

Ouachita Parish High School

Student Handbook



**OUACHITA PARISH HIGH SCHOOL**  
**2024-2025 School Year**

681 Hwy. 594, Monroe, La. 71203  
Main Office 318.343.2769 • Fax 318.343.9594

<https://ouachitahigh.opsb.net/>

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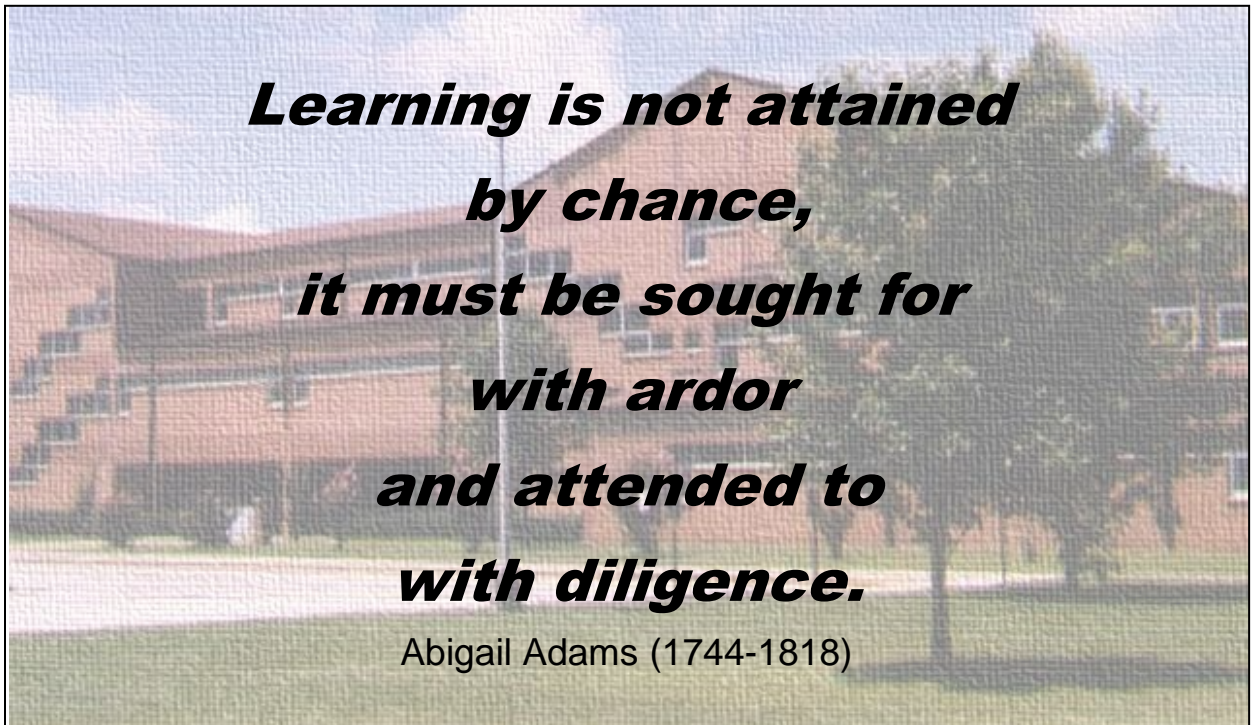
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## Administrators

**Charles Wright**  
*Principal*

**Bryant Jacobs • Nick Artigue**  
**Allison Davis**  
*Assistant Principals*

**Tinsley Anderson**  
*Administrative Assistant (Student Services)*

**Brian Jenkins**  
*Administrative Assistant (504/Testing Coordinator)*

**Ron Gordon**  
*Special Education Coordinator*

## Contacts

Accident Report/Emergency Drills .....	B. Jacobs
Athletics .....	B. Lewis
Attendance .....	U. Stanley, N. Artigue
Building Maintenance .....	B. Williams, E. Lewis
Buses .....	N. Artigue
Cafeteria .....	A. Seals
Curriculum .....	A. Davis
Discipline .....	T. Anderson (A-G), B. Jacobs (H-M), N. Artigue (N-Z), R. Gordon (SPED)
Enrollment .....	Guidance
Financial Matters .....	R. Stites, C. Wright
Fund Raising .....	C. Wright, R. Stites
Medications .....	A. Daily
School Calendar .....	C. Wright
Special Education .....	R. Gordon
Student Parking Permits .....	J. Chunn
Student Schedules/Changes .....	R. Jones, W. Scurfield, T. Stewart, C. Johnson
Teacher Matters .....	C. Wright
Textbooks .....	N. Artigue
WebPams/Google Accounts .....	A. Coleman
Chromebooks .....	A. Coleman
Withdrawal/Transfer .....	U. Stanley

- Additional school and class information can be obtained by accessing [ouachitahigh.opsb.net](http://ouachitahigh.opsb.net).
- You can also follow us on Facebook- @Ouachita Parish High School (look for red logo)

## Alma Mater

The strength of wisdom, the love of right  
Have built you strong and true.  
The pow'r to train and strengthen youth  
Our God has given you.

O Ouachita! O Ouachita! Our Alma Mater dear  
We sing to thee, we praise thy name  
In voices loud and clear.  
Thy shining light will guide our lives  
FOREVER OUACHITA!



## Mission

The purpose of Ouachita Parish High School is to educate, encourage, and assist all students in becoming contributing members of society who succeed in a continually evolving world. Through high expectations, OPHS focuses on creating a community of respect and responsibility and individual academic success.

## Vision Statement

Building Bridges to the Future

## School Spirit

School Spirit is the feeling of loyalty and pride to ward one's school and all that it stands for. It is the most important factor in a successful and eventful school year. We should at all times boost and hold high the name of our school, for we have a fine past to live up to.

All students with the true **Ouachita Parish High School Spirit** are courteous to their teachers and their fellow students and conduct themselves, in school and everywhere, as young ladies and gentlemen. Your success in school and later in life depends upon thoughtfulness. You can make your school life a pleasant and satisfying experience.

**LET'S MAKE THIS SCHOOL YEAR THE BEST EVER!!!**

## Remember the **ROAR**

- R** **Respect Others**
- O** **Obey All Rules**
- A** **Act Responsibly**
- R** **Rise Above Adversity**

A rectangular form with a blue border. On the left is the Lions logo. To its right, the words "ROAR BUCK" are written in a large, black, hand-drawn font, with "ONE" written above "BUCK". Below the text, there are two horizontal lines: the first is labeled "Date" and ends with ", 20\_\_"; the second is labeled "Student Name" and "Teacher Name" at its ends.A rectangular form with a blue border. On the left is the Lions logo. To its right, the words "ROAR BUCK" are written in a large, black, hand-drawn font, with "ONE" written above "BUCK". Below the text, there are two columns of text. The left column lists the ROAR rules: "Respect Others", "Obey School Rules", "Act Responsibly", and "Rise Above Adversity". The right column lists the rewards: "Enter name in drawings—1 ROAR Buck", "Front of lunch line—3 ROAR Bucks", "One free concession item—6 ROAR Bucks", and "Free game ticket—6 ROAR Bucks".

## Student Definition of Good Citizenship

A **good student** is:

- COOPERATIVE** He/She puts group interest above personal interest, boosts morale, is eager to serve, is a team member, and cheerfully complies with all school regulations.
- COURTEOUS** He/She shows good breeding in his consideration of others, regardless of where he may be.
- ENTHUSIASTIC** He/She radiates the cheerful and wholesome attitude which good physical and mental habits engender.
- HONORABLE** Honesty, dependability, and loyalty are so much a part of him/her that he/she cannot cheat or evade the truth or fail to satisfactorily complete responsibility, which he accepts.
- INDUSTRIOUS** No American has a right to waste his time or that of others. The **GOOD** citizen is steady and persistently active. He/She is diligent in making class preparations.
- NEAT** He/She detests untidiness and slovenliness. His/Her appearance, habits and word reflect careful attention to details.
- PUNCTUAL** He/She plans systematically for his/her work and play and, therefore, has the “on time” habit. He/She does not infringe on the rights of his/her class mates by being tardy.
- RESPECTFUL** He/She respects himself and others. He/She cares for and respects his/her own property and that of his school. He/She respects authority.

## The Six Pillars of Character (Definitions for Young People)

### TRUSTWORTHINESS

- Be honest
- Don't deceive, cheat or steal
- Be reliable—do what you say you'll do
- Have the courage to do the right thing
- Build a good reputation
- Be loyal—stand by your family, friends, & country

### RESPONSIBILITY

- Do what you are supposed to do
- Persevere; keep on trying
- Always do your best
- Use self-control; be self-disciplined
- Think before you act – Consider the consequences
- Be accountable for your choices

### CARING

- Be kind
- Be compassionate & show you care
- Express gratitude
- Forgive others
- Help people in need

### FAIRNESS

- Play by the rules
- Take turns and share
- Be open-minded; listen to others
- Don't take advantage of others
- Don't blame others carelessly

### RESPECT

- Treat others with respect; follow the Golden Rule
- Be tolerant of differences
- Use good manners, not bad language
- Be considerate of the feelings of others
- Don't threaten, hit, or hurt anyone
- Deal peacefully with anger, insults and disagreements

### CITIZENSHIP

- Do your share to make your school & community better
- Cooperate
- Stay informed; vote
- Be a good neighbor
- Obey laws and rules
- Respect authority
- Protect the environment

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*I think goals should never be easy, they should force you to work,  
even if they are uncomfortable at the time.*

Michael Phelps (1985- )

*Education isn't play and it can't be made to look like play.  
It is hard, hard work, but it can be made interesting work.*  
Thomas A. Edison (1847 - 1931)

## Academics

### Grading Scale

A =	100 – 90
B =	89 – 80
C =	79 – 70
D =	69 – 60
F =	59 – 0

### Guidance

The purpose of the guidance department is to help each student in his/her social, educational, vocational, and personal development. Conferences with student receive first consideration of the counselor's time and are scheduled whenever necessary.

<u>Counselor:</u>	<u>According to Last Name</u>
Mr. R. Jones	Counseling
Mrs. T. Stewart	11 <sup>th</sup> and 12 <sup>th</sup> Grade
Ms. W. Scurfield	9 <sup>th</sup> Grade and 10 <sup>th</sup> Grade A-H
Ms. C. Johnson	Tops 2 (Jumpstart) and 10 <sup>th</sup> Grade I-Z

### Homework

Individual study at home or at school is a necessary part of each student's education program. Each student is expected to spend some time away from school reviewing material or preparing for learning new material. Whether or not actual homework was assigned by the teacher, students should always arrange some time to study those subjects in which they are experiencing difficulty. Homework assignments will vary according to the subject and the teacher. Any student who is absent is responsible for checking with teachers to find out the lessons or material missed. IT IS THE STUDENT'S RESPONSIBILITY FOR SUCH MAKE-UP WORK.

**Please note that many times the difference  
between passing and failing is  
HOMEWORK!!**

### Honor Roll

Students being recognized as honor roll students must meet the following criteria:

- Principal's List Students with a 4.0 GPA for the nine weeks.
- Honor Roll Students with a 3.0 GPA for the nine weeks.

Students receive special recognitions throughout the year for meeting honor roll criteria.

### Progress Reports

If your child is experiencing difficulty and you are interested in receiving progress reports, please contact your child's guidance counselor.

## Report Cards

Report cards will be given every 9 weeks to students during their first period classes. Report cards notify parents of their child's progress. The number of times your child has missed class is also recorded on the report card.

## Schedule Changes

Prior to class schedules being completed, students have had ample time to consider which classes will meet their interests and needs. Therefore, class schedule changes will not be necessary except in extreme circumstances. For example, the failure of a student to pass a prerequisite subject or the passing of a scheduled subject in summer school would be considered valid reasons to change a student's schedule. Simply wanting to be in a different teacher's class, on a different lunch shift, or in a class with a friend are examples of what would not be considered valid reasons for a schedule change. All schedule changes must go through the appropriate counselor, and schedule change MUST be signed by parent.

## Valedictorian and Salutatorian

All students with a 4.00 cumulative GPA will be recognized as Valedictorians. The Salutatorian is the student with the next highest cumulative GPA. These students will receive a seal on their diploma and be first in line at Graduation. A full schedule IS NOT required. Only students graduating on the TOPS University Pathway may be a Val/Sal. \*TOP SCHOLARS\* Student must earn an "A" in the course the first time it is taken to be a Val/Sal. No repeat/delete. This includes courses taken at Middle Schools for High School credit.

## Withdrawal and Transfer

**The procedure for withdrawal and transferring is as follows:**

1. Provide written authorization for withdrawal and transfer from parent or guardian with state id.
2. Make sure all materials are returned to the school and fines and fees paid.
3. Complete forms with Student Services Office to obtain administrator signature.

Students will not be dropped from OPHS for "home school" until the official acceptance letter from a BESE approved program is provided to the school.

Transfer students within the United States must have verification of grade placement from their previous school within two (2) weeks after registering at Ouachita Parish High School. All foreign students must register through the Ouachita Parish School Board.

## Attendance—Ouachita Parish School System Requirements

No high school student shall accumulate more than a total of FIVE UNEXCUSED absences per semester, as required by state law to be eligible to receive any grade earned that semester. On ANY ABSENCE, after reaching a total of FIVE, the student and the parent will have to meet with a Child Welfare and Attendance Officer at the School Board Office and provide a justifiable excuse for that absence. Students and parents can check in the student handbook to know what types of absences are considered justifiable. School administrators can also be contacted to get that information if you do not have a student handbook.

**Director of Child Welfare/Attendance**  
**Rodney Lloyd**

**Truancy/Attendance Officer**  
**Cathy Stockton**

910 Thomas Road, West Monroe, LA 71291  
318.432.5610

## Types of Absences

**Excused Absences** - Students shall be considered excused from school for the following reasons:

1. Personal illness (with physician's verification).

(Note: Personal illness: Although the absence will be counted as one of the allowed 5 days of absence, a student will be allowed to make up any work missed or tests missed if the student brings a note signed by the parent or guardian explaining the absence. A phone number where parents or guardians can be reached will be necessary.)

2. Death in the family (not to exceed one week).
3. Serious illness in the family (with documented verification).
4. Recognized religious holidays of the student's own faith.
5. Physician's excuses must be submitted immediately upon student's return or within 48 hours.
6. Legal appointments.

THE STUDENT SHALL BE GIVEN THE OPPORTUNITY TO MAKE UP WORK.

**Forged or tampered doctor's excuses will result in 3 days suspension and a meeting with the CWA office even if the parent is responsible for forging and turning in the excuse. Please note it is against the law to forge a doctor's excuse and could result in criminal action!**

### **Unexcused Absences**

1. Students shall not be excused for any absence other than those listed above.
2. Students shall not be excused from school to work on any job including agriculture and domestic service, even in their own homes or for their own parents or tutors.
3. Any unexplained, unexcused, or illegal absence or habitual tardiness shall be reported to the Visiting Teacher and/or Supervisor of Child Welfare and Attendance when necessary.

### **Suspensions**

Students missing school as a result of any suspension shall be counted as absent but, will be allowed up to 75% credit for student work and/or tests missed due to an out of school suspension.

### **Extenuating Circumstances**

The only exception to the attendance regulation shall be delineated extenuating circumstances that are verified by the Director of Child Welfare and Attendance as follows:

1. Extended personal physical or emotional illness as verified by a physician.
2. Extended hospital stay as verified by a physician.
3. Extended recuperation from an accident as verified by a physician.
4. Extended contagious disease within a family as verified by a physician.
5. Prior school system approved travel for education.
6. Death in the family (not to exceed one week).
7. Natural catastrophe and/or disaster.

### **Summary**

The previous regulations require that a student ACCUMULATE NO MORE THAN 5 UNEXCUSED ABSENCES PER SEMESTER FROM ANY CLASS.

1. Attendance requirements shall be ENFORCED ON A CLASS-BY-CLASS BASIS.
2. A student shall not receive grades from a class IF HE/SHE HAS ACCUMULATED MORE THAN 5 ABSENCES.
3. ALL EXCUSES MUST BE SUBMITTED UPON STUDENT'S RETURN. (WITHIN 48 HOURS)

### **Tardies/Late to school**

Ample time has been allotted for students to be on time as well as arrive to school on time. Teachers, according to OPSB policy and STATE LAW, must identify students who are tardy for class. After allowing an adequate period of time for students to learn their schedule, the following policy will be in effect:

- 1<sup>st</sup> Tardy: Office visit, Verbal Reprimand
- 2<sup>nd</sup> Tardy: Parental contact by Principal via letter sent home with student
- 3<sup>rd</sup> Tardy: 50 Lines (Failure to complete will result in ISD)
- 4<sup>th</sup> Tardy: 100 Lines (Failure to complete will result in ISD)
- 5<sup>th</sup> Tardy: 150 Lines (Failure to complete will result in ISD)
- 6<sup>th</sup> Tardy: Saturday seminar (failure to attend results in ISD)
- 7<sup>th</sup> Tardy: ISD (In-school Detention)

- 8<sup>th</sup> Tardy: 1 Day Out of school suspension  
9<sup>th</sup> Tardy: 3 Day Suspension with a Mandatory Meeting with CWA  
10<sup>th</sup> Tardy: 5 Day Suspension with a Recommendation for Alternative Placement

***STUDENTS CHECKING INTO SCHOOL WILL BE CONSIDERED TARDY FOR CLASS UNLESS THEY HAVE A DOCTOR'S EXCUSE OR SOME OTHER REASON DEEMED EXCUSABLE BY THE ASSISTANT PRINCIPALS. A DOCTOR'S EXCUSE WILL ALLOW THE STUDENT TO MAKE UP ANY MISSED WORK, BUT THE ABSENCE WILL STILL BE COUNTED FOR ANY CLASSES MISSED.***

- TARDIES ARE CUMULATIVE FOR ALL CLASSES
- TARDIES **WILL NOT** start over at the beginning of the second semester.
- **Tardiness is defined as not being in the classroom when the tardy bell stops ringing.**

## **Truancy**

A student absent without the consent of a parent, guardian, or school official is truant. Repeated truancy may be cause for disciplinary action, suspension, expulsion, or legal action. Truancy reports are sent to the OPSO on a monthly basis. You are truant if you do one of the following:

1. Leave school without signing out in the Student Services Office.
2. Leave school at lunch time—we operate a closed campus policy.
3. Are absent from class without permission (skipping).
4. Come to school but never attend class.
5. Obtain a pass to go to a certain area of the school, but never go there.
6. Loiter anywhere on campus during school hours.
7. Arrive at school late and never sign in the Student Services Office.
8. Obtains 6 or more unexcused absences in a semester.
9. Obtains 6 or more Late to Schools

## **Public Notification of Nondiscrimination in Career and Technical Education**

### **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

Assistant Superintendent/Personnel Director

1600 North 7th Street, West Monroe, Louisiana 71291

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

or

Barry Johnson

Section 504 Supervisor

800 Claiborne Street, West Monroe, Louisiana 71291

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

## **Policy Statement Section 504 Compliance**

It is the policy of the Ouachita Parish School System 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 disabled students and their parents under Section 504 will be enforced.

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

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

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

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

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

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

## **Parental Rights & Procedural Safeguards by Section 504 of the Rehabilitation Act of 1973**

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

You have the right to:

- Have your child take part in and receive benefits from public educational programs without discrimination because of his/her disabling condition.
- Have the school district advise you of your rights under federal law.
- Receive notice with respect to identification, evaluation, or placement of your child.
- Have your child receive a free, appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate to the needs of the disabled child. It also includes the right to have the school district make reasonable accommodations to allow your child an equal

opportunity to participate in school and school-related activities.

- Have your child educated in facilities and receive services comparable to those provided non-disabled students.
- Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act.
- Have evaluation, educational, and placement decisions made based upon a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
- Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
- Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.
- A response from the school district to reasonable requests for explanations and interpretations of your child's records.
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment it shall notify you within a reasonable time and advise you of the right to a hearing.
- Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and the student may take part in the hearing and be represented by counsel. A hearing request must be made in writing to Barry Johnson, Section 504 Coordinator, Ouachita Parish School System.
- Request payment of reasonable attorney fees if you are successful on your claim.
- File a local grievance.

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*The way to get started is to quit talking and begin doing.*

Walt Disney (1901-1966)

*What you lack in talent can be made up  
with desire, hustle, and giving 110% all the time.*

Don Zimmer (1931-2014)

*There are no shortcuts to any place worth going.*

**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:

Jason Thompson  
Assistant Superintendent/Personnel Director  
and Title VI 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

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

## Discipline

Discipline problems will be guided by ACT R.S. 17.416 of the Louisiana Legislature and the Ouachita Parish School Board POLICIES AND PROCEDURES FOR DISCIPLINE AND ATTENDANCE. Our policy will utilize the Positive Behavior Intervention Form and procedures for minor classroom discipline. The process is as follows:

**1<sup>st</sup> OFFENSE:** Teacher will utilize a classroom intervention and document it on the PBIS FORM

**2<sup>nd</sup> OFFENSE:** Teacher will utilize a classroom intervention and document it on the PBIS FORM

**3<sup>rd</sup> OFFENSE:** Teacher will utilize a classroom intervention and **MUST CONTACT THE PARENT/GUARDIAN VIA PHONE OR CONFERENCE, EMAILS/VOICEMAILS NOT ACCEPTED!**

**4<sup>th</sup> OFFENSE:** Teacher will write student on minor referral, attach the PBIS Form, and send to student services for the student's designated administrator to work.

**KP DUTY can be substituted for of for minor offenses as determined by administrator. Other behavior determined to be inappropriate by an administrator will result in punishment determined by that administrator. THE SERIOUSNESS OF THE MISBEHAVIOR MAY RESULT IN SUSPENSION OR EXPULSION THE FIRST TIME.**

Once the student has been referred to the office, the administration will follow the district discipline policy. Any misbehavior resulting in a total of three referrals to the office will result in a mandatory parent conference.

Beginning with the 2023-2024, the Ouachita Parish School Board adopted a parish wide discipline procedure manual. This manual outlines 52 Major Discipline Offenses and the resulting consequences. This manual is a "working" document and will be reviewed and revised throughout the year by the OPSB Discipline Committee.

**\*\*Please note that any situations or behaviors that are not specifically mentioned in handling of discipline and are determined to be inappropriate, the administration has discretion in assigning consequences based on the severity or frequency of the infraction.\*\***

This policy manual will be utilized at OPHS. You can locate the manual online on the district website.

The following are some of the most common Infractions/Consequences:

## **Dress Code Violation Disciplinary Procedure**

- 1<sup>st</sup> Offense 1 Day ISD
  - 2<sup>nd</sup> Offense 1-Day Saturday Seminar (If available—if not, then ISD will be assigned)
  - 3<sup>rd</sup> Offense 3 Day Suspension/ Mandatory CWA Conference
  - 4<sup>th</sup> Offense 5 Day Suspension w/ Recommendation for Expulsion
- (SEE DRESS CODE GUIDELINES)

## **Electronic Telecommunication Devices**

### **School Board Policy Concerning Student Use of Cell Phones or Any Electronic Telecommunication Device at School or On School Buses:**

As outlined in Louisiana R. S. 17:239, students are prohibited from **using** or **operating** cell phones or any electronic telecommunication device in any public school building, on the grounds thereof, or in any school bus used to transport public school students. Cell phone “use or operation” is defined for this policy as the cell phone being in the “on” position or mode. **During regular school hours, student cell phones are required to be 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.**

### **MIDDLE AND HIGH SCHOOL CELL PHONE/ELECTRONIC DEVICES DISCIPLINE**

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

**First offense:** Parents will be called. Parent/Guardian may pick the device up prior to 2:50 pm Monday - Friday. Student shall receive a written report (minor infraction)

**Second offense:** Parent/Guardian will be called. Parent/Guardian may pick the device up prior to 2:50 pm Monday -Friday. Student shall be assigned 1 Day of ISD or Saturday Seminar (minor infraction or written referral)

**Third offense:** Parent/Guardian shall be called. Parent/Guardian may pick the device up prior to 2:50 pm Monday-Friday. Student shall be assigned 2 Days ISD or Saturday Seminar (minor infraction or written. Parent notified that the next cell phone infraction results in phone being taken for 3 days. referral).

**Fourth offense:** Parent or guardian will be called. Parent or guardian may pick up the device after 3 days prior to 2:50. The student will be given three (3) day suspension with mandatory CWA conference. Loss of cell phone privileges at school for the remainder of the year.

**Fifth offense:** Student will be recommended for alternative placement. Student will lose privilege to have device on campus for remainder of year.

**If parent and/or student refuse the “parent pick up” option up, the student shall receive a three (3) day suspension and will be responsible for all coursework. The parent and student shall have a mandatory meeting with Child Welfare and Attendance. Student will not be allowed to have device on campus for remainder of the year. 504 or 1508 students will follow Special Education Guidelines in regards to suspension days. The student and parent must have a meeting with the school team and 504/1508 supervisor.**

### **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. "Any student refusing to turn over a cell phone to a faculty or staff member will be subject to a three day suspension, and parent/student conference with the Parish Director of Child Welfare and Attendance." Modification approved by the OPSB: May 19, 2009

### **Recording/Posting/Sharing Video of Fights That Occur On Campus**

When a fight occurs on campus, any person that films or appears to film the fight with their cellphone will be suspended for 5 Days and will be recommended for alternative placement. Any sharing or posting of videos displaying a fight on school grounds via social media or text message is against the law and will be turned over to the Ouachita Parish Sheriff's Office!

### **Electronic Devices/Cellphones/Smart Watches**

Act 313/SB 207 prohibits a student from possessing on his person such a device throughout the instructional day. If a student brings a device in the school building or on school grounds during the instructional day, it must be turned off and stowed away or prohibited from being turned on and used during the instructional day. **In the event a student brings one of these items on campus and it is lost or stolen, it is not the responsibility of the administration, faculty or staff to locate the item.**

### **Fighting**

The Ouachita Parish School Board considers fighting an extremely serious offense. Any student that actively participates in or instigates a fight will be given a five (5) day suspension with a recommendation for Alternative Placement.

### **Halls—No Hall Pass Policy**

For safety and to save valuable instruction time, no student at OPHS shall be let out of class for any reason without a completely filled out OPHS Hall Pass. It is the student's responsibility to obtain one from the teacher/secretary/administrator. If a student is caught outside of the classroom during instructional time without a valid hall pass they will receive a hall pass infraction. If they are caught with a fake or altered hall pass they will be disciplined in accordance with the forgery policy. The hall pass infraction policy is the same as the Tardy Policy listed on page 6.

### **Harassment, Intimidation and Bullying Policy**

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

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

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

<b>First Offense</b>	1-3 day suspension, counseling required
<b>Second Offense</b>	3 day suspension, mandatory CWA conference, counseling required
<b>Third Offense</b>	5 day suspension with a recommendation for expulsion
<b>Serious Cases</b>	Recommendation for expulsion, and/or alternative school placement for the remainder of the school year.

LEGAL REFERENCE: Louisiana R. S. 17:416.13

Ouachita Parish School Board - Approved December 17, 2002

**PLEASE NOTE ALL SUSPECTED CASES OF BULLYING SHOULD BE REPORTED IMMEDIATELY. WE**

**CAN NOT HELP IF WE ARE UNAWARE. IT MUST BE REPORTED TO THE ADMINISTRATION OF OUACHITA PARISH HIGH SCHOOL.**

### **Inciting Panic/Making False Statements Intentionally**

If any student, incites panic or fear by making unfounded statements, especially as a joke or to be silly, that student will be suspended and/or recommended for alternative placement. Example: Pulling a fire alarm, yelling/acting as if they have a weapon

### **Other Items Not Allowed**

Skateboards, yoyos, fidget spinners, and other toys are not appropriate at school. These items will be taken from students and returned after fifteen (15) days. A repeated offence will result in disciplinary action.

### **Public Displays of Affection**

OPHS adheres to “keep your hands to yourself” policy. Any public displays of affection, such as kissing, hugged up, etc. does not have a place in school. Students may be suspended and/or recommended for expulsion based on severity. Please see PDA policy on page 19.

### **Restricted Areas**

Restricted Areas are defined as any place unsupervised by a faculty member. This includes but not limited to: Stairwells, Auditorium, Gym, Upper Gym, Pride Hall, Mane Center, Band Room, Choir Room, Vacant Classroom, Field House, Locker Room, Stadium, etc. Please note: no student should be in the academic halls before or after school unless supervised by a teacher or sponsor. If any student/students are found in a restricted area engaged in or in suspicion of being engaged in any inappropriate activity (gambling, PDA, smoking, etc.) they will be suspended and/or recommended for expulsion.

### **Smoking/E-Cigarettes/Vaping**

Any use of cigarettes, electronic cigarettes, or any device that could be used for “vaping” is prohibited on campus at any time. Any items pertaining to this (including lighters/matches) will be confiscated and the student will be disciplined in accordance to the tobacco/electronic smoking devices use policy. If device is thought to or contains THC, the student will be recommended for alternative placement.

### **Weapon Use and/or Possession**

The carrying of a firearm or toy firearms on school property (including school buses) by anyone is a crime punishable by imprisonment at hard labor for up to five (5) years. LA. REVISED STATUTE 14:9562.

### **Suspension—R.S. 17:416**

Every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school, or during intermission, breaks, or lunch. A school principal may suspend from school or suspend from riding on any school bus any pupil who:

1. Is guilty of willful disobedience;
2. Treats with intentional disrespect a teacher, principal, superintendent, member, or employee of the local school board;
3. Makes an unfounded charge against any school personnel.
4. Is guilty of immoral or vicious practices, or of conduct or habits injurious to his associates;
5. Uses unchaste or profane language;
6. Uses tobacco, electronic cigarettes, or who possesses alcoholic beverage or any controlled substance governed by the Uniform Controlled Dangerous Substance Law, in any form, in school buildings, on school grounds, or on school buses owned by, contracted to, or jointly owned by any city or parish school board;
7. Disturbs the school and habitually violates any rule;
8. Cuts, defaces, or injures any part of public school buildings, any property belonging to the buildings, or any school buses owned by, contracted to, or jointly owned by any city or parish school board;
9. Writes any profane or obscene language or draws obscene pictures in or on any school material or on any public school premises, on any fence pole, sidewalk, or building on the way to or from school, or on any school bus, including those owned by, contracted to, or jointly owned by any city or parish school board;
10. Is found carrying firearms, knives, mace or other implements which can be used as weapons, the careless use of which might inflict harm or injury;
11. Throws missiles liable to injure other persons on the school grounds or while on any school bus, including those owned by, contracted to, or jointly owned by any city or parish school board;
12. Instigates or participates in fights while under school supervision;
13. Violates traffic and safety regulations;
14. Leaves his classroom during class hours or detention without permission;
15. Leaves the school premises without school permission;
16. Is habitually tardy or absent; or
17. Commits any other serious offense.

**\*Major infractions resulting in recommendation for expulsion may result in student forfeiting rights to attend Pep Rallies, Homecoming Dance, Prom, and other activities ADMINISTRATION may deem appropriate.**

### **Expulsion R.S. 17-416**

Students that have been suspended out of school can be excluded from activities such as school dances, school sponsored trips, and other extra-curricular activities that are sponsored by OPHS. Any student after being suspended for committing any offenses enumerated previously may be expelled upon recommendation of the principal. The principal shall immediately recommend for expulsion a student who is found carrying or possessing a firearm, knife, or other dangerous instrumentalities, or who distributes, sells, gives, or loans any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form. Any student, after being suspended for three (3) occasions for committing any of the offenses enumerated above, during the same school year, shall on committing the fourth such offense, be expelled from all the public schools of the parish or city school system wherein he resided until the beginning of the next regular school year, subject to the review and approval of the local school board.

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*It takes all sorts to make a world.*  
English Proverb

## School Bus Rules and Regulations for Students

1. The driver is in **FULL CHARGE** of the bus. The students shall obey the driver cheerfully and promptly.
2. Students shall obey and respect the orders of monitors, aides, or patrols on duty.
3. Students shall occupy the space designated for them by the driver.
4. Students shall be on time waiting for the bus at the designated bus stop.  
**THE BUS CANNOT WAIT FOR THOSE WHO ARE LATE.**
5. Students shall observe the following:
  - a. Never stand in the road while waiting for the bus.
  - b. Clean feet before entering the bus.
  - c. No spitting on the floor of the bus.
  - d. Do not throw waste paper or other rubbish on the bus floor.
  - e. Do not mar or otherwise deface the bus. Report to the driver any damage to the bus. Students/Parents shall be responsible for payment of damages.
  - f. Do not get on the bus when sick or when any member of your family has a contagious disease.
  - g. Avoid unnecessary conversation with the driver.
  - h. Tobacco products of any kind are prohibited on any bus.
  - i. Keep arms and head inside the bus window at all times.
  - j. Get on or off the bus or change seats in the bus when it is not in motion.
  - k. Do not leave the bus without driver's consent, except at home or at school.
  - l. Walk on the left side of the road, facing traffic.
  - m. Articles carried by students must be a size to fit under the seat or be held in the student's lap. It is the driver's discretion to determine if an object is distracting, dangerous, or too large to be carried on the bus. Glass objects of any size will not be allowed.
  - n. Inappropriate language and/or printed materials will not be allowed.
  - o. Eating of food and drinking of beverages is not permitted.
  - p. The sale of candy or other items is forbidden on the bus.
  - q. There will be no fighting at stops while waiting for the bus nor on the bus.
  - r. Getting off at stops other than the student's regular place of drop is forbidden unless the permission of the principal is obtained.
  - s. Students must **remain seated** until the bus has come to a complete stop.
6. Any complaints from drivers, students, or parents not specified in this list of "Rules and Regulations" shall be reported promptly to the principal.
7. **Student/Parents must accurately complete and turn in the student/parent information pamphlet to the bus driver. Failure to do so can result in the student not being able to ride on the bus. These pamphlets are given to the students by the driver. If you are in need of one, please contact your student's bus driver.**

Any questions/complaints about buses or drivers should be directed to OPSB Transportation Department at 318-388-8924.

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*I can't change the direction of the wind,  
but I can adjust my sails to always reach my destination.*  
Jimmy Dean (1928-2010)

*When everything seems to be going against you,  
remember that the airplane takes off against the wind, not with it.* Henry Ford (1863-1947)

**Failure to comply with the rules and regulations listed later in this pamphlet will result in the following actions:**

- 1<sup>st</sup> Infraction** Written discipline reports by the bus driver are submitted to the principal of the school. The **principal shall** summon the student to the office for a warning and **shall notify the parent or guardian of the incident.** (Bus drivers **WILL** also contact the parent/guardian). The principal shall make documentation of action taken and contact the parent. **The principal shall** also send a copy of the **discipline report to the bus driver and the Transportation Department.**
- 2<sup>nd</sup> Infraction** The student shall be suspended from bus riding privileges for a minimum of three (3) days, **NO EXCEPTIONS!**
- 3<sup>rd</sup> Infraction** The student shall be suspended from bus riding privileges for a minimum of one (1) week. Principal may hold conference with parent.
- 4<sup>th</sup> Infraction** The student shall be suspended from bus riding privileges for the remainder of the school term.

\*\*At any time, if the severity of the behavior warrants, the student **may be suspended from school on the first infraction.** The following actions will be considered severe behavior and students may be suspended from school for a minimum of three days or for the remainder of the school year for such behavior:

1. **Fighting**
2. **Possession of alcohol or illegal drugs**
3. **Smoking**
4. **Possession of any kind of weapon**
5. **Assault**
6. **Destruction of school board property**
7. **Intentional disrespect (ex: cursing the driver)**

As indicated above, school bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/guardian and submitted to the office for the principal's signature. Students will be allowed off the bus only at school, home and locations requested in writing by parents. No student may ride two different buses (one in the morning and a different one in the evening.) The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus **MUST** comply with the request of the driver

## **Dress Code**

The Ouachita Parish School Board considers appropriate dress an important part of the learning process. The following general guidelines are required.

1. OPHS will allow garments with hoods to be worn, however at no point should the hood be pulled over the head or covering the ears.
2. Shorts may be worn, but must be knee-length. Example: Walking shorts, Bermuda short, Cargo Shorts. **NO SHORTS THAT HAVE ELASTIC WAIST, DRAW STRINGS, NO CUTOFFS OR GYM/MESH SHORTS WILL BE ALLOWED!** Again, all shorts must be knee length – a hem above the knee is an infraction.
3. Clothing with suggestive words or pictures will not be allowed. Teachers and administrators will determine what is inappropriate.
4. Boys will now be allowed to wear “stud” ear rings.
5. Girls will now be allowed to wear nose rings. **No hoops.**
6. No depression jeans with visible skin and/or holes/distressing above the knee may be worn unless tights or leggings are also worn **UNDER** the jeans to cover exposed skin.
7. Miniskirts should not be worn. Any skirt worn must be knee-length as in the hem of the skirt must touch the knee - a hem above the knee is an infraction.
8. Tights/leggings/yoga pants are **NOT ALLOWED.** To be considered pants, they must have pockets and/or a belt loop.
9. Neither boys nor girls are allowed to wear caps, hats, or other headwear into the school.

10. Tube tops, tank tops, and similar items of clothing are not allowed.
11. Shoes must be worn at all times. All shoes worn must have backs.
12. Belts and suspenders shall be fastened as designed.
13. Sunglasses will not be allowed to be worn inside the building.
14. Clothing advertising alcoholic beverages or illegal drugs are not allowed.
15. Transparent shorts, pants, or skirts will not be allowed.
16. No wallet chains.
17. Bandanas are not permitted on school campus.
18. Combs, picks, sharp pointed items will not be allowed. (i.e. metal combs)
19. No shirts, blouses, or tops that expose the midriff, back or cleavage will be allowed. Students should be able to raise their arms over their head and not expose skin.
20. Shirts cannot be tied in any way that makes the shirt a 'cropped' fit.
21. No shoes with wheels will be allowed.
22. Students shall not wear any clothing considered revealing or inappropriate by the school staff.
23. No pajama pants may be worn.
24. Pants must be worn at the waist level. No sagging pants will be allowed.
25. HAIR STYLES: 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.
26. No Blankets or throws will be allowed at school. BRING A JACKET!!
27. NOTHING SHOULD BE OVER THE HEAD, INCLUDING HEADBANDS OR HEADWRAPS!!

***The administration reserves the right to alter and announce changes in the dress code guidelines to address situations that interfere with an appropriate educational environment.***

***Other dress code issues determined to be inappropriate by the administration, could result in disciplinary action.***

## **Drug Testing--Ouachita Parish School Board Philosophy**

One of the primary objectives of the Ouachita Parish School Board is to provide a school environment that is safe and drug free. Many methods are being employed in order to accomplish this goal. They include a "zero tolerance" for drugs and alcohol, use of mandatory drug education, *D.A.R.E.*, *Character Counts!*, and other school programs.

Substance abuse in the school setting can have a damaging effect, possibly even fatal to students who abuse drugs. In recent times, an increase in the use of illegal substances by students/athletes has caused concern. These concerns have been expressed by school principals, school boards, law enforcement, and parents.

The use of drugs by students/athletes poses the risk of physical harm not only to the student/athlete but to their teammates and classmates as well. Also, the "role model" effect of drug use by students/athletes has a detrimental effect on the general school population. Because of these concerns, the OPSB embraces the opportunity to provide optimum health and safety to students involved in all phases of student life through a drug testing program.

The goal of this policy is not to invade the privacy of the student/athlete but rather to discourage the use of drugs. This would include any controlled substance depending on usage which by its very nature would be counterproductive to the health and safety of the student/athlete and their classmates. It is the philosophy of the OPSB that the implementation of a student drug testing policy will:

1. *Serve as a deterrent to drugs being brought into the schools*
2. *Help identify students who need drug abuse assistance*
3. *Help reduce or remove drug use from our school system*
4. *Strengthen the parent/school relationship*
5. *Provide a position and course of action for community confidence*
6. *Improve the overall safety of our school campuses*

**Ouachita Parish School Board Student Drug Testing Policy the policy concerning student drug testing will be as follows:**

**Students not involved in school athletics or designed extra-curricular groups.**

All students in grades 7-12, with parental consent, may volunteer to be tested by random selection. Consent forms will be obtained from parents for each student being tested. Should a parent desire that their child not be tested, the child will not be included in the randomly selected pool. Students testing negative on their test can be tested again according to the random selection process. The designated extra-curricular groups are:

1. Band-Performance Groups
2. Choir-Performance Groups
3. Cheerleaders
4. Dance/Drill Team
5. Spirit Groups
6. Athletes

It is the position of the Ouachita Parish School Board and its schools that participation in school DECG is a special privilege and carries an added responsibility of representing the school in a unique way. Therefore, these tests will be strictly enforced and participation will be mandatory, since the parents/guardian have freely chosen to allow their sons/daughters to participate in the DECG activity. No student will be tested unless both the parent(s) and the student sign a form giving permission to have the tests performed. By signing, the parents(s) and the student acknowledge that they consented to the administration of the tests and waive any claim of an invasion of privacy and waive any objection to the necessary action in the furtherance of these safety proceedings. The refusal of a student/parent to allow tests to be administered shall serve as an acknowledgment that the student has voluntarily chosen not to participate in the DECG program for that school year.

Parents, by their signature, release the school's DECG Departments from any responsibility in connection with the administration of test results, warranties as to the accuracy of said tests, and medical procedures used by the referring laboratory.

Students who transfer to a school during the year will be added to the list if they choose to participate in DECG activities.

**Procedure for Students Testing Positive**

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

**Article I**

- 1<sup>st</sup> Offense** Parents are notified in writing and must have a conference with the school principal. A minimum eight (8) hours of drug counseling, provided by a certified drug counselor chosen and paid for by the parents, will be required. A student testing positive on the initial test will be retested at some time during the school year.
- 2<sup>nd</sup> Offense** Student is suspended for three (3) days and eight (8) additional hours of drug counseling (at parent's expense) is required. A retest is also required.
- 3<sup>rd</sup> Offense** Student is expelled from school for the remainder of the year. The student must present proof of a negative drug test administered by an OPSB approved agency before being readmitted into an OPSB school.

All students participating in school-sponsored DECG will be tested prior to the first contest of each individual DECG season, and are also subject to random testing in accordance with this policy. The date of testing will be determined by the principal and DECG director of each school.

**Article II**

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

1. Be suspended from that DECG until a negative test has been obtained.
2. Follow procedures outlined above in Article I for each offense.
3. If the results of the second drug test are positive, the student will be suspended from that DECG for the remainder of the season.

Any student involved in school-sponsored DECG who tests positive for any drug will not be allowed to practice or compete in any DECG activities until a negative test has been obtained.

The cost of the retest will be at the parent's/student's expense once the student has tested positive. A student who refuses to be retested will be dismissed from all DECG programs.

## **Confidentiality**

The results of the drug test will be kept strictly confidential with the principal and the Supervisor of Drug Free Education. Parents of students whose tests yield a positive result shall meet immediately with the principal. The results of a positive drug screen are not to be disclosed to law enforcement officers.

## **Lab**

The drug testing will be done by the Ouachita Parish School Board's designated laboratory. The specimens collected will only be tested for the prohibited drugs listed below. The testing firm will collect the specimen and will handle the chain of custody and reporting of the results. Testing will be done by urine sampling. The specimens will not be tested for any diseases or conditions other than drug use. Those students to be tested, who are not involved in DECG, will be randomly selected by computer at the laboratory. Random selection will be generated by student I.D. or social security number. The drug test will screen for the following five classes of drugs: 1) Opiates, 2) Cocaine, 3) Amphetamines, 4) Cannabinoids (marijuana), 5) Phencyclidines (PCP), and 6) Benzodiazepines.

## **Notes**

1. If a student is/has been taking medication, he/she will be able to indicate this prior to the administration of the test and will identify the prescribing physician.
2. The principal of each school shall be required to have a signed consent form on file for every student that will participate in the drug testing program.
3. Each school will have a student drug-testing committee for the purpose of implementation of this program. The committee will be composed of the principal, a counselor, the DECG directors, a classroom teacher, and a parent.
4. It is imperative to note that these procedures are only to be used for the appearance of non-apparent controlled substances. Consequently, if a student is apprehended by anyone as a result of being in illegal possession of alcohol and/or a controlled substance, the regular school discipline policies will apply.
5. The drug testing program is for all students in grades 7-12 in the Ouachita Parish School System.

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

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

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

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*The best chance for happiness is education.*

Mark Van Doren (1894-1973)

*Education is the jewel casting brilliance into the future.*

Mari Evans (1923-2017)

## Entrance Requirements

All students upon entering Louisiana schools for the first time shall present an official birth certificate and a record of immunization. Also, you must have two (2) proofs of residence showing that you are zoned for Ouachita Parish High School, example: water bill, electricity bill, etc.

All students entering any school for the first time shall present satisfactory evidence of having been immunized against diphtheria, tetanus, whooping cough, polio-myelitis, measles, and other communicable diseases according to schedule approved by the State Department of Health and Human Resources, or shall present evidence of an immunization program in progress. In addition, each child shall have a test for meniscocytosis commonly known as "sickle cell anemia." The test is mandatory unless the parents object.

The OPHS Guidance conducts all business as it pertains to new enrollment and entrance requirements.

**R.S. 32:431 A minor who is at least fifteen but less than eighteen years of age may have his/her driving privileges denied or suspended if he/she 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 birthday.**

## FERPA (Family Education Rights and Privacy Act)

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After that 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):
  1. School officials with legitimate educational interest;
  2. Other schools to which a student is transferring;
  3. Specified officials for audit or evaluation purposes;
  4. Appropriate parties in connection with financial aid to a student;
  5. Organizations conducting certain studies for or on behalf of the school;
  6. Accrediting organizations;
  7. To comply with a judicial order or lawfully issued subpoena;
  8. Appropriate officials in cases of health and safety emergencies; and
  9. State and local authorities, within a juvenile justice system, pursuant to specific State Law.

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

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*Carry out a random act of kindness, with no expectation of reward,  
safe in the knowledge that one day someone might do the same for you.*  
Princess Diana (1961-1997)

## Hall Conduct

Students should be in the halls only at the beginning and close of school, during lunch break, or while moving from one class to another, unless they have special permission or special duties that require them to be there.

1. Students in the halls during class time must have a hall pass. Any student in the hall without permission should be referred to the disciplinary office.
2. Students are asked to be courteous at all times and to keep to the right when moving in the hall.
3. Running and shouting in the halls or other parts of the building is not allowed.
4. Loitering is not allowed in the hall between classes (NO STANDING AROUND). Students are not to congregate or loiter in restrooms. Students should limit locker use to as few times as possible. Students are to move directly from one class to their next class.
5. ONLY THOSE STUDENTS WHO HAVE A CLASS IN THE FINE ARTS HALL (Band, Choir, and Theatre) ARE ALLOWED IN THAT HALL AT ANY TIME. THE SAME IS TRUE FOR THE P.E. HALL.
6. STUDENTS **MUST** AT ALL TIME, ANSWER APPROPRIATELY AND COURTEOUSLY, ANY QUESTIONS ADDRESSED TO THEM BY FACULTY, STAFF, OR SCHOOL ADMINISTRATORS.

## Homeless-Education Program, "Bridges of Ouachita"

"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.



**Jerlyn D. Bobo, District Liaison Supervisor**

701 St. John Street, Monroe, LA 71201

Phone: 318.432.5330

Fax: 318.432.5297

## 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

## Homeless 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  
Ouachita Parish Media Center  
701 St. John Street, Monroe, LA 71201  
318.432.5330; 318.432.5297 (Fax)

#### **State Coordinator**

State of LA Department of Education  
1201 North Third Street, Baton Rouge, LA 70802  
1-225-219-2949, 1-877-453-2721

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*Let us think of education as the means of developing our greatest abilities,  
because in each of us there is a private hope and dream which,  
fulfilled, can be translated into benefit for everyone  
and greater strength for our nation.*

John F. Kennedy (1917-1963)

*Our greatest weakness lies in giving up.*

*The most certain way to succeed is always to try just one more time.*

Thomas A. Edison (1847 - 1931)

## Procedures and Other School Information

### Accidents

When an accident occurs, it must be reported at once to the faculty member in charge. It will be reported to the office and/or administrator.

### Automobiles

Driving a car is a privilege. Failure to adhere to the following school rules and the rules of the Louisiana Department of Transportation will result in the loss of this privilege.

1. Students driving cars to school must park in the student **SOUTH** parking lot. Parking in any other lot is prohibited. All cars should be locked after arrival in the morning.
2. **Students MUST be a legally licensed driver to drive to, from, and on campus. Temporary instructional permits or regular permits that state restriction "w/lic driver only" are NOT acceptable for OPHS parking permits.**
3. Cars are not to be used during the school day unless permission has been granted by administrators.
4. Students are not permitted to sit in cars during the school day. If students need to return to their cars, they must obtain a hall pass to enter the parking lot during school hours. Such permission should be received from an administrator.
5. Students must purchase an OPHS parking permit. These are to be displayed on all cars parked in the students' parking lot. Permits are **\$10.00**.
6. Students are not to loiter by or in their cars at the beginning or end of the school day. Students are to leave their cars immediately upon arrival to school and are to leave the school grounds immediately when school is dismissed.
7. Reckless operation of vehicles on campus will result in loss of driving privileges and/or suspension from school. **No passing vehicles on school campus.**
8. D.E., C.O.E., ½ day students, or any other students who are scheduled for less than a full day of school must park in the SOUTH PARKING AREA.
9. Other rules and regulations for parking may be obtained from the library.

### Parking Permits/Tickets/Fines

All fines for parking violations are \$10 with the exception of handicap violations which \$50. Parking violations are placed on the vehicle windshield with a carbon copy filed by Mrs. Chunn in the library. Once a student accumulates 6 or more unpaid violations, that student's driving privilege on campus will be revoked until payment. If a student is caught driving on campus with revoked privileges, they will be suspended from school. All fines are to be paid online. Questions? See Mrs. Chunn in the library.

**ANY DAMAGE TO A STUDENTS VEHICLE IS NOT THE RESPONSIBILITY OF THE SCHOOL.**

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### **BELIEVE IN YOURSELF**

*You are your greatest asset.*

*There is nothing you can't do.*

*No one can keep you from dreaming.*

*Only you can stop them coming true.*

*Your achievements are determined  
by the desire that you possess.*

*Believe in who you are.*

*Believe in what you do.*

*It's not a quirk of fate.*

*It's strictly up to you.*

~ Author Unknown

## Bell Schedules

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### REGULAR BELL SCHEDULE

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	<b>7:50</b>	<b>Stop serving breakfast</b>
	6:55 - 7:45	<b>Morning/Extended Classes</b>
	7:52 - 8:52	1 <sup>st</sup> Period Class
	8:56 - 9:49	2 <sup>nd</sup> Period Class
	9:53 - 10:46	3 <sup>rd</sup> Period Class
	10:50 - 11:43	4 <sup>th</sup> Period Class
<b>LUNCH SHIFT A</b>	11:43 - 12:08	<b><u>FIRST LUNCH SHIFT</u></b>
	12:13 - 1:08	5 <sup>th</sup> Period Class
	11:48 - 12:13	5 <sup>th</sup> Period (1 <sup>st</sup> Half) Class
<b>LUNCH SHIFT B</b>	12:13 - 12:38	<b><u>SECOND LUNCH SHIFT</u></b>
	12:43 - 1:08	5 <sup>th</sup> Period (2 <sup>nd</sup> Half) Class
<b>LUNCH SHIFT C</b>	11:48 - 12:43	5 <sup>th</sup> Period Class
	12:43 - 1:08	<b><u>THIRD LUNCH SHIFT</u></b>
	1:12 - 2:05	6 <sup>th</sup> Period Class
	2:09 - 3:02	7 <sup>th</sup> Period Class

**3:10 ALL STUDENTS NOT PARTICIPATING IN SCHOOL RELATED  
ACTIVITIES SHOULD BE OUT OF THE BUILDING BY THIS TIME!**

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STUDENTS WILL CHECK WITH 5th PERIOD TEACHER TO SEE WHAT LUNCH SHIFT THEY HAVE.

STUDENTS NOT FOLLOWING A FULL SCHEDULE SHOULD LEAVE THE CAMPUS IMMEDIATELY UPON COMPLETION OF CLASSES FOR THE SCHOOL DAY. FAILURE TO DO SO WILL BE TREATED AS A DISCIPLINARY PROBLEM. Please note that ANNOUNCEMENTS will be made at 7:55 AM every morning. If you have any announcements that need to be made, please have these in the main office by 7:30 AM. If other announcements need to be made, they will be made at 2:00 p.m.

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### PEP RALLY BELL SCHEDULE

**6:55 - 7:45 Early Morning Class**

**7:52 Students Report to 1<sup>st</sup> Period**

**8:00 (Bell will not ring) Students will be called out for pep rally at the appropriate time.  
(Do not dismiss students until they are called.)**

6:55 - 7:45 Morning Extended Classes

8:05 - 8:50 Pep Rally

9:08 - 9:43 1st Period Class

9:48 - 10:23 2nd Period Class

10:28 - 11:03 3rd Period Class

11:08 - 11:43 4th Period Class

**After 4<sup>th</sup> period class,  
resume regular lunch shifts  
and 5<sup>th</sup>, 6<sup>th</sup>, & 7<sup>th</sup> period classes.**

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## Building Hours and Use

The school is officially opened at 7:15 AM and closed at 3:10 PM. Any student or group of students in the building before 7:15 AM and after 3:00 PM must be supervised by a member of the faculty. Maintenance personnel will not assume this responsibility. Students may enter the building through the front Main Entrance, the Commons Area, or the two bus loading/unloading entrances. Groups using the building for supervised activities should leave all rooms and equipment that they use in the proper condition. Any damaged rooms or equipment should be reported to the principal.

## Cafeteria

The cafeteria is offered as a convenience to the student body. Students are expected to conduct themselves in an orderly fashion during the lunch period. Students should wait politely in the service line, keep the noise level down, and not horseplay. Trays should be properly returned to the Tray Window. Students are required to throw away their trays and trash, if this becomes an issue, KP Duty will be assigned. Any misconduct in the cafeteria will result in disciplinary action. **NO FOOD OR DRINK IS ALLOWED TO BE TAKEN OUT OF THE CAFETERIA.**

***THERE IS ABSOLUTELY NO OUTSIDE FOOD DELIVERIES ALLOWED! THIS INCLUDES FROM PARENTS, STUDENTS, OF FOOD DELIVERY SERVICES. ANY FOOD DELIVERED WILL BE CONFISCATED.***

## Canteen

The Canteen area is an extra privilege for the students. This will operate only as long as students abide by the rules concerning its use. The Canteen will be open only after all those students eating in the cafeteria have gone through the serving lines. **NO FOOD OR DRINK IS TO BE TAKEN OUT OF THE CAFETERIA.**

## Checking Out of School

### ***Return To New Policy - NO TELEPHONE CHECK OUTS!***

1. Students may check out of school in the Main Office when determined necessary by parents and administration.
2. Parents are required to personally check out student in the Main Office.
3. Parents can only check out their own children.
4. If any emergency arises and a parent cannot be present to check out a student, an administrator must confirm the emergency or reason for checking out with a parent or guardian before the student will be allowed to check out of school with someone other than his or her parent or guardian.
5. **Students** must sign the check-out list before leaving.
6. **YOU MUST SHOW PROPER ID WHEN CHECKING YOUR CHILD OUT.**

## Clubs and Organizations

All clubs and organizations on the school campus must be approved by the principal and must have a faculty sponsor. Recognition cannot be given to any fraternity or sorority because this is a public, tax-supported school. Because these organizations do not have open membership and are not under school supervision, they are not allowed to operate on campus.

## Elevator

Due to the school's population, the use of the school elevator is restricted. The elevator will be used for the following purposes:

1. Maintenance of the school building.
2. Emergencies. (Transporting persons because of illness, accidents, or injuries.)
3. Access to the 2<sup>nd</sup> and 3<sup>rd</sup> floors by any handicapped person(s).

## Emergency Drills

Fire, tornado, and other evacuation drills are held at irregular intervals throughout the school year. Remember the following basic rules:

1. Check the posted instructions in each classroom indicating how to leave the building in case of a drill or actual emergency.
2. Walk. No talking. Move quickly and quietly to designated areas.

## Extra-Curricular Activities

Extra-curricular activities are viewed as an extension of the school day. All rules governing regular school day activities apply to all extra-curricular activities on and off campus.

## Faculty Lounge and Restrooms

The lounge facility and restrooms provided for teachers are to be used only by faculty members. These areas are off limits to students at all times (during the school day or after school hours when students are participating in extracurricular events and/or practicing). Faculty members are not to provide soft drinks nor food articles from the vending machines to students.

## Fund Raising

**All fund-raising projects must be approved by the principal. NO items can be sold without prior approval of the principal.**

## Health Problems

Students with health problems should report to the school office at the beginning of the school term or when such a problem arises. Special health problems that need reporting include vision disorders, hearing disorders, epilepsy, diabetes, recent surgery, or anything that might limit or hinder your progress or endanger your health at school.

## Library Media Center

The Library Media Center is open to students, faculty and staff for research and for pleasure reading. The library is open from 7:45 a.m. to 3:00 p.m. Monday – Friday. The Library Media Center is open during all lunch shifts for completing projects, doing research or reading for pleasure. **HALL PASSES ARE REQUIRED DURING CLASS TIMES.** Students should present hall passes to either the student worker at the circulation desk or one of the library media specialists upon entering the library. A return pass will be provided for those who ask. Students are expected to be respectful of the library atmosphere.

Each student will be issued a student OPSB Chromebook that must be properly maintained throughout the school year. Negligence and abuse of devices will NOT be tolerated. Help with Chromebook, educational technologies (i.e, Google, Clever, etc.), and instructional technologies can be found in the library.

## Lockers

1. Only students with an exceptionality will be assigned a locker upon payment of their \$35 school fee.
2. Periodic inspections will be made by the faculty and administrators to see that the lockers are kept neat and orderly.
3. You are to use the locker assigned to you and are to keep it locked at all times. Please keep locker visits to a minimum.
4. There should be no sharing of lockers.

## Lost and Found

Students who have lost or misplaced personal items or school materials should check with the Main Office. You must provide verification that the item belongs to you. All unclaimed items will be donated to charity at the end of the school year.

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*Education is the most powerful weapon which you can use to change the world.*

Nelson Mandela (1918-2013)

*Reading is to the mind, what exercise is to the body.*

Sir Richard Steele (1672–1729)

## **Nurse—Ouachita Parish School Nurse Program**

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

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

1. Mandated vision and hearing screenings per recommendations by the American Academy of Pediatrics or by special request by parents, children, and school personnel. Screenings are primarily conducted in 10th grade or on an as needed basis.
2. Pediculosis (head lice) checks on as needed basis.
3. General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds, and visual assessments.
4. Breast cancer awareness information provided in health and P.E. classes.

The school nurse needs to be notified of any changes that occur in your child's health condition, provide updated telephone numbers and address changes readily, to facilitate the care needs of the child. **REQUIREMENTS FOR ADOLESCENTS BETWEEN THE AGES OF 11-18 YEARS:** The table below will help you understand what is required:

### IMMUNIZATION SCHEDULE FOR ENTRY INTO LOUISIANA SCHOOLS

Kindergarten Entry:

- DTP (diphtheria, tetanus, pertussis) - 5 doses
- Hepatitis A - 2 doses
- Hepatitis B - 3 doses
- Polio (IPV) - 4 doses
- MMR (Measles, mumps, rubella) - 2 doses
- Varicella (chicken pox) - 2 doses

6th Grade Entry:

- Tdap (Tetanus booster) - 1 dose
- Meningitis (MenACWY) - 1 dose

11th Grade:

- Meningitis (MenACWY) - 2nd dose (first dose in 6th grade)

Please see the school nurse to discuss your child's immunization record to ensure they are up-to-date prior to the beginning of the school year.

## **Medications**

As a general principle, medications are not given at school. However, when circumstances arise in which a student develops a long-term health problem, the following policy will be adhered to:

1. Any student, who is required to take medication during school hours, must have written orders from a physician, detailing the name of the medicine, dosage, and exact time to be given on the proper Ouachita Parish medication order form. Parents must meet with the school nurse to sign medication forms before any medication can be administered at the school.
2. Medication must be brought to the school by the parent in a current container appropriately labeled by the pharmacy. No more than a 25 day supply will be accepted.
3. No "over the counter" medications will be given at school unless prescribed by a doctor or dentist with proper paperwork completed. (This means aspirin, Tylenol, cough syrup, cough drops, antacids, etc.)
4. Students are not allowed to have any medication in their possession with the exception of an inhaler and EpiPen. Additional paperwork would need to be completed with these exceptions.

5. A parent may administer any medication at any time to their child without meeting any requirements.

## **Posters and Advertisements**

All posters, announcements, or advertisements to be displayed anywhere in the building or on the school grounds **must be approved** by administration.

## **School Fees**

**Each student will pay a \$35.00 general school fee each school year. Any student owing an outstanding fee or parking fine to the school or organization may not be allowed to participate in other activities where a fee is required. Ex. Clubs, Organizations, Homecoming Court, Prom Court, etc. or pep rallies. \$5 of OPHS school fee covers Chromebook/charger insurance for accidental damage. Lost/stolen Chromebook and/or chargers are not covered in the insurance.**

## **Telephone**

**Students will not be allowed to use the office phones for personal calls.** In case of emergency, students may use the phone in the Student Services Office or the Main Office but must have a valid Hall Pass to do so. In the event that a student receives a call, he/she will be called out of class only for an emergency.

## **Textbooks—Bulletin 1794 - State Textbook Adoption Policy & Procedure Manual**

### **505. Local Implementation**

- A. Adequate and Appropriate Instructional Materials
- B. Textbooks for Core Curriculum Areas

**Access**—A school system shall, based on input from local teachers, principals, administrators, and others, determine how access to textbooks in core subject areas will be made available to students. School systems must ensure that each child within the classroom will have equal access to any available instructional materials. School systems shall also inform each parent/guardian in writing at the beginning of each school year of the method of access to textbooks which has been selected for each course or grade level. A contact person and phone number should be provided.

**Options for providing textbook access for students may include:**

1. Textbooks provided for each student to take home,
2. Textbooks provided via a classroom set or as student material packets;
3. Textbooks provided as digital files; or
4. Other specified arrangement as deemed appropriate to the subject area by local officials.

## **Visitors**

**PARENTS ARE ALWAYS WELCOME AT OUACHITA!** To ensure the safety of our students, faculty, and staff and the smooth operation of the school, we have instituted the following rules for visitors.

1. The school policy is to accept visitors in the school who have legitimate business here.
2. All visitors must register in the main office and show proper I.D.
3. Visitors are expected to leave promptly when they have completed their business.
4. Students wishing to bring a guest to school must obtain prior approval from the principal. This person will have to wear a visitor's pass.
5. Unauthorized persons shall not be allowed on campus and will be removed, when necessary, by law enforcement officials. The parking lot area is considered a part of the campus.
6. All visitors must be accompanied by a school monitor.

## **Visitor Meals**

As with most federally funded programs, State and Federal regulations dictate procedures. A few of the regulations which apply directly to visitor meals are as follows:

- A visitor is defined as an individual who is not employed by Ouachita Parish School Board, such as parents, visiting children not currently enrolled in Ouachita Parish School System (regardless of age), and Senior Citizens.
- Principals may invite visitors on campus to eat in the school cafeteria. The meal must be paid for by the Principal or the visitor. Otherwise, meal service is prohibited for "passers-by".
- Parents are encouraged to visit the school on invitation and must pay for their meals. The Ouachita parish Child Nutrition Program invites parents and family members throughout the school year to eat with their children on special days such as "Mom's Day", "Dad's Day", "Grandparent's Day", Christmas,

and other holidays. Parents may join their child at lunch on a day of their choosing **up to five times** during a school year.

- Meals are priced as a whole unit. State regulations do not allow “a la carte” (by the item) sales. The charge for Visitor Meals in Ouachita Parish is \$5.00 per plate. **PRICES ARE SUBJECT TO CHANGE**
- Elderly persons (60 years and older) may eat in the school cafeteria on a daily basis if they live in the neighborhood. They pay the Visitor Price of \$5.00 **PRICES ARE SUBJECT TO CHANGE.**
- All foods and beverages available to adults shall be a part of the regular meal served the children. In other words, whatever is offered to the adults must be offered to the students.
- Adults shall be served the same meal as students in portions not to exceed that of secondary students.

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### **“The Carpenter’s House”**

*An elderly carpenter was ready to retire. He told his employer-contractor of his plans to leave the house building business and live a more leisurely life with his wife enjoying his extended family.*

*He would miss the paycheck, but he needed to retire. They could get by. The contractor was sorry to see his good worker go and asked if he could build just one more house as a personal favor. The carpenter said, yes, but in time it was easy to see that his heart was not in his work. He resorted to shoddy workmanship and used inferior materials. It was an unfortunate way to end his career.*

*When the carpenter finished his work and the builder came to inspect the house, the contractor handed the front door key to the carpenter. “This is your house,” he said, “my gift to you.”*

*What a shock! What a shame! If he had only known he was building his own house, he would have done it all so differently. Now he had to live in the home he had built none too well.*

*So it is with us. We build our lives in a distracted way, reacting rather than acting, willing to put up less than the best. At important points we do not give the job our best effort. Then with a shock we look at the situation we have created and find that we are now living in the house we have built. If we had realized that, we would have done it differently.*

*Think of yourself as the carpenter. Think about your house. Each day you hammer a nail, place a board, or erect a wall. Build wisely. It is the only life you will ever build. Even if you live it for only one day more, that day deserves to be lived graciously and with dignity. The plaque on the wall says, “Life is a do-it-yourself project.” Your life tomorrow will be the result of your attitudes and the choices you make today.*

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**2024 - 2025 OUACHITA PARISH SCHOOL CALENDAR**

AUGUST 12 (Monday).....GRADES 1-12 STUDENTS BEGIN FULL DAYS  
 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  
 MARCH 24-28 (Monday-Friday) {Holiday} .....SPRING BREAK  
 APRIL 18-21 (Friday-Monday) {Holiday} ..... EASTER BREAK  
 MAY 9 (Friday)..... SENIORS LAST DAY  
 MAY 13 (Tuesday).....GRADUATION  
 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

End of Marking Periods / Report Card Dates

- 1: 10-10-24 / 10-25-24
- 2: 1-18-25 / 1-15-25
- 3: 3-12-25 / 3-19-25
- 4: 5-22-25 / TBA

## Drill Acknowledgement Letter



**OUACHITA PARISH HIGH SCHOOL**  
681 Hwy. 594, Monroe, LA 71203  
318.343.2769  
318.343.9594

Date: \_\_\_\_\_

Dear Parents:

We will be conducting our tornado, fire, and school safety drills periodically throughout the school year. We have our Crisis Plan in place and need to practice these procedures for the protection and safety of your child and school staff. We will also practice an evacuation drill to our evacuation site, which will be the OPHS football stadium and Calvary Baptist Church. We will let you know in advance when we will have the evacuation drill off campus.

If you have any questions, please feel free to contact me.

Sincerely,

Mr. Charles Wright  
OPHS Principal

**UNSTOPPABLE**

# Handbook Acknowledgement/Letter of Compliance



**OUACHITA PARISH HIGH SCHOOL**  
681 Hwy. 594, Monroe, LA 71203  
318.343.2769  
318.343.9594

Dear Parents:

The Ouachita Parish High School Student Handbook is presented online to each OPHS student and parent/guardian to inform the concerned parties of the activities, policies, regulations, and procedures at OPHS. It is the responsibility of each student and parent to become familiar with the rules and regulations that govern student behavior at Ouachita Parish High School.

Students and parents are requested to sign and return a statement of compliance. The google form will be placed on our website, social media pages, and student's google classes. Failure to submit this google form by student and parent will result in the student not being allowed to attend Pep Rallies, Prom, Homecoming, and any other activities deemed by administration.

**For students:**

I, (student name), agree to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules.

**For parents:**

The parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences.

*Ouachita Parish High School Faculty and Administration*

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Student Signature/ Date

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Parent or Guardian Signature/Date

Please use the following link to submit [Acknowledgement/Letter of Compliance](https://tinyurl.com/ophshandbookcompliance)  
<https://tinyurl.com/ophshandbookcompliance>



## Ouachita Parish School System Acceptable Usage Policy (AUP) for Students



Because computers and Internet access are provided in Ouachita Parish School System schools as an educational resource, the following procedures and guidelines are used to help ensure appropriate, considerate, ethical, and responsible use of all technology at Ouachita Parish School System Schools. All users should be aware that the inappropriate use of electronic information resources could be a violation of local, state, and federal laws. Violations can lead to prosecution. We *require* that all students abide by the following rules for acceptable user behavior.

1. **Acceptable Use.** The use of an assigned account must be in support of educational goals and objectives of the Ouachita Parish School System. Students are not allowed to access email accounts other than those assigned by the teacher.
2. **Network Etiquette.** The teacher or the System Administrator may scrutinize communication on the Internet. Each Internet user is expected to abide by the following generally accepted rules of user etiquette.
  - a. Be polite.
  - b. Use appropriate language.
  - c. Use email in an appropriate manner
3. **The following behaviors are not permitted.**
  - a. Sending or displaying ANY offensive messages or pictures;
  - b. Encrypting of any files;
  - c. Using obscene language;
  - d. Harassing, insulting, or attacking others;
  - e. Damaging computers, computer systems, or computer networks;
  - a. Trespassing in another person's folders, work or files;
  - b. Intentionally wasting limited resources, including the use of "chain letters" and messages broadcasted to mailing lists or individuals;
  - c. Employing the computer for commercial purposes;
  - d. Revealing the personal address or phone number of any other person;
  - e. Changing the default settings (desktop settings, screen saver, etc.) on the computer;
  - f. Installing ANY unauthorized or unlicensed software on school/school board computers;
  - g. Installing ANY unauthorized or unlicensed school/school board software on personal/home computers;
  - h. Using ANY outside media (diskettes, CD's, tapes, etc.);
  - i. Any illegal activities, "hacking", or attempts to otherwise compromise system security.

Inappropriate use of the computer and Internet access may result in the temporary or permanent cancellation of that privilege. As with any other serious violation of school or district rules and regulations, consequences of violations include the possibility of suspension or expulsion from school. Should a student violate this policy, he/she may lose computer and Internet access privileges. Users agree to report any misuse of electronic information.