasis on academic achievement alone will not ensure that all students are capable of achieving a high level of performance and meeting challenging content standards. An effective home-school partnership for learning must exist to ensure student success and achievement.

The faculty and staff at West Ouachita High School will strive to involve parents of its student body by doing the following:

- Providing an **annual orientation meeting** where parents will meet their child's teachers and be assured of their right and responsibility to be involved in their child's education;
- Providing a flexible number of **meetings and activities** throughout the year to assist parents in understanding the federal, state, and local academic content and student achievement standards (Meetings will focus on how parents and teachers can work together to monitor their child's progress in order to improve student achievement.);
- Providing continuous **communication** to assist parents in understanding the school curriculum, student progress, and achievement (Communication will be provided through newsletters, handouts, *Student Handbook*, letters to parents, phone calls to parents, parent/student/teacher conferences, student progress reports, and/or student report cards.);
- Coordinating and integrating parental involvement strategies with other agencies;
- Conducting an **annual evaluation** of the parent involvement policy/program and adjusting the components as necessary; and
- Providing communication through **WebPams**.

## **WEST OUACHITA HIGH SCHOOL ADMINISTRATION AND STAFF**

Principal	Rusty Farrar
Assistant Principal	Bobby Crockett
Assistant Principal	Cory Emerson
Assistant Principal	Randa Wigley
Administrative Assistant	Colby Mitchell
Athletic Director	Mitch Thomas
Bookkeeper	Emily Housley
Registrar	Rita Allien
School Counselor – Freshman	Meredeth Robinson
School Counselor – Sophomore	LaWanna Bailey
School Counselor – Junior	Denise Green
School Counselor – Senior	Kristina Morris
Secretary, Main Office	Jenny Murphy
Secretary, Student Services (9 <sup>th</sup> –10 <sup>th</sup> )	DeAnna Brown
Secretary, Student Services (11 <sup>th</sup> –12 <sup>th</sup> )	Christina Struben
Special Education Coordinator	Josh Wilhite

4061 Caples Road • West Monroe, Louisiana 71292  
Main Office (318) 249-2117 • Main Fax (318) 249-4774  
Guidance Office (318) 249-3133 • Guidance Fax (318) 249-3133

### **WEST OUACHITA HIGH SCHOOL ALMA MATER**

West Ouachita, we praise you;  
Instill in us your pride—  
For knowledge, we seek and strive;  
For excellence, come alive.

West Ouachita, we sing to you;  
Of happy days gone by—  
West Ouachita, we praise you;  
And lift your banner high.

## **WEST OUACHITA HIGH SCHOOL DIRECTORY**

Accident Reports	Bobby Crockett	crockett@opsb.net
Athletics	Mitch Thomas	mthomas@opsb.net
Building Maintenance	Tammy Guynn	tammyguynn@opsb.net
Buses	Bobby Crockett	crockett@opsb.net
Cafeteria	Dawn Antley	dawnantley@opsb.net
Curriculum	Randa Wigley	randawigley@opsb.net
	Colby Mitchell	colbymitchell@opsb.net
	Rusty Farrar	rusty.farrar@opsb.net
Discipline	Bobby Crockett (9/10)	crockett @opsb.net
	Cory Emerson (11/12)	cory.emerson@opsb.net
Emergency Drills	Bobby Crockett	crockett@opsb.net
Financial Matters	Emily Housley	ehousley@opsb.net
	Rusty Farrar	rusty.farrar@opsb.net
Fundraising	Colby Mitchell	colbymitchell@opsb.net
Lockers	Cory Emerson	cory.emerson@opsb.net
Medications	Kathy Lee	kathy.lee@opsb.net
Online Classes	Colby Mitchell	colbymitchell@opsb.net
Parking Permits (Student)	Chief Stewart	darriusstewart@opsb.net
School Calendar	Rusty Farrar	rusty.farrar@opsb.net
Special Education	Josh Wilhite	joshuawilhite@opsb.net
Student Schedules / Changes	Bobby Crockett	crockett@opsb.net
	Kristina Morris (12 <sup>th</sup> )	kmorris@opsb.net
	Denise Green (11 <sup>th</sup> )	dgreen@opsb.net
	LaWanna Bailey (10 <sup>th</sup> )	lobailey@opsb.net
	Meredeth Robinson (9 <sup>th</sup> )	mrobinson@opsb.net
Tardies	Colby Mitchell	colbymitchell@opsb.net
Teacher Matters	Rusty Farrar	rusty.farrar@opsb.net
Textbooks	Cory Emerson	cory.emerson@opsb.net
Withdrawals / Transfers	Rita Allien	allien@opsb.net

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## **PARENT CONTACT SEQUENCE FOR STUDENT CONCERNS**

Students and/or parents/guardians who have a concern may contact the school at any time.

- Appointments usually expedite the process; therefore, please call/email in advance.
- For classroom concerns, contact your child's teacher first.
- If a resolution cannot be reached, please contact the appropriate person listed in step 2.
- If the issue cannot be resolved at the school level, the parent/guardian may contact the Director of High Schools at the School Board Office.
- If the concern does not involve your child's teacher, please go directly to step 2.

### **Step 1**

Your Child's Teacher or Coach/Sponsor

You can call the school at 249-2117 to leave a message for the teacher or email the teacher/coach/sponsor directly.

### **Step 2**

Please contact the appropriate person based on your concern.  
EVERYONE in Step 2 and 3 can be reached at 249-2117.

#### **Discipline**

Bobby Crockett,  
Cory Emerson

#### **Academics**

Randa Wigley  
Colby Mitchell

#### **Scheduling/Graduation**

Kristina Morris–12th,  
Denise Green–11th,  
LaWanna Bailey–10th,  
Meredeth Robinson–9th

#### **Athletics**

Mitch Thomas

#### **Attendance**

DeAnna Brown 9/10  
Christina Struben 11/12

#### **Special Education**

Josh Wilhite

#### **Financial Matters**

Emily Housley

#### **Building Maintenance**

Tammy Guynn

### **Step 3**

#### **Principal**

Rusty Farrar

### **Step 4**

#### **Director of High Schools**

Dr. Angela Crumpton  
432-5000

#### **Bus Issues**

Waylon McCormick  
388-8924

## STUDENT FEE

All students are required to pay a \$55.00 per year student fee. Fees can be paid by cash or check on prep night. After prep night, fees must be paid online. Failure to pay fees COULD result in a student not being allowed to participate in extra-curricular activities. Elective classes may have an additional class fee.

## REGULAR BELL SCHEDULE

Time	Monday, Wednesday, Thursday, and Friday
<b>7:20-7:50</b>	<b>Breakfast</b>
<b>7:55-8:50</b>	<b>1<sup>st</sup> Period</b>
<b>8:54-9:49</b>	<b>2<sup>nd</sup> Period</b>
<b>9:53-10:48</b>	<b>3<sup>rd</sup> Period</b>
<b>10:52-11:47</b>	<b>4<sup>th</sup> Period</b>
<b>11:47-12:12</b>	<b>Lunch</b>
<b>12:16-1:11</b>	<b>5<sup>th</sup> Period</b>
<b>11:51-12:46</b>	<b>5<sup>th</sup> Period</b>
<b>12:46-1:11</b>	<b>Lunch</b>
<b>1:15-2:10</b>	<b>6<sup>th</sup> Period</b>
<b>2:14-3:09</b>	<b>7<sup>th</sup> Period</b>
Time	Tuesday
<b>7:20-7:50</b>	<b>Breakfast</b>
<b>7:55-8:43</b>	<b>1<sup>st</sup> Period</b>
<b>8:47-9:35</b>	<b>2<sup>nd</sup> Period</b>
<b>9:39-10:22</b>	<b>3<sup>rd</sup> Period</b>
<b>10:26-11:13</b>	<b>4<sup>th</sup> Period</b>
<b>11:17-11:47</b>	<b>GAP</b>
<b>11:47-12:12</b>	<b>Lunch</b>
<b>12:16-1:11</b>	<b>5<sup>th</sup> Period</b>
<b>11:51-12:46</b>	<b>5<sup>th</sup> Period</b>
<b>12:46-1:11</b>	<b>Lunch</b>
<b>1:15-2:10</b>	<b>6<sup>th</sup> Period</b>
<b>2:14-3:09</b>	<b>7<sup>th</sup> Period</b>

## Pep Rally Schedule

Time	Schedule
<b>7:20-7:50</b>	<b>Breakfast</b>
<b>7:55-8:40</b>	<b>1<sup>st</sup> Period</b>
<b>8:44-8:54</b>	<b>2<sup>nd</sup> (Roll Call and Dismiss)</b>
<b>8:58-9:28</b>	<b>Pep Rally</b>
<b>9:32-10:12</b>	<b>2<sup>nd</sup> Period</b>
<b>10:16-11:02</b>	<b>3<sup>rd</sup> Period</b>
<b>11:06-11:47</b>	<b>4<sup>th</sup> Period</b>
<b>11:47-12:12</b>	<b>Lunch</b>
<b>12:16-1:11</b>	<b>5<sup>th</sup> Period</b>
<b>11:51-12:46</b>	<b>5<sup>th</sup> Period</b>
<b>12:46-1:11</b>	<b>Lunch</b>
<b>1:15-2:10</b>	<b>6<sup>th</sup> Period</b>
<b>2:14-3:09</b>	<b>7<sup>th</sup> Period</b>

\* Schedule is Subject to Change

## SCHOOL SERVICES

### SCHOOL BUILDING LEVEL COMMITTEE

The School Building Level Committee, SBLC, serves as a screening and problem-solving committee to help with difficult situations at the school level. It is a decision-making body responsible for seeking an answer to the question, "What else can we do for this child at our school?" Students may request a referral or be referred by a parent or by school personnel. The committee is comprised of the principal, assistant principals, counselors, the school SBLC chairperson, special education personnel, the school psychologist, the referring teacher, and any teacher(s) knowledgeable in alternative educational approaches. Parents are always welcome to attend to participate in discussions. Parents **must** attend if a decision is to be made regarding their child. Meetings are typically held as needed. Referrals should be made through the SBLC chairperson.

### SCHOOL COUNSELING PROGRAM

Professional school counselors are trained to work with students, individuals, and organizations to promote academic, career, and personal and social development. They advise students regarding college majors, admission and scholarship requirements, entrance exams, financial aid, trade or technical schools, and career choice. They work with students individually, with small groups, or with entire classes. School counselors help students understand and deal with social, behavioral, and personal problems. They collaborate with parents, teachers, school administrators, school psychologists, medical professionals, and social workers in order to develop and implement strategies to help students be successful in the education system. Each counselor maintains student schedules, cumulative records, transcripts, and case files for her students.

## **SCHOOL PSYCHOLOGIST PROGRAM**

The school psychologist is available one (1) day per week, by appointment, and during times of crisis intervention to address many aspects of student, family, and teacher mental health. He/She serves as an evaluation coordinator and resource person to school personnel; conducts individual evaluations in accordance with Louisiana's *Pupil Appraisal Handbook*; administers and interprets psychological/educational tests and other assessments; prepares integrated written reports on students referred for individual evaluation; consults with other staff members in planning programs to meet the special needs of students; develops behavior management programs for students in need of behavioral interventions; and, provides counseling services as determined by the individual evaluation and the Individualized Education Program (IEP) committee. The school psychologist fosters positive relationships with parents as evidenced by reporting pupil progress, academic problems, and behavior problems. The psychologist adheres to the Code of Ethics established by The National Association of School Psychologists and the local school system.

## **SCHOOL RESOURCE OFFICER**

A commissioned law enforcement officer from the Ouachita Parish Sheriff's Department is assigned to a certain high school in Ouachita Parish on a full-time basis. This Deputy Sheriff must have at least five (5) years of law enforcement experience prior to appointment. He/she will conduct routine patrols of the assigned school campus, both inside and out. He/she will participate in designing crisis response plans and programs, and conducting school safety assessments. The Deputy will also coordinate with local emergency responders. He/she will attempt to collect and analyze intelligence related to possible school threats, as well as be a liaison with local and juvenile courts. The Deputy also serves as a mentor and role model encouraging positive work habits and high moral standards.

## **SPECIAL EDUCATION SERVICES**

### **SECTION 504 (See pages 63-66)**

#### **ALTERNATIVE PROGRAMMING**

Students who have been determined to have a severe and/or low-incidence IDEA (Individuals with Disabilities Education Act) impairment may benefit from alternative programming. Students are able to work toward learning functional academics and life skills, community-based training, and vocational skills. Students are placed in the least restrictive environment. Students are responsible for fees assessed in regular education courses, including technical college fees.

#### **DUAL ENROLLMENT**

Dual enrollment courses are offered through University of Louisiana Monroe (ULM), Louisiana Tech University (LA Tech), and Louisiana Delta Community College (Delta). Students interested in Dual Enrollment courses at ULM or LA Tech must have an ACT score, but Delta does not require one. The April ACT is the final test that may be taken in order to meet the registration deadlines. All ACT scores must be sent directly to ULM and LA Tech. Currently, Dual Enrollment courses at ULM and LA Tech are \$150 each. Typically, Delta's fees are paid by the district for those students who are in the Jumpstart curriculum. See your counselor for current course offerings and to complete the registration and application process.

## **GIFTED**

Students must meet the State Department of Education guidelines for gifted education as outlined in Louisiana's *Pupil Appraisal Handbook*. Gifted children and youth are defined as "those who demonstrate abilities that give evidence of high performance in academic and intellectual aptitude." Students suspected of being academically and/or cognitively gifted are typically identified in elementary school. However, there are occasions when high school students have been referred to the School Building Level Committee, SBLC, for an initial gifted evaluation. Ouachita Parish's screening criteria requires that the SBLC review current standardized test scores for Total Reading and Total Math, and that a cognitive screener be administered by school personnel. Gifted students who have current IEP's from middle school may enroll in gifted courses at the high school level without additional testing.

## **RESOURCE**

Students who exhibit one (1) or more learning disabilities under Individuals with Disabilities Education Act (IDEA) and are pursuing a high school diploma are eligible to participate in the Resource Program. Resource teachers in high school Basic Academic courses assist the disabled student in his/her pursuit of a state-accredited high school diploma by providing small group/individual assistance in areas of weak academic functioning. This is done via the student's IEP. The high school student can only receive up to four (4) **Carnegie Units** per for Basic Academics, but may elect to receive as much as 216 minutes per day of assistance, if specified in the student's IEP. A Carnegie credit is defined as "a credit based on instructional time...7,965 instructional minutes for one Carnegie credit..." and "The basic unit of credit shall be the Carnegie unit."

## **TALENTED ART**

Artistically talented students are recommended by their art teachers for evaluation through pupil appraisal for the talented art program. The program goal is to prepare the serious art student for a career in fine arts by building a professional portfolio. Projects are more complex with a small student-teacher ratio.

## **ADVANCED PLACEMENT (AP)/PRE-AP CLASSES**

### **I. AP Test**

- A. In order to strengthen West Ouachita High School's (WOHS) AP program and to increase the depth of student learning, the school has enacted a new policy that encourages all AP students to take the AP test at the end of the school year.
- B. **The cost of the test is \$98 - \$146 (reduced to \$53 - \$110 if student qualifies)** and should be paid in full by October 30<sup>th</sup>. Please remit payment through the online system.
- C. Students scoring a three (3), four (4), or five (5) will be awarded college credits, which are recognized nationwide.

### **II. Expectations**

- A. While West Ouachita does have open admission to all AP classes, parents must understand the following:
  1. Students will be expected to read independently from supplemental texts.
  2. Students will have homework often.

3. Student attendance is fundamental to student success.
  4. Any student receiving two (2) or more major referrals MAY be removed from an AP/Pre-AP class.
- B. Dropping AP Courses
1. Students are expected to commit to completing the AP course.
  2. However, if student desires to drop a course, he/she must do so PRIOR to mid-term.
  3. After midterm, students will not be permitted to drop AP courses.

All **4-in-3 junior students** taking an AP class must commit to finishing the course work preparation necessary for passing the AP exam, even if it means attending class after the senior last day.

### **DIFFICULTY FACTORS**

Difficulty factors ranging from 1.01-1.06 are assigned to some advanced courses. The difficulty factor (DF) is multiplied by the percentage average for each nine weeks, the mid-term exam grade, and the final exam grade. **The difficulty factor is not multiplied by the mid-term and final averages.** *Example: English I (H) DF 1.04 > Nine Week's Average 92.24137 x 1.04 = 95.931024 = Nine Week's Average of 95.9.*

### **ONLINE LEARNING**

Online learning provides students with the opportunity to recover credits in a timely fashion, catch-up during the year when a student has failed a nine weeks period, and on occasion, accelerate the number of credits acquired. As a school, however, we have chosen to place certain policies in place to assure the integrity and quality of our academic program.

#### **Restrictions**

1. Classes which are tested (LEAP 2025) shall be offered only to those who have failed the class in a classroom setting first.
2. Foreign language classes will not be taken online unless absolutely necessary.
3. If a student has not been successful in online learning in the past, he/she will not be a candidate for future online classes.
4. **School administrators reserve the right to make rulings on the appropriateness of online learning for students.**

### **SUMMER SCHOOL**

Contact the school for updated information on Summer School.

### **STUDENT ENROLLMENT / WITHDRAWAL / TRANSFER**

To officially enroll in or withdraw and/or transfer from WOHS, the student and parent (or legal guardian) must bring all required documentation to the guidance office where the registrar will process said request(s). The parent/guardian must present a valid photo ID (driver's license) and sign enrollment/withdrawal forms for all students under eighteen (18) years of age. A copy of said photo ID will be kept on file.

## **I. Student Enrollment**

- A. Students entering West Ouachita High School shall present ALL of the following documentation:
  1. Two Verifications of Current Residence (to comply with school zoning requirements)
  2. Official Withdrawal Form (from previous school)
  3. Current Academic Records
  4. Copy of Parent's/Guardian's Photo ID (driver's license)
- B. In addition to the documentation listed above, students who are **entering Louisiana schools for the first time** shall present ALL of the following documentation:
  1. Official Birth Certificate (Children born in Louisiana will be given a 15-day grace period to secure a copy of their birth record. Children born outside of Louisiana shall be given a 30-day grace period to produce a copy of their birth record.)
  2. Record of Immunization
  3. Official Social Security Card

## **II. Student Withdrawal and Transfer**

- A. The parent/guardian must accompany the student who is under eighteen (18) years of age, meet with a counselor to authorize withdrawal, and obtain the appropriate forms from the guidance office registrar.
- B. The student must return all books and school property, ensure that all fees have been paid, and obtain signatures of designated faculty/staff on forms verifying that all fees have been paid and all school property has been returned.
- C. The student must submit completed forms to guidance office for final clearance.

## **III. Transfer of Student Records**

According to LA Bulletin 741 (June 2006), upon the **written request** of any authorized person on behalf of an educational facility within or outside of the state of Louisiana where the student has become enrolled or is seeking enrollment, the principal shall provide for the transfer of education records, including special education records.

- 1. The transfer of such records, whether by mail or otherwise, shall occur not later than ten (10) business days from the date of receipt of the written request.
- 2. If a student has been expelled, the transferred records shall include the dates of the expulsion and the reasons for which the student was expelled.
- 3. No education record of any student may be withheld as a result of lack of payment of any fine, debt, or other outstanding obligation.

## **STUDENT ACADEMIC RECORDS AND REPORTS**

LA Bulletin 741 requires that each school keep records for the registration and attendance of students and maintain an up-to-date, permanent, cumulative record of individual students showing personal data and progress through school.

## **STUDENT RECORDS**

- I. Student cumulative records shall contain the following:
  - A. name, gender, social security number, date of admission, date of birth;
  - B. language spoken or understood;
  - C. cumulative record of student's progress through the curriculum;
  - D. health history;
  - E. student grades;
  - F. attendance records;
  - G. results of vision and hearing screening;
  - H. immunization record;
  - I. test scores and screening instruments (LEAP 2025, ACT, iLEAP, ASVAB, etc.), information for student placement, including promotion, retention, remediation, acceleration;
  - J. information on the outcome of student participation in remedial and alternative programs; and
  - K. copy of letter informing the parent of placement of the student in or removal of the student from remedial education program.
- II. Parents shall be informed of the results of statewide assessment tests.
- III. No education record of any student may be withheld as a result of lack of payment of any fine, debt, or other outstanding obligation.
- IV. An education record of a student may be inspected by the student or his/her parents in accordance with the federal Family Education Rights and Privacy Act.

## **PROGRESS REPORTS**

Teachers and parents should constantly monitor the academic progress of all students. At the end of the fifth (5<sup>th</sup>) week of each nine weeks, the teacher will send home, with all students, a Progress Report that should be signed by the parent and student. In addition, the teacher will post the student's progress report on WebPams. Parents should be aware of these dates and request Progress Reports from their child or have WebPams access to check their child's grades online. Teachers of students who normally make A's and B's should contact the parent by phone and/or progress report/WebPams when the student drops below his/her capabilities. In the case where a parent would like to receive weekly progress reports, the parent should make this request through the student's counselor. These forms may be picked up in the counselor's office by the student. Parents must assume a greater role in monitoring their student's progress (or lack of) and work with teachers, counselors, and administrators to help the student improve his/her study skills.

## **TRANSCRIPTS / GPA**

While all courses and grades earned will appear on student's transcript, in cases of courses that have been repeated, only the higher grade will be used in calculating the cumulative GPA and in the Taylor Opportunity Program for Students (TOPS/TOPS TECH) GPA. For courses failed due to excessive absences, an F6 will appear on the report card and an F (0) will be calculated in the GPA. If two semesters of a course are taken at a different level (regular, honors, gifted, talented, AP) for a full credit, the lower level course will be recorded on the final transcript.

# ACADEMIC RECOGNITION

## AWARDS DAY

In addition to scholarships, departmental awards, and other awards for outstanding achievement, **all students with a 4.0 GPA by the end of the 1<sup>st</sup> semester of the current school year** will be recognized as follows:

- **1<sup>st</sup> Year 4.0 Award** – Honor Medal
- **2<sup>nd</sup> Year 4.0 Award** – Plaque
- **3<sup>rd</sup> Year 4.0 Award** – Academic Letter Jacket or \$50 gift card, if the student already has a jacket
- **4<sup>th</sup> Year 4.0 Award** – WOHS Blanket

## PLATINUM CLUB

Students who earn an ACT composite score of 30 or higher have their portraits taken and displayed in the Commons Area.

## SCHOLARS' BANQUET

The Scholars' Banquet honors graduating seniors who have achieved academic excellence. These young scholars have maintained a cumulative 3.5 GPA through the first semester of grade twelve (12) and scored a minimum composite score of twenty-five (25) on the ACT. The Banquet is sponsored by Chase, Junior League of Monroe, Monroe Chamber of Commerce, West Monroe-West Ouachita Chamber of Commerce, and *The News Star*.

## GRADUATION

### I. Alternative Graduation Requirements

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

### II. Graduation Ceremony

- A. The student's opportunity to participate in the graduation ceremony is a privilege.
- B. Students must ensure that all school business has been completed before May 8<sup>th</sup> so that he/she may participate in the graduation ceremony.
- C. Students must adhere to all rules regarding attire and graduation practice attendance.
- D. If a student is expelled for the remainder of the school year, he/she is not eligible to participate in the graduation ceremony.

### III. Graduation Ceremony Restrictions

- A. In order to promote a safe environment for graduation, large bags, backpacks, or purses will not be allowed in the arena.
- B. Air horns, noisemakers, confetti cannons, and large signs which block others' views are not permitted. Such items will be confiscated by Deputies on duty so that graduation may be an enjoyable experience for all graduates and guests.

#### **IV. Graduation Practice**

- A. A mandatory practice will be held on the morning of graduation day.
- B. The graduate must be at the graduation venue at 8:30 a.m.
- C. If the graduate does not attend practice, he/she WILL NOT participate in the graduation exercises.
- D. During practice, the graduate may wear comfortable, appropriate clothing. All school Behavior and Dress Code Rules apply at practice and at the graduation exercises.
- E. Any graduate not abiding by school rules and codes during practice WILL NOT be allowed to participate in the graduation exercises.

#### **V. Graduation Attire**

- A. Nothing may be added to the graduation attire (i.e., any decorations on the cap or unauthorized stoles).
- B. Failure to comply with these rules could result in removal from the ceremony.

##### **C. Girls**

- 1. Caps and gowns with white collar sewn in place
- 2. Tassel secured to top of cap
- 3. Name written on cap and gown labels
- 4. "V" or round neck blouse or dress top (should not show above gown)
- 5. Dresses or skirts should not extend below the gown.
- 6. White, beige, or nude sandals, wedges, or heels (no flip-flops)

##### **D. Boys**

- 1. Caps and gowns
- 2. Tassel secured to top of hat
- 3. Name written on cap and gown labels
- 4. White dress shirt with a solid dark tie (black, brown, or navy)
- 5. Black, brown, or navy dress pants
- 6. Dark, non-athletic, dress shoes to match pants

#### **VI. Valedictorian Requirements**

To be considered as a Valedictorian, a student must meet ALL of the following requirements:

- A. Have attended West Ouachita for at least one (1) full year
- B. Have completed TOPS University Requirements
- C. Have 4.0 GPA
  - o Beginning with the senior class of 2024, any student who retakes a course to maintain their 4.0 GPA will NOT be eligible to be a valedictorian.
- D. Have at least three (3) college hours in a core subject (as defined by Bulletin 741 #2318), or a score of 3 or higher on an AP test
- E. Beginning with the senior class of 2024, the ACT requirement will increase to 25.

## **VII. Valedictorian Speeches**

- A. Valedictorian speeches and valedictorian roles within the graduation ceremony are determined by the highest ACT scores.
- B. There will be a set number of speeches and roles at graduation, so not every valedictorian is guaranteed a role in the ceremony. However, all valedictorians will sit on the stage and will be individually recognized by the school principal at graduation.
- C. Beginning with the West Ouachita High School graduating class of 2022, any valedictorian who retakes a course to maintain his or her 4.0 GPA will not be allowed to deliver a valedictorian speech at graduation, regardless of his or her ACT score.

## **PLACEMENT GUIDELINES**

### **HONORS**

The following guidelines do not apply to courses like Advanced Math & Physics, which do not have multi-level offerings, but are classified as Honors and have difficulty points.

**Students meeting both 1 and 2 (below) automatically qualify for honors/AP courses. Students who meet either 1 or 2 (below) may qualify for honors/AP courses with a teacher recommendation.**

1. Grade of A or B in prerequisite course
2. Score of advanced or mastery on the LEAP 21 (8<sup>th</sup> grade), or LEAP 2025 in the subject area
3. Teacher (previous year's teacher in the same subject matter) recommendation guidelines require that the student:
  - a. has excellent attendance and punctuality record;
  - b. is attentive in class and enthusiastically participates in class discussions;
  - c. completes assignments promptly;
  - d. strives for excellence;
  - e. makes up work conscientiously;
  - f. has initiative and takes responsibility for learning; and
  - g. shows a willingness to work harder when facing challenging coursework.

### **GIFTED**

Students must have a current gifted evaluation on file with Pupil Appraisal.

## **TESTING**

### **SEMESTER EXAMS**

- I. To determine a semester grade in courses where percentage grades are used, the percentage averages for each grading period that semester shall be averaged.
- II. The semester exam will count as a 100-point exam unless it is a LEAP 2025 exam which will count as fifteen percent (15%) of the final course grade.
- III. Teachers use the following procedure in determining student grades:

- A. All student grades are recorded in WebPams. If grades are not recorded in a timely manner, parent/guardian should notify an administrator as soon as possible.
  - B. Semester exams will be given at the end of each semester. Exemptions may apply and will be announced by the administration preceding those testing periods.
  - C. First and second nine weeks' grade averages are averaged to determine the student's first semester grade. Third and fourth nine weeks' grade averages are averaged to determine the student's second semester grade. First and second semesters' grades are averaged to determine the student's final grade.
  - D. Only the **final** grade average is recorded on the student's transcript.
- IV. Days scheduled for review and for comprehensive exams are regular school days (absences will be recorded).
- V. Students who are exempt from exams are excused from that class for the exam day only.
- VI. **NO** exams will be given to students on any day other than the scheduled day of the exam. Parents must remember this when scheduling vacations, trips, etc.

### **ACT**

The ACT college readiness assessment is a curriculum- and standards-based educational and career planning tool that assesses students' academic readiness for college. The test uses the same score scale as ACT Explore and ACT Plan, making the system an effective tool to monitor academic progress and student growth. All eleventh (11<sup>th</sup>) grade students will take the ACT test in the spring. In addition, any twelfth (12<sup>th</sup>) grade student that has not earned a composite score of eighteen (18) or higher will take the ACT and Work Keys in the spring.

### **ASVAB**

In the past, WOHS has offered the ASVAB test for all eleventh (11<sup>th</sup>) grade students. Due to changes in the testing format and scheduling constraints for computer labs, the ASVAB will no longer be scheduled. If interested, students may contact the counseling department to schedule the ASVAB through an armed services recruiter.

### **PSAT**

In mid-October, WOHS provides an opportunity for students to take the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT). The cost of this test is approximately \$20.00. Although this is an optional test for juniors, it is very beneficial for college-bound juniors. The PSAT measures reading, math, and writing skills needed for college. The test also provides practice for the SAT, and is the first step in entering the National Merit Scholarship competition for scholarships and National Merit recognition.

## **LOUISIANA EDUCATIONAL ASSESSMENT PROGRAM (LEAP) 2025**

LEAP 2025 assessments are designed to measure whether students have mastered the knowledge, skills, and abilities at the end of courses.

- I. LEAP 2025 assessments will be administered to high school students in the following subjects:
- A. Algebra I
  - B. English I
  - C. English II
  - D. Geometry

- E. Biology
  - F. American History
  - G. Civics (Beginning with the Freshmen class of 2024-2025)
- II. On LEAP 2025 exams, students may score in four (5) achievement levels:
- A. Advanced: Students performing at this level have **exceeded** college and career readiness expectations, and are well prepared for the next level of studies in this content area.
  - B. Mastery: Students performing at this level have **met** college and career readiness expectations, and are prepared for the next level of studies in this content area.
  - C. Basic: Students performing at this level have **nearly met** college and career readiness expectations, and may need additional support to be fully prepared for the next level of studies in this content area.
  - D. Approaching Basic: Students performing at this level have **partially met** college and career readiness expectations, and will need much support to be prepared for the level of studies in this content area.
  - E. Unsatisfactory: Students performing at this level have **not met yet** the college and career readiness expectations, and will need extensive support to be prepared for the next level of studies in this content area.
- III. Students are required to score *Approaching Basic* or above on LEAP 2025, English I or English II, Algebra I **or** Geometry, and Biology **or** American History to be eligible for a standard high school diploma.
- IV. LEAP 2025 assessments are offered at the end of the fall semester for retests and spring semester for all initial tests.
- A. Students completing the course at the end of the fall semester shall participate in the fall test regardless of the grade earned during the fall semester.
  - B. Students completing the course at the end of the spring semester shall participate in the spring test regardless of the grade earned during the spring semester.
- V. Through online delivery, LEAP 2025 assessments can be taken by students at the conclusion of a specific course, and results can be available to teachers before final grades are assigned.

### GRADING SCALE

The evaluation of student achievement is one of the important functions of the teacher. The accepted OPSB marking system is as follows:

A – Excellent – 100-90  
B – Good – 89-80  
C – Average – 79-70  
D – Poor – 69-60

F – Failure – 59 and below  
I – Incomplete  
F6 – More than 5 unexcused absences

An incomplete is given only for illness, emergency, or other extenuating circumstances where the student has not been able to complete his/her work. **An incomplete on the report card becomes an F by the end of the following grading period if the work is not made up during that grading period. Make-up work is the complete responsibility of the student.**

**LEAP 2025 assessments account for 15% of the course final grade.**

### **PUPIL PROGRESSION**

*Effective* school year 2012-2013: If a student's first semester grade is passing and the second semester grade is failing, the first semester will be averaged with the second semester for the final grade. If the final grade average is passing, one (1) full credit will be earned.

### **STUDENT / GRADE CLASSIFICATIONS**

#### **I. Carnegie Unit**

- A. A student is classified by the number of **Carnegie Units** earned, not by the number of years in school.
- B. A Carnegie credit is defined as "a credit based on instructional time...7,965 instructional minutes for one Carnegie credit..." and "The basic unit of credit shall be the Carnegie unit."

#### **II. Classifications**

- A. **Freshman – Up to five (0–5) units:** Student has met all 8<sup>th</sup> grade requirements.
- B. **Sophomore – Six (6) credits:** Credits must include one (1) in Math and one (1) in English. Student must make decision to pursue either Jump Start, TOPS Tech, or TOPS graduation pathway. TOPS Tech pathway is required to have two (2) approved Jump Start elective credits for placement in 11<sup>th</sup> grade.
- C. **Junior – Eleven (11) credits:** Credits must include two (2) in English, two (2) in Math, one (1) in Science, and one (1) in Social Studies.
- D. **Senior – Seventeen (17) credits:** Credits must include three (3) in English, three (3) in Math, two (2) in Science, and two (2) in Social Studies. Student must have acquired twenty-four (24) units for TOPS graduation pathway or twenty-three (23) for TOPS Tech graduation pathway. Nine (9) units must be elective credits from the selected major pathway, and student must pass necessary industry-based certifications (IBCs), including all required courses, and have passed the required EOC and/or LEAP 2025 HS tests to be eligible for graduation in accordance with Bulletin 741.

#### **III. Classification Changes**

- A. Changes in student classification will be made at the beginning of the fall semester.
- B. **Students are NOT promoted at mid-year**, except for juniors who are enrolled in enough credits to graduate. Students must be classified as juniors at the beginning of the year in order to attend the Junior/Senior Prom.
- C. The policy will also apply to students who transfer from another school during their junior year.

### **WEST OUACHITA DRUG FREE YOUTH CLUBS**

All co-curricular and extra-curricular activity members who participate in the school-wide activities will be required to complete drug testing consent forms to be signed by both student and parent/guardian and be placed in the student pool where the names could be randomly selected each month and tested at the school's expense. School Board Policy will be followed in regards to any

student who tests positive. The purpose of this program is to discourage students from using drugs and to rehabilitate those who are. We would encourage 100% participation from all of our students. No new clubs will be considered during the school year. Statements of purpose, club proposal, and a plan of action for a new organization must be submitted by May 1st of the current school year to be considered for the next school year.

## **NJROTC**

The Naval Junior Reserve Officer Training Corp (NJROTC) began at West Ouachita High School with the 1993-1994 school year. NJROTC is a citizenship development program whose mission is to instill in students in United States secondary educational institutions the values of citizenship, service to the United States, personal responsibility and a sense of accomplishment. NJROTC is an elective class that satisfies the student's Physical Education and Health requirements for graduation. The NJROTC program also helps to promote patriotism and habits of orderliness and precision in addition to developing leadership potential and respect for constituted authority as informed and responsible citizens. The NJROTC accredited curriculum emphasizes citizenship and leadership development, as well as our maritime heritage, the significance of sea power, and naval topics such as the fundamentals of naval operations, seamanship, navigation and meteorology. Classroom instruction is augmented throughout the year by extra-curricular activities of community service, academic, athletic, drill and orienteering competitions, field meets, flights, visits to naval or other activities, marksmanship sports training, and physical fitness training. Electronic classroom equipment, textbooks, uniforms, educational training aids, travel allowance, and a cost-share of instructors' salaries are provided by the U.S. Navy. This four-year elective is a positive, student-led program which has garnered numerous accolades such as the Area 8 Unit Achievement Award for three consecutive years and the Area 8 Most Improved Unit for the 2017-2018 school year. The NJROTC unit at West Ouachita High School has numerous opportunities for all students regardless of grade. The unit consists of 11 different teams ranging from the Academic Team to the Marksmanship Team and several drill teams in between. During the school year, these teams compete against other JROTC units, thus affording cadets the opportunity to travel, meet other cadets, and earn ribbons and medals to wear on their uniforms. The major emphasis of the NJROTC program is to help students develop a strong self-discipline in addition to a highly motivated, well-rounded character, which will assist them in being successful citizens.

## **PARTICIPATION IN EXTRA-CURRICULAR ACTVITIES**

A student who is on track to graduate the following year may participate in events that are typically based on that grade level. All other stipulations will be addressed by the administration on an individual basis. All fees for extra-curricular activities should be paid online.

**OUACHITA PARISH SCHOOL BOARD**  
***NOTICE OF CHANGE CONCERNING SCHOOL ATTENDANCE***  
**FOR ALL STUDENTS IN THE OUACHITA PARISH SCHOOL SYSTEM**

To All Parents and Students (Elementary, Middle and High School):

Due to the abuse and misunderstanding of the state attendance requirements for students in our schools, we feel it is necessary to implement the following change concerning student absences from school beginning August 2010. Please read the section below that applies to you.

**HIGH SCHOOL – No high school student shall accumulate more than a total of five (5) absences during a semester, EXCUSED AND/OR UNEXCUSED, as required by state law to be eligible to receive any grade earned that semester. On ANY ABSENCE, after reaching a total of five (5) absences, the student and the parent will have to meet with Child Welfare and Attendance Officer at the School Board office and provide a justifiable excuse for that absence. Students and parents may refer to the student handbook for a list of justifiable absences. School administrators can also be contacted to get that information if you do not have a student handbook.**

**STATE LAW REQUIRES THAT STUDENTS BE IN SCHOOL EVERY DAY THAT SCHOOL IS IN SESSION UNLESS AN ABSENCE IS DUE TO ONE OF THE JUSTIFIABLE REASONS ALLOWED BY LAW AND LOCAL SCHOOL BOARD POLICY.**

Parents, please do not allow your child to miss school for ANY reason other than those allowed by law and/or Board policy. Students who are in violation of the requirements stated above will be in danger of losing credits earned and/or retention in a grade. Please understand that this change went into effect on August 2010, and **affects every student in our school system**.

Statistics prove over and over that students who do not miss school learn much more than those who absent themselves from school. Thank you for your cooperation in this very important matter. We will be glad to answer any questions that you may have. Please feel free to contact your school or the Child Welfare and Attendance office.

## **ATTENDANCE**

**WHEN A CHILD IS ABSENT FROM SCHOOL, THE PARENT/GUARDIAN SHOULD CONTACT A STUDENT SERVICES SECRETARY PRIOR TO SCHOOL BEGINNING.**

Class attendance is vital. With the Accountability responsibilities placed on students, parents, teachers, and schools, it is imperative that students be in class every day.

Consistent school attendance requires personal discipline, a quality that educators strive to instill in students. The acquisition of personal discipline hones self-control, builds responsible character traits, and encourages respect for other individuals. Not only does school attendance foster responsibility, but academic success directly corresponds to classroom attendance.

## ATTENDANCE REQUIREMENT

To be eligible to receive grades, high school and junior high students shall be in attendance for a minimum of 85 days per semester or 170 days per school year for schools not operating on a semester basis.

## ATTENDANCE POLICY

- The above ***Attendance Requirement*** mandates that a student accumulate no more than **five (5) absences**, excused or unexcused, per semester **in any class**.
- As a notification of a student's absence from school, West Ouachita High School directs an **automated phone call** to the parent's/guardian's phone number on file. On the fourth (4<sup>th</sup>) consecutive absence, the parent/guardian will be contacted via manual phone call or written notice. No further communication will be sent to the parent/guardian regarding future absences during that semester.
- When a student receives his/her sixth (6) unexcused absence in a class, the student **receives an F6 for that class**. See ***West Ouachita High School Attendance Recovery Program*** below.
- A student **shall not receive a grade for each class in which he/she has received an F6** during any given semester. Suspensions are also counted as unexcused absences.
- Students involved in extra-curricular groups, such as sports, cheer, dance, band, NJROTC, etc., **MUST** attend school for at least a ½ day on the days of practices, performances, or competitions.
- ***A student who has exceeded five (5) absences will not be allowed to attend school-sponsored activities and/or functions until the excessive absences have been cleared.***
- “SKIP DAYS” do not exist. Any absence for which the student does not submit valid documentation (according to the list of *Excused Absences* below) will be considered ***unexcused***.
- Disagreements/disputes regarding excessive absences may be presented to the principal.

## ABSENCES

- In order for an absence to be excused, upon returning to school following an absence, the student must present documentation (excuse) for verification.
- Excuses submitted more than forty-eight (48) hours after the student's return to school must receive the principal's approval before being posted to the student's attendance record.
- All faxed excuses will be verified, and all other excuses are subject to verification. **Submitting a fraudulent excuse(s) may result in a suspension.**
- The student shall be given the opportunity to make up work missed for **excused absences**. The student is responsible for making arrangements with his/her teachers. Students will be permitted the same number of days to make up work as the number of days missed. If a student is present for all days except the day of a test, then he/she must take that test on the day he/she returns to school.

## TYPES OF ABSENCES

### I. **Excused Absences**

- A. Personal Illness
  1. Physician's documentation must be submitted.
  2. Xerox copies will be verified.

- B. Serious Illness in The Family with Documented Verification
  - Parent must contact school official by phone or in person to verify.
- C. Death in the Family
  - 1. Absence is not to exceed one (1) week.
  - 2. Obituary or memorial card may be submitted for documentation, and parent/guardian must contact a school official by phone or in person to verify.
- D. Recognized Religious Holidays of the Student's Own Faith
  - Parent must contact school official by phone or in person to verify.
- E. School-Sponsored Activity or Trip
- F. Military Procedure That Requires Students to Miss Class Time
  - Documentation must be submitted.
- G. Subpoena Requiring Court Appearance
  - Court-issued school excuse may be submitted for documentation, and parent/guardian must contact school official by phone or in person to verify.

## **II. Unexcused Absences**

- A. All Absences Not Listed as "Excused" in **Section A** (above)
- B. Suspensions
  - In accordance LA Bulletin 741: "a student is allowed to make up his work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner."
- C. Missed School Assignments
  - Makeup work is the prerogative of the student's teacher(s).
- D. Disagreements/Disputes
  - Disagreements/disputes regarding unexcused absences may be presented to the principal.

## **III. Extenuating Circumstances**

- A. The only exception(s) to the attendance regulation shall be the following extenuating circumstances that shall be verified by the principal:
  - 1. An extended personal physical or emotional illness as verified by a physician,
  - 2. An extended hospital stay as verified by a physician,
  - 3. An extended recuperation from an accident as verified by a physician,
  - 4. An extended contagious disease within a family as verified by a physician,
  - 5. A prior school system-approved travel for education,
  - 6. A death in the family (not to exceed one week), and
  - 7. A natural catastrophe and/or disaster.

### **WEST OUACHITA HIGH SCHOOL ATTENDANCE RECOVERY PROGRAM**

- Attendance secretaries will closely track student absences. When a student receives his/her sixth (6<sup>th</sup>) unexcused absence in a class, **the student receives an F6 for that class. See Attendance Policy above.**

- In order to clear an F6, the student must attend WOHS's Saturday Seminar. **Each** unexcused absence, six and greater, requires one (1) Saturday Seminar session for recovery. **Only one (1) day's absence can be recovered per Saturday Seminar session.**
- The Saturday Seminar will be held at West Ouachita High School from 8:00 a.m. to 12:00 p.m.
- Students who are tardy to a Saturday Seminar may not be admitted to that session.
- Classroom teachers may assign student work on Edgenuity or provide work for the students to complete during Saturday Seminar.
- If a student is dismissed from Saturday Seminar due to a rule infraction or discipline issue, the day will not count towards recovery.

**NOTE:** If a **graduating senior** does not complete his/her attendance recovery or his/her makeup work by the last full day of school before **senior finals testing** begins, that student will not be eligible to participate in the graduation ceremony because graduation requirements will not have been met.

## TARDIES

*CLASS TARDINESS IS DEFINED AS  
NOT BEING INSIDE THE CLASSROOM WHEN THE TARDY BELL RINGS.*

- If a student uses any means of **transportation other than the school bus**, regardless of the circumstances, tardies will be unexcused.
- **Between classes**, a four-minute interval allows students to change classes before the tardy bell rings. Those four (4) minutes are strictly for changing classes. If a student goes to the restroom, locker, or anywhere else without permission, he/she does so on his/her own and is responsible for arriving on time to class.
- **The Agriculture Department** will allow more time for students to enter class and will dismiss early to compensate for the distance between the main building and the Agriculture building. On days of inclement weather, every attempt will be made to provide a bus to take students from the corner of the auditorium to the Agriculture building.

## PENALTIES FOR TARDIES

*Tardies accumulate as a total number -- not per hour. Accumulation does NOT restart at mid-term.*

- 1<sup>st</sup> Tardy – Designated Staff/Teacher records tardy in the computer, and student is warned.
- 2<sup>nd</sup> Tardy – Designated Staff/Teacher records tardy in the computer and contacts parent/guardian by phone or written notice.
- 3<sup>rd</sup> Tardy – Designated Staff/Teacher records tardy in the computer and assigns student to lunch detention to write a paragraph on punctuality, and parent/guardian is notified.

- 4<sup>th</sup> Tardy – Designated Staff/Teacher records tardy in the computer and submits minor referral form to an assistant principal. Student is assigned one (1) day of lunch detention, and parent/guardian is notified.
- 5<sup>th</sup> Tardy – Designated Staff/Teacher records tardy in the computer and submits minor referral form to an assistant principal. Student is assigned two (2) days of lunch detention, and parent/guardian is notified.
- 6<sup>th</sup> Tardy – Designated Staff/Teacher records tardy in the computer and submits **major referral** form to an assistant principal. Student is assigned Saturday Seminar, parent/guardian is notified, and truancy is notified. **Student will be required to take ALL mid-terms or finals, depending on the semester.**
- 7<sup>th</sup> Tardy – Designated Staff/Teacher records tardy in the computer and submits **major referral** form to an assistant principal. Student is assigned 1 day of In-School Detention (ISD), parent/guardian is notified, and truancy is notified.
- 8<sup>th</sup> Tardy – Designated Staff/Teacher records tardy in the computer and submits a **major referral** form to an assistant principal. Student is assigned 1-3 day(s) of Out of School Suspension, parent/guardian is notified, and truancy is notified.
- 9<sup>th</sup> Tardy - Designated Staff/Teacher records tardy in the computer and submits a **major referral** form to an assistant principal. Student is assigned 3 days of Out of School Suspension, parent/guardian is notified, and truancy is notified.
- 10<sup>th</sup> Tardy – Student may be assigned 5 days of Out of School Suspension, recommended for alternative placement, parent/guardian is notified, and truancy is notified.

## **LATE TO SCHOOL**

- Any student that **arrives at school from 7:55 to 8:20 a.m.** must get a late to school slip from the staff on duty at the student entrance door and present that slip to his/her first period teacher.
- If a student **arrives at school after 8:20 a.m.**, he/she must report to the Main Office, sign in, and get an admit slip to class to present to his/her first period teacher.
- Seat Time Recovery for Late to School:
  - Students will have to make up seat time once they have accumulated six (6) late to school.

## **PENALTIES FOR LATE TO SCHOOL**

- Penalties for late to school will be the same as tardies to class.
- Late to school and tardies will be **COMBINED**
  - Example: A student has 2 late to schools and 3 tardies to class, that student will be on penalty for 5<sup>th</sup> tardy.

## **TRUANCY**

Ouachita Parish's Truancy Officer helps manage students who are having problems with absences and tardies. The school or parent may contact the Truancy Officer when help is needed in enforcing attendance requirements. Truancy visits can be scheduled by contacting the Ouachita Parish Sheriff's Office at (318) 329-1200 by 9:00 a.m. each morning. In the event that a child is refusing to go to school, the parent/guardian may also call the Sheriff's Office at (318) 329-1200 to report. Once this call has been made, a Truancy Officer will be immediately dispatched to the home to assist the parent. Ouachita Parish Truancy Office – (318) 410-2432 • (318) 410-2432 • (318) 410-2409

## **REVOCATION OF DRIVING PRIVILEGES**

A minor who is at least fifteen (15), but less than eighteen (18), years of age may have his driving privileges denied or suspended if he withdraws from school prior to graduation or has been determined to be habitually absent or tardy. The driving privileges will be suspended indefinitely, not to exceed the student's eighteenth (18<sup>th</sup>) birthday.

Exception: A minor who is at least seventeen (17) years of age and who has been issued a Louisiana high school equivalency diploma shall be considered exited from high school and is not subject to the compulsory school attendance.

## **OUACHITA PARISH SCHOOL BOARD SCHOOL NURSE PROGRAM AT WEST OUACHITA**

The school nurse program continues to expand services and strives to fulfill mandated legislation. The primary goal is for the health, safety, and welfare of all students. The school nurse is available at your school (as determined by the parish) for assessment of health concerns, health counseling, and education for students and staff. The nurse serves as a health resource available by appointment and/or during a crisis. He/she develops health care plans for students with medical needs that require medication and/or assistance at school or school-related activities (physical assessments are required to develop appropriate health plans).

During the school year, the topics of breast self exam, cervical cancer, sexually transmitted diseases, and abstinence may possibly be discussed with your child, depending on the academic schedule.

The school nurse must be notified with any changes that occur in your child's medical condition, and must be provided all needed medical information and doctors' orders in a timely manner in order to facilitate your child's continued medical care. If you are aware that your child will need medical care, medication, or special needs, please schedule an appointment with your school nurse as soon as possible.

**It is of great importance that you contact the school nurse and/or guidance office in a timely manner with any phone number or address changes to facilitate the best care for your child, especially during an emergency.**

### **ILLNESSES**

Students should not come to school if they have any of the following illnesses:

- **Conjunctivitis** (pink eye) that is not being treated
- **Fever** greater than 100° F
  - Before returning to school, student must be fever-free for forty-eight (48) hours without medication and with a doctor's excuse.
  - Due to COVID-19, students may return when fever-free after a minimal 10 day quarantine period if they meet the CDC/OPSB requirements.
- **Lice**
  - Before returning to school, student must be treated and be checked by the nurse in accordance with the OPSB No-Nit Policy.
- **Diarrhea and/or Vomiting**
  - Before returning to school, student must be free of these symptoms for twenty-four (24) hours without medication.

## **STUDENT MEDICAL INFORMATION**

All medication must be brought directly to the nurse's office with doctor's orders for diagnosis and dispensing exceptions

The education system is covered by the *Family Educational Rights and Privacy Act (FERPA)* and in some cases covered by *Health Insurance Portability and Accountability Act (HIPPA)*.

Medical information on individual students may be released to administrators, faculty, and staff, as needed, for the student's safety and/or improving academic learning.

If a student informs school personnel of his/her medical condition (depression, illness, etc.) or that of another student, that information is to be directed to the student's guidance counselor or school nurse as soon as possible.

Students should be instructed to refrain from discussing other students' medical information. In addition, if students are heard discussing another student's medical issues, they are to be directed to end the conversation and made aware that personal information is not to be discussed.

The individual, not Ouachita Parish School Board, can be held liable if he/she is found to be discussing a student's medical information with someone other than a pertinent team member.

## **MEDICATION IN SCHOOL**

The Louisiana State Legislature updated the school medication law in 2012 (R.S. 17:436.3, Act 87, and Act 858). The Ouachita Parish School Board has established guidelines and procedures in order to be in compliance with the Louisiana State Legislature regarding medication in school.

"Medication shall not be administered to any student without an order from a Louisiana, or adjacent state, licensed physician, dentist, or other prescriber authorized in the state of Louisiana, and it shall include the following information:

- The student's name,
- The name and signature of the physician/dentist,
- Physician/dentist's business address, office phone number, and emergency phone numbers,
- The name, frequency, and time of the medication,
- The route and dosage of medication, and
- A written statement of the desired effects and the child-specific potential adverse effects."

As a general principle, medications will not be given at school. However; when circumstances arise in which a student must take medication at school, the following will be adhered to:

- I. Medication must be brought to the school by a PARENT/GUARDIAN in the container issued and appropriately labeled by the pharmacy.
  - A. Parents/Guardians must sign the medication form stating the medication received and the number dispensed.

- B. No more than twenty-five (25) doses in a tablet form can be kept at the school for each child at one time.
  - C. **It is recommended that all medication be dispensed in blister packs.**
- II. If a medication or dosage is changed, contact the school nurse as soon as possible.  
A new order and new pharmacy-labeled bottle will be required.
- III. All medication must be documented with the school nurse.  
This includes Epi-Pens and inhalers. Students with prescriptions for Epi-Pens and asthma inhalers should **ALWAYS** keep them on their person, even if it has been a significant amount of time since the last attack.
- IV. If medication is found in a student's possession, whether prescribed or over-the-counter, student will be subject to disciplinary action. (See *Discipline* for this offense on page 37.)  
The **ONLY** exceptions are inhalers and Epi-Pens, but these medications still require the above-mentioned documentation with the school nurse.
- V. Antibiotics should be given in such a timely manner that the student may receive them at home, if at all possible.  
The first dose of any medication should be given at home at least twenty-four (24) hours in advance to watch for any reaction before the student returns to school.

A PARENT/GUARDIAN MAY ADMINISTER MEDICATION TO HIS/HER CHILD AT SCHOOL WITHOUT ANY OF THE ABOVE REGUALTIONS.

#### **HEALTH CHANGES / NEEDS**

The school nurse must be notified of any changes that occur in your child's health condition, and provided with updated telephone numbers and address changes in a timely manner to facilitate the best care for your child, especially in the case of an emergency.

### **OUACHITA PARISH SCHOOL SYSTEM STUDENT CODE OF CONDUCT**

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

We expect our students to be able to perform at his/her fullest potential. We believe that in order to develop competent, responsible, motivated individuals we must provide a safe environment that is conducive to learning. Therefore, we expect our students to know and understand the following general rules of conduct and apply these rules to them on a daily basis.

#### **STUDENTS ARE EXPECTED TO:**

- Attend school whenever classes are in session;
- Respect all school personnel and other students at all times;

- Be on time for school and all classes;
- Know the rules, policies, and procedures of the school and follow them at all times; and
- In general, conduct themselves, at all times, in a manner that is educationally acceptable at school as well as acceptable to our society.

Each of our schools provides students and parents with school Handbook that identify and explain rules, policies, and procedures that are either parish wide or specific to that school. Also, these handbooks outline the procedures to be followed by teachers and administrators when called upon to discipline students in violation of any rule, policy, or procedure at school.

### **WEST OUACHITA HIGH SCHOOL STUDENT CODE OF CONDUCT**

West Ouachita High School deems, as is stated in its Mission Statement, that its purpose is to provide all students the opportunity to develop intellectually and socially in order to meet the challenges of a changing world. In order for us to accomplish this mission, the conduct of students and the manner in which they discipline themselves is of vital importance. Because adhering to the expectations of a Student Code of Conduct will help provide a safe and wholesome environment for all students, they should:

- Respect all school personnel and other students at all times;
- Know the rules, policies, and procedures of the school as stated in the *Student Handbook* and follow them at all times; and
- Attend school each day and be on time where time is involved, just as they will be expected to do in their future employment.

By following the above Code of Conduct, students will be conducting themselves in a manner that is educationally acceptable as well as acceptable to our society.

### **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS) PROGRAM**

At West Ouachita High School, appropriate and positive behavior is encouraged and rewarded through the Positive Behavior Intervention and Support (PBIS) program. Every student at West Ouachita should know the theme for this program: R.E.A.L. R.E.A.L. represents the key behavioral foundations expected of students: *Respectful, Engaged, Accountable, Leader*. Students should respect everyone, be engaged throughout the school day, be accountable for all decisions they make, be leaders in their school and community. Rewards for referral-free students may include test exemptions, free days, and other special activities.

## **DISCIPLINE**

**It is each student's responsibility to report to Student Services any problem encountered with another student or any problem observed between other students that may need administrative attention.**

The following discipline policy is designed to coordinate with the school's Mission Statement. To help provide a classroom environment that is conducive to the student's ability to learn, the following will be enacted:

- I. Talking in Class, Not Having Proper Materials in Class, Sleeping in Class, etc.**
  - A. 1st Offense – Teacher will record the infraction on the school PBIS Intervention form, contact the parent/guardian, and punishment work MAY be assigned.
  - B. 2nd Offense – Teacher will record the infraction on the school PBIS Intervention form, contact the parent/guardian, and punishment work MAY be assigned.
  - C. 3rd Offense – Teacher will record the infraction on the school PBIS Intervention form, contact the parent/guardian, and punishment work MAY be assigned.
  - D. 4th Offense - Three days of Lunch Detention
  - E. 5th offense – In-School Detention (ISD)
  - F. 6th offense – Saturday Seminar (if available) or Suspension
  
- II. Possession of Any Tobacco, Vapes, Lighters, and/or any other Tobacco Products**
  - A. 1<sup>st</sup> Offense – 3 Days Out of School Suspension OR Saturday Seminar
  - B. 2<sup>nd</sup> Offense – 3 Days Out of School Suspension, must go see CWA officer
  - C. 3<sup>rd</sup> Offense – 5 Days Out of School Suspension with recommendation for alternative placement, must go see CWA officer

An administrator may use discretion in assigning disciplinary consequence.

**\*\*If substance in device comes back as controlled substance, student will be recommended for expulsion per LA Law.\*\***
  
- III. Possession of Alcohol Product**
  - A. 1<sup>st</sup> Offense – 1-3 Days Out of School Suspension
  - B. 2<sup>nd</sup> Offense – 3 Days Out of School Suspension
  - C. 3<sup>rd</sup> Offense – 5 Days Out of School Suspension with recommendation for alternative placement, and must go see CWA officer.
  
- IV. Skipping/Leaving Class, Campus, or Other Locations without Permission**
  - A. 1st Offense – 1 Day of ISD or Saturday Seminar
  - B. 2nd Offense – Saturday Seminar or 3 days of ISD
  - C. 3rd Offense – 3 Days Out of School Suspension and must go meet with CWA officer
  - D. 4th Offense – 5 Days Out of School Suspension with recommendation for alternative placement
  
- V. Defacing or Destroying Property**
  - A. 1st Offense – 1-3 Days Out of School Suspension and must replace property
  - B. 2nd Offense – 3 Days Out of School Suspension, must replace property, and meet with CWA officer

- C. 3rd Offense – 5 Days Out of School Suspension with recommendation for alternative placement, must go see CWA officer, and replace property

**VI. Willful Disobedience/Being Disrespectful Towards Other Students**

- A. 1st Offense – 1 Day of ISD
- B. 2nd Offense – 3 Days of ISD
- C. 3rd Offense – 3 days Out of School Suspension and must go see CWA officer
- D. 4th Offense – 5 Days of Out of School Suspension with Recommendation of Expulsion

**An administrator may use discretion in assigning disciplinary consequence.**

**VII. Being Disrespectful Towards Teachers or Staff**

- A. 1st Offense – 1-3 Days of ISD
- B. 2nd Offense – 2 Days of Out of School Suspension
- C. 3rd Offense – 3 days Out of School Suspension and must go see CWA officer
- D. 4th Offense – 5 Days of Out of School Suspension with Recommendation of Expulsion

**An administrator may use discretion in assigning disciplinary consequence.**

**VIII. Makes an unfound charge against authority**

- A. 1st Offense – 1-3 day Out of School Suspension
- B. 2<sup>nd</sup> Offense – 3 days Out of School Suspension, must go see CWA officer
- C. 3<sup>rd</sup> Offense – 5 days Out of School Suspension, Recommend expulsion, must go see CWA officer

**IX. Conducts or habits injurious to his/her associates**

- A. 1st Offense – ISD or Out of School Suspension (depends on severity)
- B. 2nd Offense – Out of School Suspension, must go see CWA officer
- C. 3rd Offense – 5 days Out of School Suspension with Recommendation of expulsion, must go see CWA officer

**An administrator may use discretion in assigning disciplinary consequence.**

**X. Use of Profane Language or Derogatory Comments in Classroom, Hallways, or Any Area on Campus**

- A. 1st Offense – ISD or Saturday Seminar
- B. 2nd Offense – Suspension
- C. 3rd Offense – Suspension
- D. 4th Offense – Suspension and must go see CWA officer
- E. 5th Offense – Suspension with recommendation for alternative placement hearing with CWA officer

**An administrator may use discretion in assigning disciplinary consequence.**

**XI. Writes profane and/or obscene language or draws obscene pictures**

- A. 1<sup>st</sup> Offense – 1 Day ISD OR Saturday Seminar OR Out of School Suspension, must clean and/or remove
- B. 2<sup>nd</sup> Offense – 3 Days Out of School Suspension, must go see CWA officer
- C. 3<sup>rd</sup> Offense – 5 Days Out of School Suspension with Recommendation for alternative placement, must go see CWA officer

**XII. Committing Immoral or Vicious Acts**

- A. 1<sup>st</sup> Offense – 1 Day Out of School Suspension
- B. 2<sup>nd</sup> Offense – 3 Days Out of School Suspension, must go see CWA officer
- C. 3<sup>rd</sup> Offense – 5 Days Out of School Suspension with Recommendation for alternative placement, must go see CWA officer

**XIII. Possessing Weapons**

Suspension with Recommendation for Expulsion. The law requires that the school call the proper authorities. (*See page 40.*)

**XIV. Possession of Imitation/Toy Weapons**

- A. 1<sup>st</sup> Offense – 1-3 Days Out of School Suspension OR 5 Days Out of School Suspension with the Recommendation for expulsion (depends on severity and/or repeated offense)

**XV. Stealing**

- A. 1<sup>st</sup> Offense – 1-3 Days Out of School Suspension, must return property, and/or make restitution
- B. 2<sup>nd</sup> Offense – 3 Days Out of School Suspension, must meet with CWA officer, must return property, and/or make restitution
- C. 3<sup>rd</sup> Offense – 5 Days Out of School Suspension with recommendation for alternative placement, must go see CWA officer

**XVI. Restroom Protocol – More than 1 student in an enclosed stall in the restroom**

- A. 1<sup>st</sup> Offense – Lunch Detention
- B. 2<sup>nd</sup> Offense – Saturday Seminar
- C. Subsequent Offenses – Out of School Suspension (OSS)

**XVII. Being in Unauthorized Areas**

- A. 1<sup>st</sup> offense – ISD
- B. 2<sup>nd</sup> offense – Saturday Seminar
- C. Following offenses – Suspension
- D. Unauthorized Areas Include But Not Limited To:
  - i. Elevator – only persons given permission to use the elevator are allowed
  - ii. Lower Stairwell by the Catwalk
  - iii. Hallways with Classes during Lunch
  - iv. Transformer in Front of the School
  - v. Parking Lots at Unauthorized Times

**XVIII. Fighting/Instigating a Fight (in person or electronically) – Fighting on the school campus or at school-sponsored events is strictly forbidden. (*See page 40.*)**

- A. Each student is to do whatever is necessary to avoid being in a fight or to stop a possible fight between classmates. Students should report any problems to an administrator.
- B. 1st Offense – 3-day Suspension or recommendation for alternative placement, must go see CWA officer

- C. 2nd Offense – 5 Days Out of School Suspension with recommendation for alternative placement
- D. Major Fight/Gang/Group – 1st Offense – 5 Days Out of School Suspension with recommendation for alternative placement.

**XIX. Videoing/Posting Images with Any Inappropriate Behavior (fights, bullying, posting video/pictures on social media/electronic communication without school consent)**

- A. 1<sup>st</sup> Offense – 1 to 3-day Out of School Suspension
- B. 2<sup>nd</sup> Offense – 3-days Out of School Suspension and must go see CWA officer.
- C. 3<sup>rd</sup> Offense – 5 Days Out of School Suspension, recommendation for alternative placement, and must go see CWA officer.

**XX. Disturbs the school or habitually violates the rules**

- A. 1<sup>st</sup> Offense – 1 Day of In-School Detention or Saturday Seminar (depends on severity)
- B. 2<sup>nd</sup> Offense – 1-3 Days of Out of School Suspension
- C. 3<sup>rd</sup> Offense – 3 Days of Out of School Suspension, must go see CWA officer
- D. 4<sup>th</sup> Offense – 5 Days of Out of School Suspension with Recommend for expulsion, must go see CWA officer.

**XXI. Forgery (includes but not limited to: Dr. excuses, homework, test, etc.)**

- A. 1<sup>st</sup> Offense – 1-3 Days Out of School Suspension
- B. 2<sup>nd</sup> Offense – 3 Days Out of School Suspension, must go see CWA officer
- C. 3<sup>rd</sup> Offense – 5 Days Out of School Suspension with Recommendation of Expulsion

**XXII. Cheating (*See page 51.*)**

**XXIII. Violates Traffic and Safety Regulations (*see page 52-53*)**

- A. 1<sup>st</sup> Offense – Loss of privilege to have vehicle on campus for 1 week
- B. 2<sup>nd</sup> Offense – 3 Days of ISD AND loss of privilege to have vehicle on campus for 1 month
- C. 3<sup>rd</sup> Offense – 3 Days Out of School Suspension, loss of privilege to have vehicle on campus for 1 year, and must go see CWA officer
- D. 4<sup>th</sup> Offense – 5 Days Out of School Suspension with recommendation for alternative placement, and must go see CWA officer

**XXIV. Harassment, Intimidation, and Bullying/Cyber Bullying (*See page 43.*)**

**XXV. Violates Commons/Lunch room rules**

- A. 1<sup>st</sup> Offense – 1 Day of lunch detention
- B. 2<sup>nd</sup> Offense – 1 Day of ISD
- C. 3<sup>rd</sup> Offense – 3 Days of ISD
- D. 4<sup>th</sup> Offense – 1-3 Days Out of School Suspension and must go see CWA officer.
- E. 5<sup>th</sup> Offense – 5 Days Out of School Suspension, recommendation for alternative placement, must go see CWA officer.

**XXVI. Body Armor (*See page 44.*)**

**XXVII. Possession of Drugs/Drug Paraphernalia (See pages 40-41.)**

**XXVIII. Cell Phone/Audio Equipment (See pages 46-47.)**

**XXIX. Sexual Harassment (See pages 47-48.)**

**XXX. Violating Technology Policy**

- A. 1st Offense – 1-3 Days Out of School Suspension**
- B. 2nd Offense – 3 Days Out of School Suspension and must go see CWA officer**
- C. 3rd Offense – 5 Days Out of School Suspension with recommendation for alternative placement, and must go see CWA officer**

**XXXI. Terrorizing**

Any student found guilty of a terrorizing threat shall be recommended for expulsion from school. (See pages 48-49.)

**XXXII. Sexting**

Recommendation for Expulsion (See page 44.)

**XXXIII.** *Every situation cannot be covered in this handbook. In that case, all other behaviors determined to be inappropriate by an administrator will result in punishment determined by that administrator.*

*Suspended students will not be allowed to attend any school activities or functions while suspended. As indicated above, West Ouachita High School strives to provide an environment conducive for students to learn. Thus, at any time, if the severity of the behavior warrants, the administration can make adjustments to the discipline policy.*

### **FIGHTING**

The Ouachita Parish School Board considers fighting an extremely serious offense that may result in expulsion for the remainder of the current semester or school year. All students participating in gang-related fights, planned fights, or extremely violent fights will be recommended for expulsion for the current semester or the entire school year. All students participating in minor fights or scrapes should be suspended for three (3) days, in addition to a conference with parents, principal, and the Director of Child Welfare being conducted. All fights thereafter shall be considered major, and expulsion shall be recommended. 318-432-5610

### **DRUG / WEAPON POLICY**

**R.S. 17:416 was amended by Act 385 of the 2007 Legislature to change the required minimum periods of expulsion of students for knife, firearm, and drug offenses. Governor Blanco signed the bill on July 10, 2007. The effective date of the new law was August 15, 2007.**

- The principal shall immediately suspend a student who is found carrying or in possession of a firearm, knife, or other dangerous instrumentality. The principal shall also immediately suspend a student who possesses, distributes, sells, gives, or loans any

controlled dangerous substances governed by the Uniform Controlled Dangerous Substances law in any form. **The principal shall also immediately recommend the student's expulsion.**

- **In grades 6-12, a firearm or knife offense requires an expulsion from school for four (4) complete semesters.**
- Any student **sixteen (16) years of age or older** found guilty of possession of, or knowledge and intentional distribution of, **OR** possession with intent to distribute any illegal narcotic, drug, or other controlled substances on school property, on a school bus, or at a school-sponsored event pursuant to a hearing as provided for by R.S. 17:416(C)(1) shall be expelled from school for **four (4) complete semesters**.
- Any student who is under **sixteen (16) years of age and in grades six (6) through twelve (12)** and who is found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substances on school property, on a school bus, or at a school-sponsored event pursuant to a hearing as provided for by R.S. 17:416(C)(1) shall be expelled from school for **two (2) complete semesters**.
- Local school superintendents do have the authority to modify the length of the four-semester minimum period on a case-by-case basis, provided that such modification is in writing.

Act 385 also changed the law to state the following:

- It will now be discretionary whether or not to expel a student for a fourth suspension for all other disciplinary offenses; and
- A student expelled for knife, firearm, and/or drug-related offenses is required to provide documentation that the student has participated in a rehabilitation or counseling program related to the offense causing the expulsion. Said rehabilitation/counseling must take place **before readmission to school, including alternative education placement.**

#### **OVER-THE-COUNTER OR PRESCRIPTION DRUGS**

**A student found guilty of abusing over-the-counter or prescription drugs may be subject to suspension and/or expulsion from school pursuant to the Ouachita Parish School Board Discipline Policy and Procedure Manual.**

Any student found to be in possession of any unauthorized over-the-counter or prescription drugs will be disciplined in the following manner:

- 1<sup>st</sup> Offense – Principal or Designee conferences with student and parent/guardian advising them of Louisiana State Law and Ouachita Parish School Board policy concerning the administration of medication.
- 2<sup>nd</sup> Offense – Student is suspended for three (3) days. Student and parent/guardian conferences with the Director of Child Welfare and Attendance.
- 3<sup>rd</sup> Offense – Student is recommended for expulsion for the remainder of the semester or the remainder of the school year.

## STUDENTS TESTING POSITIVE ON RANDOM DRUG TESTING

All students participating in school-sponsored  
**DESIGNATED EXTRA-CURRICULAR GROUPS (DECG)**

are subject to random drug testing in accordance with this policy.

The date of testing will be determined by the school board's designated lab.

If a student tests positive for any drug, he/she must adhere to the following:

### I. **ARTICLE I**

- A. 1<sup>st</sup> Offense – Parents are notified in writing and must meet with the school principal. A minimum of eight (8) hours of drug counseling provided by a certified drug counselor chosen and paid for by the parents, will be required. Drug counseling should begin at the earliest possible date of scheduling and must begin within two (2) weeks of the positive drug test. Drug counseling must be completed within six (6) weeks of the starting date. Written proof of completion of the eight (8) hours of drug counseling must be presented by the student to the principal. A student testing positive on the initial test will be retested during the course of the drug counseling session. This retest will be done by the counseling facility or the School Board's designated lab and will be performed at the parents' expense. Written proof of a negative retest must also be presented to the principal by the student. Copies of both counseling completion and the negative test results are to be forwarded to the Supervisor of Drug Free Schools. Failure to comply with any portion of this regulation could result in expulsion from school for the remainder of the year.
- B. 2<sup>nd</sup> Offense – Student is suspended for three (3) days and eight (8) additional hours of drug counseling (at parents' expense) and a drug retest is required. All regulations listed under the 1<sup>st</sup> offense (above) apply for 2<sup>nd</sup> offense.
- C. 3<sup>rd</sup> Offense – Student is expelled from school for the remainder of the year. The student must present proof of a negative test administered by an OPSB-approved agency before being readmitted into an OPSB school.

### II. **ARTICLE II**

Any student involved in school-sponsored Designated Extra-Curricular Groups (DECG) who tests positive for any drug must adhere to the following:

1. Student will be suspended from that DECG until a negative test has been obtained.
2. Student will not be allowed to practice or compete in any DECG until a negative test has been obtained. This retest will be done at the parents' expense.
3. Student must follow the above-outlined Article I procedures for each offense.
4. A student whose drug retest results are positive will be suspended from that DECG for the remainder of the season.
5. A student who refuses to be retested will be dismissed from all DECG programs, and expulsion could result.

## **SUSPENSIONS / DETENTIONS**

### **IN-SCHOOL DETENTION (ISD)**

In lieu of an At-Home Suspension (OSS) for unacceptable behavior, the In-School Detention (ISD) program may be assigned by the administrator. Failure to attend ISD will result in a suspension for the next day(s). The student should come prepared for regular school performance with pencils, pens, paper, and all textbooks. Failure to bring all necessary items to the ISD classroom will result in the student not being accepted in the class. In addition, the student's unexcused absence shall cause him/her to be referred to the Supervisor of Child Welfare and Attendance who may file charges with the District Attorney's Office for violation of Louisiana School Attendance Law.

### **LUNCH DETENTION**

Lunch detention students shall report immediately to the designated detention site or to an administrator in the cafeteria (if the student is eating lunch) before getting lunch and before the tardy bell rings. If the student does not report to lunch detention on time, he/she shall report to lunch detention the next day to make up the number of minutes he/she was late to the original detention.

## **OUACHITA PARISH SCHOOL BOARD HARASSMENT, INTIMIDATION, AND BULLYING POLICY**

### **CYBER BULLYING**

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

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

Any student, school employee, or school volunteer who, in good faith, reports an incident of harassment, intimidation, or bullying to the school administration shall be immune from a right of action for damages arising from any failure to remedy the reported incident.

The Ouachita Parish School System will not tolerate (zero-tolerance) any harassment, intimidation, or bullying of students on school property or on a school bus riding to or returning from school. Incidents of cyber bullying of a student will be treated in the same manner regardless of the origin of the message being sent. The school administrator shall investigate any reported incident of harassment, intimidation, or bullying. Should the investigation determine that an incident has occurred, the student(s) involved shall be disciplined in accordance with this policy. The disciplinary action may include a conference with the student(s) involved and their parents/guardians, a warning, or, in more serious cases as determined by the administrator, suspension or expulsion from school as follows:

- 1<sup>st</sup> Offense – 1- to 3-day suspension; counseling required
- 2<sup>nd</sup> Offense – 1- to 5-day suspension; counseling required
- 3 or more Offenses – 1- to 5-day suspension or a recommendation for expulsion

*A school administrator may recommend expulsion for ANY offense of this nature if, in the judgment of the administrator, the seriousness of the incident merits such action. LEGAL REFERENCE: Louisiana RS: 17:416.13*

## **OUACHITA PARISH SCHOOL BOARD BODY ARMOR POLICY**

The wearing of Body Armor by students or non-students on school property, buses, or school functions is prohibited.

When violation occurs, the law requires the following:

- Immediately notify the student's parents/guardians;
- Report offense and/or seizure to the appropriate law enforcement officials within seventy-two (72) hours of the violation or seizure;
- May be issued a misdemeanor summons; and
- May be fined not more than \$500.00 or sentenced to not more than forty (40) hours of community service, or both.

LEGAL REFERENCE: Louisiana RS: 14:95.9

## **LA REV STAT § 14:81.1.1 SEXTING**

A.

- (1) No person under the age of seventeen years shall knowingly and voluntarily use a computer or telecommunication device to transmit an indecent visual depiction of himself to another person.
- (2) No person under the age of seventeen years shall knowingly possess or transmit an indecent visual depiction that was transmitted by another under the age of seventeen years in violation of the provisions of Paragraph (1) of this Subsection.

B. For purposes of this section:

- (1) "Indecent visual depiction" means any photograph, videotape, film, or other reproduction of a person under the age of seventeen years engaging in sexually explicit conduct, and includes data stored on any computer, telecommunication device, or other electronic storage media which is capable of conversion into a visual image.
- (2) "Sexually explicit conduct" means masturbation or lewd exhibition of the genitals, pubic hair, anus, vulva, or female breast nipples of a person under the age of seventeen years.

- (3) "Telecommunication device" means an analog or digital electronic device which processes data, telephonic, video, or sound transmission as part of any system involved in the sending or receiving of voice, sound, data, or video transmissions.
- (4) "Transmit" means to give, distribute, transfer, transmute, circulate, or disseminate by use of a computer or telecommunication device.

## **SEARCHES OF STUDENTS AND SCHOOL PROPERTY**

The Board is the exclusive owner of any public-school building, any desk or locker in the building, or any other area that may be set aside for the personal use of students. **Any administrator, or school resource officer, or teacher may search any building, desk, locker, area, or grounds for weapons, illegal drugs, alcohol, stolen goods, or other materials or objects for which possession is a violation of Board policy.** This includes a random search with a metal detector or a search conducted when there is a reasonable belief that the items sought will be found. Any administrator, school resource officer, or teacher may search a student or the student's personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, Board policy, or a school rule. If a student refuses a search, parents/guardians will be contacted to come to the school.

## **CONFISCATED ITEMS**

It is strictly prohibited for any student to use items such as lasers, audio equipment, ear buds, etc. in the hallways and classrooms during school hours. These items are subject to theft and/or loss at your own risk.

Students with these items in the building or during school hours will be disciplined in the following manner:

- **1<sup>st</sup> Offense** – Item(s) will be taken from the student and turned over to a school administrator. A parent will be contacted, and the item will be returned to the parent between the hours of 1:00 p.m. and 3:00 p.m. on the first Thursday following the passage of fifteen (15) calendar days from the date of the offense. The student will also be required to perform two (2) hours of detention.
- **2<sup>nd</sup> Offense** – First offense action will be repeated **and** the student will be assigned In-School Suspension (ISS) or Saturday Seminar.
- **3<sup>rd</sup> Offense** – First offense action will be repeated **and** the student will be suspended from school for one (1) day.
- **4<sup>th</sup> Offense** – First offense action will be repeated **and** the student will be suspended from school for three (3) days. Both the student and a parent will be required to meet with a Child Welfare and Attendance Officer, and the student will be prohibited from having possession of any such item in a school building, on school grounds, or on a school bus.

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

## CELL PHONES / AUDIO EQUIPMENT

As outlined in Louisiana RS 17:239, students are prohibited from using or operating cell phones or any electronic telecommunication device in any public-school building, on the grounds thereof, or in any school bus used to transport public students. For this policy, cell phone “use or operation” is defined as the cell phone being in the “on” position or mode. During regular school hours, student cell phones are required to be kept out of sight and turned “off” while in a school building, on school grounds, or on a school bus. This policy is inclusive of any electronic telecommunication device in a student’s possession. **This includes but not limited to: ear buds and headphones.**

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

- **First offense:** Parent/Guardian will be called. Parent/Guardian may pick the device up prior to 3:00 pm Monday-Friday. Student receives a written report (minor infraction).
- **Second offense:** Parent/Guardian will be called. Parent/Guardian may pick the device up prior to 3:00 pm Monday-Friday. Student assigned to ISD or Saturday Seminar (minor infraction or written referral).
- **Third offense:** Parent/Guardian will be called. Parent/Guardian may pick the device up prior to 3:00 pm Monday. Students assigned 2 days ISD or 2 days of Saturday Seminar.
- **Fourth offense:** Parent/Guardian will be called. Parent/Guardian may pick up the device prior to 3:00 pm Monday-Friday. The student will be given up to 3 days out of school suspension, must see CWA officer.
- **Fifth Offense –** Parent/Guardian will be called. Student will be suspended out of school for 5 days with recommendation for alternative placement, must go see CWA officer, student will lose privilege to have cell phone for the remainder of the year.

\*Phones should not be needed for classroom instruction since all have Chromebook access.

\*Parents/guardians need to be aware that there is no excuse (including that the parent/guardian is attempting to contact the student) for a student to be on their cell phone during the day. If a parent needs to communicate with a student they need to contact the main office of the school.

**\*If parent and/or student refuse the “parent pick up” option, the student will receive a 3 day suspension and will be responsible for all coursework virtually.**

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

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

Inappropriate use of cell phones with camera capabilities may result in ***immediate suspension and/or expulsion.***

If a student must temporarily leave the classroom for any reason, his/her cell phone must be left in the room with the teacher.

## **PORNOGRAPHIC MATERIALS**

The bringing of any physical or electronic pornographic materials onto school grounds, school bus, and/or school activity is strictly forbidden. Students not adhering to this policy may be subject to suspension and/or expulsion from school. This policy includes books, magazines, pictures on clothing, and pornography over the phone, fax, or computer. A copy of *The Acceptable Use Policy for Students* which students must sign before they are allowed to use the school computer, including Internet access, is included in the following pages of the *Student Handbook*.

## **OUACHITA PARISH SCHOOL BOARD SEXUAL HARASSMENT POLICY**

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

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

The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report shall be filed at the conclusion of any investigation of sexual harassment regardless of the outcome of the investigation. Any administrator, teacher, or other employee or student who is found after appropriate investigation to have engaged in sexual harassment of another employee or student

will be subject to disciplinary action appropriate to the offense from a warning up to expulsion or discharge.

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

## **OUACHITA PARISH SCHOOL BOARD TERRORIZING POLICY**

### **I. Definition**

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

### **II. Reporting**

- A. Student – A student who comes into contact with a terrorizing threat will report it immediately to the nearest school employee.
- B. Employee – Any school board employee who is exposed to a terrorizing threat shall immediately report the threat to an administrator of that school.
- C. Administrator – School administrator will analyze the terrorizing threat and contact the School Board Office immediately as well as law enforcement, as deemed necessary.
- D. School Board – Superintendent, Assistant Superintendent, Safety Coordinator, or Director of Child Welfare will call law enforcement, as deemed necessary, if not previously called by school administrator.

### **III. Handling a Threat – Evidence (Type of Threat)**

- A. Note – Written note will be secured in principal's office with as little physical contact as possible.
- B. Graffiti – Area is to be sealed off by administrator. Students/public exposure is to be held to a minimum, if possible. Photographs are to be taken when possible. Graffiti is not to be removed until law enforcement has gathered evidence.
- C. Verbal/Gesture – Report of this type of terrorizing threat is to be investigated by school administrators and acted upon accordingly. This threat includes telephone, internet, and e-mail communications.

### **IV. Communication**

When a terrorizing threat is made, it will be dealt with as follows:

- A. Threat to a Student
  1. Threatened student will be informed of terrorizing threat immediately and maintained in a secure posture in an administrative office with a school employee.

2. Parent(s) of threatened student will be informed immediately. Decision to take student off campus or allow student to remain in school will be made by parents.
- B. Threat to an Employee  
Threatened employee is to be informed immediately.
- C. Media Contact  
The superintendent/designee will serve as the only media contact in a terrorizing threat situation. It is recommended that school administrators and/or teachers refrain from making comments to media.

#### **V. Follow-Up**

- A. School administrator will document threat situation via a detailed written report within twenty-four (24) hours. Copies of the report are to be forwarded to the superintendent/designee.
- B. Superintendent/designee will meet with school administrator(s) to review the threat situation as soon as possible.
- C. School administrator will meet with faculty to discuss/access situation at earliest convenient time. If deemed necessary, school administrator may also meet with student body.
- D. School administrator/superintendent will make themselves available to parental concerns.

#### **VI. Consequences**

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

#### **VII. Law Enforcement**

Terrorizing is against the law as stated in RS 14:40.1 Therefore, a student may be charged with this act of violence according to law enforcement procedure. This statute provides that whoever commits the offense of terrorizing shall be fined not more than fifteen thousand dollars (\$15,000) or imprisoned with or without hard labor for not more than fifteen (15) years, or both.

## **DRESS CODE**

Because the Ouachita Parish School Board consider appropriate dress an important part of the learning process. Students are expected to keep themselves well-groomed and neatly dressed at all times. Students are expected to adhere to the following POLICY set forth by the Ouachita Parish School Board:

- Clothing with suggestive words or pictures will not be allowed.
- Jeans and pants should not have any skin showing.
- Mini-skirts should not be worn.
- Spandex based pants that fit like leggings may only be worn under a regular dress or skirt.
- All shorts need to be appropriate length.
- Hooded garments are discouraged, but will be allowed. Under no circumstance is the hood allowed on the student's head at any time while on school campus or on the school bus. If

the student violates this rule the student will then receive behavior consequences. No hooded garments are allowed when students take any standardized test.

- Ear piercings may be worn if not excessive in size that could pose a safety issue to the student or cause a distraction to the learning environment. Only nose studs may be worn by high school students (grades 9-12). No other piercings are allowed.
- The School Board shall not exclude a student on account of a natural, protective or cultural hairstyle. Natural, protective, or cultural hairstyle shall include, but is not limited to, afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.
- Hair styles or hairdos are required to be clean and neat. Hair styles that cause a disturbance or attract undue attention to a student will not be allowed.
- Shoes/Footwear: Students will not be allowed to wear house shoes, house slippers, or flip-flops. Other backless shoes are discouraged due to safety concerns.

In addition to the policies approved above by the Ouachita Parish School Board, the following dress code regulations will apply at West Ouachita High School:

- No drawstring, elastic waist, jersey and/or gym/athletic shorts are allowed in the regular class setting.
- No clothing should be worn which expresses any type of political agenda.
- Bottoms must be worn at the waist.
- Bandannas may not be worn or displayed.
- Neither boys nor girls may wear hats, caps, or other headwear in the school building.
- Neither boys nor girls may wear tank tops.
- Boys are not allowed to wear sleeveless shirts.
- Shirts/tops revealing any cleavage are not allowed.
- Racer-back style shirts are not allowed.
- All tops worn must come to the waist and not expose the midriff – even when arms are raised.
- No sunglasses may be worn on campus unless prescribed by a physician.
- Skirts, dresses, and split skirts may be no higher than five (5) inches above the knee **when kneeling**.
- Pajama bottoms are not allowed.
- Costumes, unless authorized by a teacher, are not allowed. This includes any costume attire (masks, head pieces, etc.)
- Dog collars are NOT allowed.
- Blankets are NOT allowed.

**This Dress Code also pertains to all school-sponsored, extracurricular activities.**

**In cases regarding items that are not specifically mentioned in the Dress Code, the principal and/or assistant principals will make the determination as to whether dress/grooming is appropriate.**

## **DISCIPLINE FOR DRESS CODE VIOLATIONS**

Teacher will submit a dress code discipline referral form and send the student to the office. Student shall call home to have the violation corrected.

- 1<sup>st</sup> Offense – ISD and parent/guardian notified
- 2<sup>nd</sup> Offense – ISD or Saturday seminar
- 3<sup>rd</sup> Offense – 3 Days Out of School Suspension and must go to CWA
- 4<sup>th</sup> Offense – 5 Days Out of School Suspension with recommendation for alternative placement and must go to CWA

## **CHEATING**

Whenever a student is guilty of cheating, the teacher will collect the student's paper, mark a zero for the work, and notify the parents immediately as to the action taken. To plagiarize is "to take and use as one's own the thoughts, ideas, or writings of another." Plagiarism is cheating and will be dealt with in the same manner as other cheating.

- 1<sup>st</sup> Offense – Student will receive a zero (0) for the assignment and parent/guardian will be notified.
- 2<sup>nd</sup> Offense – 1 Day Out of School Suspension and student will receive a zero (0) for the assignment.
- 3<sup>rd</sup> Offense – 3 Days Out of School Suspension and student will receive a zero (0) for the assignment.
- 4<sup>th</sup> Offense and beyond – 5 Days Out of School suspension with recommendation for alternative placement, student will receive a zero (0) for the assignment.

## **BEFORE- AND AFTER-SCHOOL GYM USE**

The gymnasium facility at West Ouachita High School is contiguous with the main school building and necessitates rules for its use. Anyone found in the facilities without the appropriated adult supervisor will be held accountable to any damages done and will be disciplined in the following manner:

- 1<sup>st</sup> Offense – After-school gym privileges will be revoked for one (1) nine weeks.
- 2<sup>nd</sup> Offense – ISD
- 3<sup>rd</sup> Offense – Suspension

**A school administrator may recommend a student to be expelled on ANY offense of this nature if, in the judgment of the administrator, the seriousness of the incident merits such action.**

## **STUDENT ID CARDS**

Student ID cards will be available upon request.

## HALL PASSES

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission/duties that require them to be there. **Students in the halls during class time must have a hall pass.** Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is never permitted. Failure to follow these rules will result in the following:

- 1<sup>st</sup> Offense – Lunch Detention
- 2<sup>nd</sup> Offense – Two (2) days of Lunch Detention
- Following Offenses – Saturday Seminar / At-Home Suspension (OSS)

At the end of the day, all halls must be cleared immediately. No loitering in doorways or passage ways will be permitted. Any student in the building after 3:30 p.m. must be under the supervision of a faculty member.

## CHECKING IN / OUT OF SCHOOL

If a student arrives at school at any time during the day after 8:20 a.m., he/she must report to the main office, sign in, and get a class admit slip to present to his/her teacher. If the student fails to do so, he/she shall be placed in detention.

If it is necessary for a student to check out of school, the parent/guardian must come to the school and sign a permission slip in Main Office. The form may be signed at any time prior to the desired checkout time. Before students can be checked out of school by anyone other than their parent or legal guardian, the name of the person who will be signing out the student must appear on the form returned by the parent/legal guardian. Because of the school's legal liability concerning its students, **NO** student may be checked out by phone or fax. NO student may check out another student, unless they are siblings. Once **any** student or a student with abbreviated schedule has been checked out, he/she is not allowed to check back in without an official excuse. **If check in/out policy is not followed, student may be suspended or assigned Saturday Seminar.**

## PARKING / PARKING LOT

**STUDENTS WHO ARE ABSENT FROM SCHOOL ARE NOT ALLOWED ON THE CAMPUS; THIS INCLUDES THE PARKING LOTS.**

### I. **Parking Lot Policy**

- A. Students are to properly park their vehicles in the student parking lot in the designated areas.
- B. Students are not to enter any motor vehicle or any designated parking area during their school day without written permission from the office. Students shall not move any vehicle until their designated release time. Violation of the above will result in a parking ticket, In-School Detention (ISD), Saturday Seminar, At-Home Suspension (OSS), and/or revocation of vehicle privileges.

- C. Students shall not loiter in the parking lot at any time. Upon arrival at school, students will exit their vehicles and promptly enter the building. When dismissed for the day, students will exit the building and promptly enter their vehicles and leave campus.

## **II. Parking Permits**

- A. All students driving a motor vehicle on campus are required to have their vehicles properly marked with a West Ouachita High School parking permit.
- B. Parking permits are issued by ROTC.
- C. Parking permits must be purchased online.
- D. All vehicles not properly tagged with a WOHS parking permit will be ticketed and assessed a parking fine.
- E. Replacement permits for new vehicles purchased during the school year will be issued at no extra charge.

## **III. Parking Lot Violations**

Driving a motor vehicle to school is a privilege and not a right. Any student driving unsafe or discourteous will lose his/her privilege of driving a motor vehicle to school.

## **IV. Violates Traffic and Safety Regulations**

- A. 1<sup>st</sup> Offense – Loss of privilege to have vehicle on campus for 1 week
- B. 2<sup>nd</sup> Offense – 3 Days of ISD AND loss of privilege to have vehicle on campus for 1 month
- C. 3<sup>rd</sup> Offense – 3 Days Out of School Suspension, loss of privilege to have vehicle on campus for 1 year, and must go see CWA officer
- D. 4<sup>th</sup> Offense – 5 Days Out of School Suspension with recommendation for alternative placement, and must go see CWA officer

## **V. Parking Ticket Fine Schedule**

*Failure to pay fines or comply with rules can result in having the car towed or tires booted at the student's expense.*

- A. 1<sup>st</sup> Ticket – \$5.00
- B. 2<sup>nd</sup> Ticket – \$10.00
- C. 3<sup>rd</sup> Ticket – \$15.00
- D. 4<sup>th</sup> Ticket – Student will not be allowed to operate a vehicle on campus.
- E. Subsequent Tickets – Students who receive more than 3 tickets are subject to the appropriate above-mentioned disciplinary action.

## **SCHOOL TELEPHONE**

**STUDENTS ARE NOT ALLOWED TO USE THE TELEPHONE IN THE MAIN OFFICE.** Students may use the phone in either of the Student Services offices. The student should report to the Student Services office with a hall pass where the Student Services secretary or an assistant principal will

place the emergency call for the student. No other calls will be allowed. Teachers/Counselors in departments with telephones are not to allow students to use their phones. Teachers are not to allow students to leave class to use the phone except in the case of an emergency.

## CHANGE

**NO CHANGE SHALL BE PROVIDED THIS YEAR FROM THE FRONT OFFICE. TO USE THE VENDING MACHINES, STUDENTS MUST HAVE THE APPROPRIATE MONETARY DENOMINATION.**

## LOCKERS / LOCKS

Students will be assigned a locker by their lunch teacher if they so request. Each student is responsible for keeping his/her locker clean and will be expected to pay for any damages to the locker or lock. No money, valuables, purses, or wallets should be kept in the lockers. All students are to keep their assigned lockers for the entire year. Only one (1) student is permitted to use a locker. Locker checks will be held periodically. A lock rental fee is included in the Student Fee which will be collected by homeroom teachers. Homeroom teachers will give students a receipt showing the student fee has been paid. The school will provide locks; students may not use their own locks. If a student loses a lock, a replacement cost of \$5.00 will be charged. All locks must remain on lockers at all times and must be in a locked position when not being entered. This procedure will prevent theft of personal belongings and will also keep students from putting materials in others' lockers. Each year students are required to pay fines for lost or damaged property; however, these fines can be avoided if these policies are followed.

## BULLETINS / ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced over the public address system each morning. Students responsible for the information to be announced must have their notices approved by their advisors and must submit the announcement to the main office no later than **7:30 a.m.** the day the announcement is to be made. Teachers must also submit announcements by **7:30 a.m.** **Announcements will only be made during 1<sup>st</sup> period, except in the case of an emergency.**

Special notices are posted on the bulletin boards outside the main office, in the library, in the guidance office, or on posters in the halls. All posters must advertise school-sponsored events and must be approved by the administration.

## VISITORS

Ouachita Parish School System operates under a closed-campus policy. This policy is for the protection of all parish students and staff. All visitors to West Ouachita High School **must check in at the office.** Visitors will not be permitted to loiter on the school campus or in the school

building. Parents are asked to schedule conferences, in advance, with the teachers. Students are not permitted to have visitors during the school day.

## **LUNCH / LUNCH PERIODS / COMMONS AREA**

- Ouachita Parish School System operates under the Federal Lunch Program Policy.
- Students may not order lunch from an outside source for delivery to the school.
- **No commercially prepared foods may be brought to the school for consumption.**
- **Ouachita Parish School Board policy does not allow students to charge meals.**
- **Lunch is free (pending SBO approval) but any extras items MUST be paid for at the time the student takes the item(s).**

### **LUNCH PAYMENTS**

- Parents may pay for meals by check on a weekly or monthly basis.
- The simplest and best method to monitor your child's lunch account is to pay online. To pay online, go to [www.opsb.net](http://www.opsb.net) → Departments → Child Nutrition Services → My School Bucks. Scroll down to the "For Parents" section for payment options.
- Students will be notified just prior to their funds being depleted. If the student's funds deplete more quickly than the parent thinks they should, it is because the student gets extras items on some days.
- Students will NOT be allowed to charge for any EXTRA meals/item(s).

### **FREE AND REDUCED MEALS**

Free and reduce lunch forms are available online as well as from the school cafeteria manager. To apply for free and reduced meals, go to [www.opsb.net](http://www.opsb.net) → Departments → Child Nutrition Services → Apply for Free & Reduced Meals.

### **LUNCH PERIOD REGULATIONS**

Because classes are in session during each lunch period, students should observe the following:

- Students are to remain in the commons area or inside the courtyard.
- Students are not permitted in parking areas without office permission.
- Students are not permitted to leave school without office permission.
- Students are not permitted in the hall except to use the restrooms and to go to the concession stand, both of which are located adjacent to the commons.
- Students are not to disturb classes that are in session.

### **LUNCH PERIOD BEHAVIOR AND ETIQUETTE**

Student behavior in the commons should be based on courtesy and cleanliness. Students should leave the area in the condition in which they found it. In order to keep the commons clean and attractive, the following rules must be observed:

- ALL students will remain in the commons area for lunch. Students are NOT allowed to take their meal to a classroom to eat or hang out.
- Always use a tray.
- Keep milk cartons, food, and waste paper on food tray.

- Empty all debris from food trays into the trash containers. Return trays, dishes, and silverware to the receiving window. At the end of the lunch period, food trays should be returned immediately. Failure to do this may result in disciplinary action.
- Keep tables, chairs, and floors clean.
- Talk in a normal voice.
- Keep the commons' lines orderly.
- Never push or run.
- Clean up any dropped or spilled food.
- Respect the commons' duty teacher's authority.
- Students are to remain seated at all times other than when obtaining their lunch and/or cleaning their areas.

### **OUTSIDE FOOD / BEVERAGES**

Students are not allowed to have commercially prepared beverages and/or food. Students may bring food/beverages from home to have during lunch. Students are allowed to have beverages in closed containers in the halls or classroom. All containers are subject to inspection from any administrator, teacher, and/or staff member.

### **LOST AND FOUND**

Articles found in and around the school should be turned in to the Student Services office where the owners may identify and claim their property.

### **ACCIDENTS**

Every accident in the school building, on the school grounds, or at any school-sponsored event must be reported immediately to the person in charge and to the school office. An accident report must be written for all accidents. Office personnel will report the accident to the Ouachita Parish School Board's central office.

### **STUDENT INSURANCE**

Optional student insurance is available at a nominal cost. When a student is insured under this plan and is injured, he/she will be given a claim form by office personnel. This form must be completed by his/her parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability either for the injury or the subsequent negotiations with the company.

### **BUS REGULATIONS**

Students who ride a bus to school should return home on the bus unless they have a note signed by both a parent and the principal. Notes should be signed before school or at lunch. Riding the school bus is a privilege; therefore, improper conduct on the busses will result in the privilege being revoked. Only regularly scheduled bus students are to ride the school busses. In the afternoon, bus students are to go immediately to the buses as soon as they are dismissed from school.

## **PHYSICAL EDUCATION**

All students taking physical education will be required to dress out in a school uniform. Students will be responsible for purchasing their uniforms. A lock will be provided for each student in physical education for a rental fee of \$2.00 per year. If the student loses a lock, he/she will be charged a replacement cost of \$5.00.

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held at irregular intervals throughout the school year. The fire alarm will indicate a fire drill or a fire in the building as well as the need to immediately evacuate the premises. In the case of a possible tornado or a tornado drill, office personnel will announce *tornado drill* or *tornado warning* over the public address system at which time students and teachers will follow the procedure for a tornado drill/warning as listed on the Staff Response Guidelines posted in each classroom.

## **CRISIS PLAN**

West Ouachita High School has a Crisis Plan in place. The school will practice these procedures for the protection and safety of students and school staff. The school will also practice an evacuation drill to our evacuation site, which is the soccer field west of the school directly across Cadeville Cutoff Road. In advance of the events, the school will post on WebPams the dates of all crisis drills.

## **OUACHITA PARISH SCHOOL SYSTEM TECHNOLOGY ACCEPTABLE USE POLICY**

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

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

### **TERMS AND CONDITIONS OF USE**

#### **I. Personal Privacy and Safety**

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

#### **II. Illegal Activities**

- A. Users will not transmit any material or engage in any activities in violation of any national, state, or local regulations.

- B. Users will not attempt to gain unauthorized access to any network resources including, but not limited to, computer systems and other users' accounts or files.
- C. Users will not attempt to disrupt the network or network resources or destroy data by spreading computer viruses or worms or by any other means.
- D. Users will not attempt to impersonate another individual using network resources for any reason.

### **III. Security**

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

### **IV. Network Resources**

- A. Users will only use network resources in support of the educational goals and objectives of the Ouachita Parish School System.
- B. Users will not intentionally waste network bandwidth (listening to online radio stations, viewing streaming video, downloading large files, etc.).
- C. Users will not use network resources for commercial purposes.
- D. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in network communications. This includes personally attacking or harassing another person.
- E. Users will not display, download, or transmit any inappropriate materials (including offensive messages, images, and videos).
- F. OPSB.net email accounts are for employees only. Students will not be assigned OPSB.net email accounts.
- G. Users will not send or forward email "chain letters" or send annoying or unnecessary messages.
- H. Users will not send mass email or "spam" any users (internal or external) with unauthorized communications or solicitations.
- I. Users will respect copyrighted material and other intellectual property. Users may not duplicate or distribute electronic resources without the appropriate permissions, documentations, or citations.

### **V. Software**

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

## **VI. Content Filtering**

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

## **VII. Consequences of Inappropriate Use**

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

# **OUACHITA PARISH SCHOOL SYSTEM opsb.net WEB PUBLISHING POLICY**

## **I. Purpose**

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

## **II. Organizational Responsibilities**

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

## **III. Content Standards**

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

#### **IV. Student Safety**

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

#### **V. Web Publishing Guidelines**

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

# FIELD TRIP / EVENT / ACTIVITY CONSENT FORM

Before a Student can go on a Field Trip/Event/Activity as a school function he/she must have the following form completed and returned to the teacher/sponsor of the event.

A student may not attend a Field Trip/Event/Activity if he/she has one of the following:

1. Excessive Absences (more than 5 unexcused per semester)
  2. Any Incomplete Work/Homework in a Class

**Student:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

\_\_\_\_\_ (student) has my approval to attend the above-mentioned event/activity. The student will be responsible for any and all work missed. This must be made up in a timely manner (which will be set by the teacher). Failure to complete assignments may result in receiving no credit.

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**STUDENT SIGNATURE**

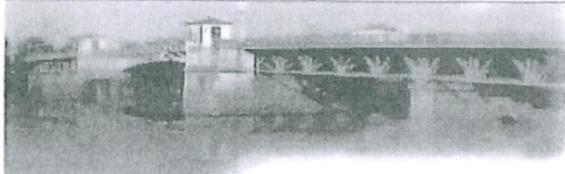
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**PARENT/GUARDIAN SIGNATURE**

## DATE

**DATE**

## "Bridges of Ouachita, Homeless Education Program"



*Jerlyn D. Bobo, District Liaison Supervisor*

*701 St. John Street ~ Monroe, LA 71201*

*Phone: (318) 432-5330*

*Fax: (318) 432-5297*

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

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

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

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

Homeless Education Services:

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

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

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

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

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

**Contact Information:**

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

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



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

Title VI, Title IX, ADA, and Section 504 are federal laws which ensure that individuals will be free from discrimination based upon sex, race, national origin, or disabilities. The Ouachita Parish School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

To resolve problems which students, employees, or applicants for employment may believe are the result of discriminatory practices, the Ouachita Parish School Board has established a grievance policy. For further information about these federal laws or the grievance process, contact:

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

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

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

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



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

**Section 504 of the Rehabilitation Act of 1973** is a civil rights law that prohibits discrimination on the basis of a disability in any entity receiving federal funding. Section 504 states that: "No otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from the participation in, be denied, the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Included in the U.S. Department of Education regulations for Section 504 is the requirement that disabled students be provided with a free appropriate public education (FAPE).

The Act defines a person with a handicap as anyone who has a mental or physical impairment that substantially limits one or more major life activities

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

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

A student must meet the definition of a student with a disability as defined in the statute to be covered under Section 504. This determination is made by a team of persons knowledgeable about the student, the evaluation data, and placement options. If the student is determined to be disabled under Section 504, the team should review the nature of the disability, how it affects the student's education, and what accommodations and services are needed. An Individual Accommodation Plan (IAP) must be developed and implemented if needed by the student. Periodic re-evaluations are required for qualified students who receive services.

Districts are expected to establish prior notice and consent procedures to encourage parents' involvement in the educational decisions affecting their children. If the parent or legal guardian disagrees with the determination made by the professional staff of a school district, grievance procedures are in place to be followed.



**POLICY STATEMENT**  
**Section 504 Compliance**

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

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

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

## PARENT AND STUDENT RIGHTS

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



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

### YOU HAVE A RIGHT TO:

1. Have the school system notify you of your rights under federal law (Section 504).
2. Have your child receive a free appropriate public education (FAPE). This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school system make reasonable accommodations to allow your child an equal opportunity to participate in academic, nonacademic, and extra-curricular activities offered by the school system.
3. Have your child take part in and receive benefits from public educational programs without discrimination because of his/her disabling condition(s).
4. Receive notice with respect to identification, evaluation, and educational placement of your child.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have your child receive services, accommodations/modifications and related services that will meet his/her needs as well as the needs of non-disabled students if he/she is found to be eligible for services under Section 504.
7. Have evaluation, educational and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school system.
9. Examine all relevant records relating to decisions made regarding your child's identification, evaluation, educational program, and placement.
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.
11. Receive a response from the school system to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
13. Have an opportunity to present complaints or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing and be represented by counsel – counsel at your expense. Hearing requests must be made through the Ouachita Parish 504 Coordinator.
14. File a local grievance.

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

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Parent/Guardian Signature

Date

Revised 4/2020

## **Ouachita Parish School System: Career and Technical Education**

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

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

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

### **For information about your rights or grievance procedures, contact:**

Jason Thompson

Title IX & Title IV Coordinator

Chief of Staff

1600 North 7th Street, West Monroe, Louisiana 71291

**phone:** (318) 432-5000 **email:** [jasonthompson@opsb.net](mailto:jasonthompson@opsb.net)

or

Barry Johnson

Section 504 Supervisor

800 Claiborne Street, West Monroe, Louisiana 71291

**phone:** (318) 432-5400 **email:** [bljohnson@opsb.net](mailto:bljohnson@opsb.net)

## FERPA

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

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

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

## **PARENTS/STUDENTS AND FORMER STUDENTS (AGE OF MAJORITY) NOTIFICATION REGARDING THE DESTRUCTION OF EDUCATIONAL RECORDS**

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

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

## **HOMEWORK ASSISTANCE SERVICES**

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

## PUBLISHED STUDENT INFORMATION RELEASE FORM

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

Please check ONE of the following boxes:

[ ] YES

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

[ ] NO

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

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

**WEST OUACHITA HIGH SCHOOL  
STUDENT HANDBOOK**

We, the undersigned parent/guardian and student, have read the rules and regulations contained in this handbook and understand the meaning of each of them. We understand that we may contact the school for clarification of any regulation.

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PARENT/GUARDIAN

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STUDENT

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DATE

Please return this page to the 1<sup>st</sup> period teacher by the 13<sup>th</sup> of September.

## **2024 - 2025 OUACHITA PARISH SCHOOL CALENDAR**

*Board Approved March 14, 2024*

AUGUST 1 (Thursday) .....	11, 10½, 10, 9½ MONTH EMPLOYEES BEGIN
AUGUST 5-9 (Monday-Friday) .....	TEACHERS & PARAPROFESSIONALS BEGIN MANDATORY EMPLOYEE INSERVICE DAYS
AUGUST 12 (Monday) .....	GRADES 1-12 STUDENTS BEGIN FULL DAYS <small>(PreK Testing Day / Kindergarten Registration)</small>
AUGUST 14 (Wednesday) .....	PRE-K & K GIRLS ATTEND / ALL GRADES 1-12 ATTEND
AUGUST 15 (Thursday) .....	PRE-K & K BOYS ATTEND / ALL GRADES 1-12 ATTEND
AUGUST 16 (Friday) .....	ALL STUDENTS / ALL GRADES ATTEND
SEPTEMBER 2 (Monday) {Holiday} .....	LABOR DAY
SEPTEMBER 23 (Monday) {No Students} .....	MANDATORY EMPLOYEE INSERVICE DAY
OCTOBER 14-18 (Monday-Friday) {Holiday} .....	FALL BREAK
OCTOBER 21 (Monday) .....	MANDATORY TEACHER WORKDAY / STUDENT REMOTE/VIRTUAL DAY
NOVEMBER 5 (Tuesday) {Holiday} .....	ELECTION DAY / VETERANS' DAY OBSERVED
NOVEMBER 25-29 (Monday-Friday) {Holiday} .....	THANKSGIVING
DECEMBER 13 (Friday) {No Students} .....	MANDATORY EMPLOYEE INSERVICE HALF-DAY
DECEMBER 23 - JANUARY 3 (Monday-Friday) {Holiday} .....	CHRISTMAS/NEW YEAR
JANUARY 20 (Monday) {Holiday} .....	MARTIN LUTHER KING, JR. DAY
JANUARY 21 (Tuesday) .....	MANDATORY TEACHER WORKDAY / STUDENT REMOTE/VIRTUAL DAY
FEBRUARY 17 (Monday) {Holiday} .....	PRESIDENTS' DAY
FEBRUARY 18 (Tuesday) {No Students} .....	MANDATORY EMPLOYEE INSERVICE <small>(Paraprofessionals do not attend)</small>
MARCH 24-28 (Monday-Friday) {Holiday} .....	SPRING BREAK
APRIL 18-21 (Friday-Monday) {Holiday} .....	EASTER BREAK
MAY 1 (Thursday) .....	SENIORS LAST DAY
MAY 5-8 (Monday-Thursday) .....	GRADUATIONS
MAY 22 (Thursday) .....	STUDENTS / PARAPROFESSIONALS LAST DAY
MAY 23 (Friday) .....	TEACHERS LAST DAY
MAY 26 (Monday) {Holiday} .....	MEMORIAL DAY
JULY 4 (Friday) {Holiday} .....	INDEPENDENCE DAY