

2026-27 Student Handbook

Ouachita Junior High School

...where the pride begins.

Perseverance
Respect
Integrity
Dedication
Excellence



OUACHITA JUNIOR HIGH SCHOOL

Home of the Mighty Lions

Where the PRIDE Begins

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Dean of Students

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Welcome to Our School

A Message to Students

Welcome to the Ouachita Junior High family! We hope you enjoy and make the most of your junior high experience at our school. Ouachita is all about tradition and excellence, and we are glad you are now a part of where the PRIDE BEGINS.

A Message to Parents & Guardians

You are requested to read and discuss this student handbook with your child. Our faculty will spend orientation time with students, but you need to know and understand what is expected of your children while they are students at Ouachita Junior High. Please refer to this handbook whenever you have questions concerning your child or school procedures.

Who to Ask

Use this quick-reference guide to reach the right person during the school year.

If you have questions about...	Contact
Attendance	D. Scott
Books	A. Crain
Buses	D. Underwood
Cafeteria	J. Morris
Crisis Management	J. Flunder
Curriculum	D. Underwood / A. Willis / A. Crain
Discipline	A. Crain / J. Flunder / D. Underwood
Guidance / Class Change	A. Davis / A. Crain
Money Matters, Fees, Refunds	C. Davis
Personnel	D. Underwood
Scheduling	A. Davis / A. Crain
School Information	D. Scott / C. Davis
Special Education	N. Sullivan
Sports	F. Goodin
Technology	C. Mills
Section 504	C. Mills

Mission Statement & Philosophy

The Ouachita Junior High School Family believes that our primary mission is to provide quality instruction to all students to better prepare them for future learning experiences.

We recognize the dignity, worth, and unique character of each of our students and accept the responsibility to work with the family and the community to enable each student to grow in awareness of his/her own self-worth, abilities, rights, and responsibilities.

Our purpose is to develop an integrated program of studies and activities in the best possible educational environment to prepare our students to be productive and contributing members of society.

About This Handbook

This handbook gives you the spirit, ideals, and objectives of Ouachita Junior High School. Its policies and procedures are the result of a concerted effort by the faculty, the student council, and the administration. The major goal of education is to help each student become an effective citizen in a democracy. We hope you will participate in the varied activities offered at OJHS. Remember that your success in this school and in life will be directly proportional to your efforts.

Daily Schedule, Arrival & Dismissal

Bell Schedule (2026–2027)

Period	Start	End	Minutes
Early Bell	7:25	7:51	—
1st Period	7:54	8:43	49
2nd Period	8:46	9:35	49
3rd Period	9:38	10:27	49
4th Period	10:30	11:19	49
1st Lunch	11:19	11:47	28
5th Period – A	11:22	12:11	49
2nd Lunch	12:11	12:39	28
5th Period – B	11:50	12:39	49
6th Period	12:42	1:31	49
7th Period	1:34	2:23	49
8th Period	2:26	3:15	49

Total Instructional Minutes: 392 minutes per day

Morning Arrival

- Duty teachers report to their posts at 7:25 A.M. — students should NOT arrive before 7:25 A.M.
- To eat breakfast, students must be dropped off before 7:40 A.M., so they have time to eat.
- On arrival, all students report to the cafeteria for breakfast. Once students finish, they will report to the gym until the bell.
- Students are NOT allowed in the hallways or bathrooms before school — there are no teachers on hall duty during this time, and this is a safety issue.

Afternoon Dismissal & Pickup

- All students should be out of the building five minutes after school ends.
- Car-rider students wait in front of the building for pickup.
- Students must be picked up no later than 3:45 P.M.
- A parent picking up after 3:45 P.M. must come inside and sign their child out. After the 3rd late pickup, new proof of residence may be required.
- Bus students wait in the loading/unloading area at the back of the building and wait for the bus to fully stop before boarding.

IMPORTANT — Car-Rider Safety

NO STUDENT IS TO BE PICKED UP AT THE 6TH GRADE AREA BY THE NORTHEAST LOOP AREA. There is no teacher on duty here. If a student is caught being picked up here, parents will be called; a second time, the student will be disciplined. This is a safety hazard.

ALL CAR-RIDER STUDENTS MUST BE PICKED UP IN THE MAIN FRONT PARKING LOT DRIVE-THROUGH. NO EXCEPTIONS.

Attendance

Attendance Policy (Grades K–8)

State law and Ouachita Parish School Board Policy require that students attend a minimum of 94% of the year's instructional minutes. Students in grades K-8 cannot accumulate more than (10) unexcused absences in a school year.

The following procedure is used for excusing absences:

Absences #1–10

- Acceptable documentation must be turned in to the appropriate person at school within 48 hours after the student returns. The school marks the absence excused and files the documentation.

Absence #11 and Every Absence After

Parents must take the documentation to the CHILD WELFARE / ATTENDANCE OFFICE at the Instructional Annex in West Monroe for APPROVAL BEFORE turning it in at school. FAILURE TO DO SO CAN PUT YOUR CHILD IN DANGER OF BEING RETAINED.

Excused Absence Categories

A student is excused upon presenting appropriate documentation for absences in these categories:

- Personal illness
- Death in the family
- Legal appointments
- Recognized religious holidays of the student's own faith
- Extenuating circumstances

Late Check-In / Early Check-Out

- **State law** requires students to be in school every day; school is in session and for the full duration of each day, unless there is an acceptable excuse.
- A student who checks in after 8:24 is absent for 1st period and remains in student services until the 2nd period bell.
- A student who checks out before 2:41 is absent for 8th period.

Late-to-School / Tardy Policy

Each teacher keeps a tardy roll in WebPams. All tardies across all classes count toward a student's total. Any student missing more than half a class period is considered absent (unless detained by a school official or in a school-sponsored event).

Arrival Time	Marked As	What Happens
7:55 – 8:24 A.M.	Tardy	Given a tardy and sent to class
8:25 – 8:54 A.M.	Absence	Remains in ISS for the rest of 1st period; responsible for making up missed work

Tardy Consequence Ladder

Tardies are counted as a total of all classes combined.

Tardy Count	Consequence
Tardies 1–3	Teacher warning
Tardy 4	Sent to office; parent contact; written assignment
Tardy 5	Sent to office; parent contact; 1–2 days lunch detention

Tardy Count	Consequence
Tardies 6–7	Sent to office; parent contact; 3–4 days lunch detention
Tardy 8	Sent to office; parent contact; Saturday Seminar
Tardy 9	Sent to office; parent contact; ISS for the entire day
Tardy 10+	Sent to office; parent contact; 1 day suspension per tardy

Checking Out of School

- Students may not leave school grounds during the day without permission from the office. Failure to follow proper procedure is considered truancy.
- The parent, guardian, or designated adult MUST come in person with a picture ID to the school office to check out a student.
- Anyone other than the parent must be listed on the student's Check-Out Authorization form and show a picture ID. If not listed, a phone call will verify their identity. ID must be presented or on file for any checkout.

Change of Address

- Report any change of address to the school office and provide two proofs of residence to the main office.
- Report any change in telephone numbers to the office.
- Administrative staff may ask students to verify their address at any time.

Academics & Extracurriculars

Grading Scale

The grading system officially adopted by the Ouachita Parish School Board:

Grade	Range	Meaning
A	90 – 100	Excellent
B	80 – 89	Above average
C	70 – 79	Average
D	60 – 69	Below average
F	0 – 59	Failing

Progress Reports & Report Cards

- A Mid Nine-Week Progress Report is given for each academic subject at the middle of each nine-weeks grading period, showing how the student is doing at that point.

- Report cards are given to students during the week following the end of each grading period.

Homework

- The amount of homework is left to the discretion of the classroom teacher; students are expected to complete assigned homework every day.
- Students are to bring their books, pencils, and pens every day.
- After an absence of three days, parents may request homework by calling the office before 8:15.
- For shorter absences, students should call a classmate to get assignments. Ask about School Messenger services.

Make-Up Tests & Make-Up Work

- Every teacher displays specific make-up policies in the classroom. It is the student's responsibility to know and follow them.
- If excused, students have the same number of school days they missed to complete make-up work or tests.
- Without an administrator-approved parental note, doctor's excuse, or administrator note, the excuse counts as an unexcused absence.

Free Homework Help — Homework Louisiana

Homework Louisiana ([HomeworkLa.org](https://homeworkla.org)), a service of the State Library of Louisiana, offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten through adult learners. Get help in math, science, social studies, or English from a live tutor — from a Louisiana public library, your home computer, or your mobile device.

Cheating

When a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, notify the parent, and document the action on a minor infraction form. The parent shall be notified that a second offense will bring disciplinary action from school. Tests are not required to be re-administered, nor are new tests required to be given in the case of cheating. A "0" given on the test will not cause the student's nine-week letter grade to drop more than one letter grade for the nine-weeks grading period (see Pupil Progression Policy online at opsb.net).

Guidance Services

Middle school students will, from time to time, have problems — school problems, personal adjustment, or planning for the future. The guidance counselor is here to help. Students should feel free to consult with the counselor whenever they need assistance or someone to talk to. We help each student achieve their highest growth mentally, emotionally, and socially by:

- Helping new students feel at home with new teachers and friends in a different setting.

- Scheduling individual conferences whenever a teacher, principal, or counselor feels it is necessary (parental conferences must be pre-arranged).

SCHEDULE CHANGES will be made only in specific circumstances when the counselor and administrator determine that such a change is in the best interest of the student(s) involved.

Parent–Teacher Conferences

- Contact the Guidance Counselor, Mrs. Davis, to make an appointment.
- Conferences are set up during the teacher’s planning period, as early as the following day if the teacher is available.
- Teachers cannot meet during teaching or lunch time.
- Each teacher’s email is available on the school website.

Extracurricular Activities

Grade-point requirements to participate:

Activity	Required GPA
Cheerleaders	2.0 GPA
KitKats	2.0 GPA
Student Council	2.0 GPA****

- Students must have the required GPA and maintain it to continue participating.
- A student who falls below the GPA gets one nine-weeks probationary period. If the GPA is not raised during that period, participation ends. Only one probationary period is allowed.
- Detailed information is in each organization’s constitution and membership forms. Cheerleader and Kit-Kat tryouts are closed to the public.
- A student may be removed from an activity if transportation fails to pick them up on more than one occasion.

Athletics

- OJHS follows the Louisiana High School Athletic Association official handbook for athletic participation policies.
- Athletic groups remaining in the gym after school hours take jackets and books with them; the rest of the building is locked before these groups leave. Leave the gym by the specified door.
- Athletes in every sport follow the drug-testing policy adopted by the Ouachita Parish School Board.
- Students not picked up promptly after athletic events may not be allowed to return to future events.

Student Fees

Item	Detail
Class Fee	\$40 per student - Textbook and novel usage, workbooks, class resource packet printing, library access, subscription items, technology usage, various instructional fees, and needed copying
1. Physical Education 2. Band 3. Choir 4. Strings	1. \$30 per student - Lock/Locker rental, equipment purchases and uniform (distributed at school) 2. \$15 (6th, 7th, 8th) - Includes band t-shirt and instrument rental 3. \$15 (6th, 7th, 8th) 4. \$20 (6th, 7th, 8th)
How to pay	All payments should be made online for student fees. Fees may be paid through the school website. https://ouachitajunior.opsb.net/
Due date	Before Sept. 30

- A breakdown of Chromebook and elective fees is attached; a copy is available in the office.
- Students will not receive PE uniforms or locks and will not participate with materials in elective classes until that elective class fee is paid.

Textbooks & Workbooks

- The school furnishes classroom sets of workbooks when a class requires one. Reasonable wear from daily use is expected.
- UNREASONABLE damage to textbooks will result in a fine.
- Students pay for lost or damaged books when the book is damaged in the classroom or checked out for home use; otherwise, final report cards are held.
- Lost textbook cost = full cost of the textbook. Workbook replacement = \$20.00.

Local Implementation — Adequate and Appropriate Instructional Materials

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 have 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:

- A. textbooks provided for each student to take home
- B. textbooks provided via a classroom set

- C. textbooks provided as both a classroom set and take-home copy for each student
- D. other specified arrangement as deemed appropriate to the subject area by local officials

Student Conduct & Expectations

Student Code of Conduct

Ouachita Junior High School embodies the philosophy that good student behavior enhances the learning process. We expect our students to:

- Attend school whenever classes are in session
- Always respect all school personnel and other students
- Be on time for school and all classes
- Refrain from harassing, intimidating, or bullying anyone at school
- Understand the rules, policies, and procedures in this handbook and always follow them
- Always conduct themselves in a manner that is educationally and socially acceptable at school and in society

Classroom & General Conduct Rules

OJHS students are expected to show good manners and courteous behavior at all times. Specific rules:

- Come to class prepared to work, with completed assignments and necessary materials.
- On bad-weather days, all students report to the GYM for lunch recess.
- Show courtesy and respect and follow the directions of those in charge.
- Do not loiter in restrooms; help keep them clean.
- Do not loiter in halls — move quickly and quietly to your next class. No running, shouting, or shoving. Teachers issue Hallway Discipline Slips (counted the same as a regular referral).
- Gum chewing is not allowed in some classes, at teacher discretion.
- No profanity — written or verbal — including obscene gestures, signs, pictures, publications, notes, or clothing.
- No inappropriate displays of affection on campus or at school activities (kissing, handholding, hugging, etc.).
- No act that intimidates, threatens, injures, degrades, or disgraces a student, visitor, or staff member. No threats to life or school property. (See Bullying Policy.)
- No selling or distributing unauthorized products, including fundraisers for churches or outside groups.
- Go to the office only with a teacher pass — except when arriving late from an appointment or during lunch for emergencies only.
- No radios, tape recorders, headphones, air pods, cell phones, yo-yos, laser pointers, trading cards, computer games, or other non-school items. OJHS is not responsible for lost or stolen items; confiscated items are released only to a parent.
- Have a pass to leave the classroom unless accompanied by a teacher. Repeatedly being out without a pass is considered skipping class.
- Wait in front of the building to be picked up or dropped off.

- OJHS maintains a closed campus — no student may leave during school hours without office authorization; no one is on campus without an office pass.
- No motorized vehicles at school.
- Do not sit on top of desks or tables.
- No sitting in, or talking to anyone sitting in, a parked car during the school day.
- No throwing of any object (pencils, erasers, books, rocks, food, spitballs, etc.) — this can cause injury.
- Do not deface or destroy school or personal property. Students must clean and/or replace property; failure may result in suspension or expulsion.
- Excessive hallway noise may result in lunch detention, ISS, Saturday Seminar, early-morning detention, and/or suspension.
- No money pinned to the outside of clothing (e.g., birthday money).
- No open food brought into the building after concession — consume open food and drink during your lunch shift. Confiscated food/drink is thrown away (water bottles excepted).
- Food cannot be delivered to students at any time — including delivery services or family members.
- No glass containers or fountain-drink cups of any kind. The only drink container allowed is a plastic water bottle with a lid. (Prevents broken glass and sticky spills.)

Violation of any of the above rules — or any other serious infraction — may result in disciplinary action. Frequent violations could result in suspension and/or expulsion from school.

Hall Passes & Hall Traffic

- Students should be in the halls only at the start and end of school and while moving between classes. Otherwise, only with special permission or specific duties.
- Students in the hall during class must have a hall pass unless accompanied by a teacher. Teachers provide hall-pass lanyards — do not exit a class without one.
- Be courteous and KEEP TO THE RIGHT. Running and shouting will not be tolerated.
- Teachers and administrators continuously monitor hall behavior; disciplinary action follows improper behavior.

Assemblies & After-School Functions

- Student behavior should always be acceptable and courteous. Unacceptable conduct includes sleeping, wearing hoodies, using a cell phone or air pods, whistling, unnecessary clapping, boisterousness, booing, and talking during a program.
- Students not picked up on time from after-school events may, at admin discretion, be barred from future after-school events.

It will be at the discretion of the school Administration whether students with out-of-school suspensions are allowed to attend pep events, sporting events, rallies, dances, or after-school functions (e.g., field trips).

Cafeteria

- Behavior should be based on courtesy and cleanliness — leave the cafeteria the way you'd like to eat in it.
- Go through the line after paying; remain in the cafeteria until finished eating.
- Students not eating in the cafeteria report to the recreation area.
- Due to federal and state regulations, students pay daily for lunch and cannot charge meals. Correct change speeds up the line. Lunch costs are announced at the start of the year.
- Food/lunch is not delivered to school without the principal's permission.
- Students who are too noisy or act inappropriately may be asked to leave. (See Child Nutrition Program payment policy.) Accounts may be viewed online.

Lunch Detention (LD / Kitchen Patrol)

- Students who cause a disturbance may be sent to lunch detention / kitchen patrol during lunch.
- All students receive a lunch tray; students may NOT purchase concessions during LD/KP.
- LD is also served for multiple tardies, dress-code violations, cell-phone violations, and other minor issues.
- Students sit in cubicles while eating and help clean the lunchroom once it clears, then go to the restroom before their next class at the bell.

Noon Recess

- After leaving the cafeteria, go directly to the rec area. Do NOT come into the building hallways during lunch recess.
- No sitting in the parking area during lunch break.
- No rough, tumble, or contact sports during recess.
- Students staying inside a classroom during recess must always have a teacher present.
- No open drinks or food brought in from the playground/concession — these are confiscated and thrown away and must be consumed during lunch break (plastic water bottle with lid excepted).

Substitutes

Students are held accountable for their behavior when a substitute is in charge. Substitutes are to be treated with the same respect as regular teachers. The discipline code applies in all classes, whether a certified teacher or a substitute is present.

Transportation & Buses

Bus Regulations

Your bus driver is an important person in your school life — do what he or she tells you. Your life and the lives of other students depend on it. (Transportation: 388-8924)

- Students who come to school on the bus should return home on the bus unless they have a parent's note signed by an administrator. Submit the note to the main office early in the day for verification.
- Only regularly scheduled bus students may ride. A driver with a crowded bus may deny extra children who are not their route students.
- Go immediately to the buses when dismissed. All bus rules also apply at the bus stop.
- Students not riding the bus are not to be in the bus's loading area; walkers leave immediately through the FRONT of the building.
- Students are NOT allowed to be picked up or dropped off at the back or side of the school.

Bus Discipline — Major Infractions

Offense	Consequence
1st offense	1–3 days suspension of riding privileges, with parental contact
2nd offense	3 days – 1 week suspension of riding privileges
3rd offense	1 week – 2 weeks suspension of riding privileges
4th offense	Termination of riding privileges for the remainder of the school year

Any student may be removed from the bus at any time depending on the infraction. **REMOVAL FROM ONE BUS MEANS REMOVAL FROM ALL BUSES.**

Fighting Between Students or Abuse of Driver

Offense	Consequence
1st offense	1–2 weeks suspension of riding privileges, immediate bus expulsion, school suspension, or possible recommendation for bus expulsion (according to the situation)
2nd offense	School officials use discretion, with an Expulsion-from-the-Bus recommendation being the probable outcome

Discipline

Disciplinary Procedures

OJHS follows the OPSB discipline policy. This policy can be found on our school website and the district website.

Students may be assigned to Lunch Detention, early-morning detention, ISD, or Saturday Seminar; may be suspended; or may be recommended for expulsion. Parental contact is made by an administrator, verbally, or in writing.

- Students must be picked up on time from any after-school athletic event. Late pickup once = barred from the next event. Late pickup twice = barred from all after-school athletic events the rest of the year.
- The Ouachita Parish School System allows suspended students to earn up to 75% credit for missed work (teachers may allow more). Suspension days count in the 10-day attendance rule.
- A suspension/expulsion in the last 1–5 days of school extends to the next school year. Administration decides whether a suspended student is eligible for field trips and end-of-year parties.
- A student who attends school on a suspension day is placed in ISD if a parent/guardian cannot pick them up, then returns to suspension the next day (suspension may be increased if needed).

Saturday Seminar

- Saturday Seminar is a measure to correct poor behavior without a suspension. It is held for the parish in West Monroe; detailed information is sent home attached to the referral.
- A student assigned to Saturday Seminar who does not attend faces automatic suspension (administrators set the date).
- At certain times, Saturday Seminar may be held at OJHS as an option to avoid suspension; this day is used to work around the school, monitored by admin and teachers. Dates are given in advance with paperwork sent home.

Awards, Behavior & Recognition

OJHS emphasizes academic excellence and recognizes students who excel in mastering subject matter and exhibiting good behavior. Positive Behavior Events are held throughout the year — parents are always welcome to join when possible.

It will be at the Administration's discretion if a student with an out-of-school suspension will be allowed to attend pep rallies, field trips, or the end-of-the-year celebration for good grades and/or good behavior. In-school suspensions will be evaluated on an individual basis by the Administration as well.

Final Awards Program

An Awards Assembly is held at the end of the year for students and parents, recognizing academic achievement:

Recognition	Criteria
Principal's List	4.0 GPA each nine weeks; all A's each nine weeks
Assistant Principals' List	3.5–3.99 with no C's, D's, or Fs on report card; all A's and B's all year long
Lion Scholar	3.0–3.49 with no D's or F's
Special Awards	Presented for outstanding achievement

Searches — Student & School Property

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

Vandalism & Property Damage

OJHS buildings and equipment cost taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property must pay for losses or damages. Willful destruction may lead to suspension and subsequent expulsion. If you damage something by accident, report it to a teacher or the office immediately.

Dress & Grooming Code

Students should take pride in their appearance. When students come inappropriately dressed, faculty and administration take steps to correct it, and parents are asked to cooperate. If appropriate clothes cannot be brought to school, students are placed in ISS. New students get a grace period of no more than ten (10) school days to comply with. Principals have discretion to determine the appropriateness of any clothing.

Where to Find the Full-Dress Code Online

1. Go to OPSB.NET

2. Click “Select a School” (top left)
3. Choose “Ouachita Junior High”
4. The Uniform Policy is listed on the main page

Purpose of Uniforms

- Fewer distractions
- Students easily recognizable
- Uniformity
- Students all feel equal
- Ease of dress in the mornings
- Much cheaper than regular clothing

Required Uniform — At a Glance

Item	Requirement
Shirts	Polo-style shirts with a collar, fitting correctly (not excessively large or small). Colors: Maroon, Black, Gray, White. Long-sleeved polos allowed.
Bottoms	Pants, shorts, or skorts in Navy or Khaki only. Twill uniform pant material. (Skirts are not allowed except for religious purposes.)
Worn Daily	Polo shirts and uniform bottoms are required to be worn daily.

Bottoms — Rules

- Khaki or navy pants; NO jean material.
- No holes, rips, or shredded areas.
- No sagging of pants at any time.
- No cut-off pants of any type — including pants cut off and rolled up, and shorts bought with shredded edges.
- No “skinny” fit pants; no jeggings; no stretchy, tight-fitting material.
- Shorts and skorts must be very close to the knee.
- Girls may not wear skirts (except for religious purposes).
- Girls may wear tights under skorts only.

Shoes

- Dress sandals must have backs.
- No slippers, slides, Crocs, flip-flops, athletic-type sandals, or house shoes.
- No heels over 2”.
- No “Yeezy” style Crocs/shoes.

Headwear

Group	Rules
Boys	May wear thin black headbands to hold back hair. No wide bands, colored bands, or sweat bands. No hair wraps. No winter hats. No hoodies on head in the building.

Group	Rules
Girls	May wear wide or thin hair bands. No wide scarves (except for religious reasons). No sleep wraps. No bandanas worn wide around the back of the head or tied in front. No hoodies on head in the building.

Hair & Jewelry

- Hair must be kept clean.
- No outlandish hairstyles that detract from the educational setting.
- No nose piercing.
- No metal picks, sharp-edge brushes, or long-handled combs.

Hoodies & Jackets

- Students may wear hoodies and jackets that are their grade color, only in the building. Hoodies must be the same color as polo shirts: black, maroon, white, or gray.
- A jacket that is not the correct color must be put in the backpack unless going outside.
- No blue jeans jackets.
- No large name-brand writing or emblems; one small logo up to 5" is allowed on the lapel (nothing on sleeves, back, or front).
- School-sponsored team hoodies/jackets are allowed during that team's season only.
- No rips or shreds; jacket/hoodie must be kept clean.
- Students who must be continually told about hoodies/jackets will be sent to their administrator.

Under Shirts & Tights

- Boys may not wear tights under their shorts.
- Girls may wear tights under skorts only — not under shorts.

Spirit Day

- Jeans or uniform bottoms.
- Must have purchased the Spirit Day shirt to participate. Sports, cheer, and academic group shirts are NOT considered spirit shirts.
- To wear jeans, students must purchase the OJHS Lion Pride shirt — sold in August and again in November via online sales.
- No other shirts are allowed. No rips, tears, or shreds.

Jean Day / Free Dress Day

These days are only assigned by the administration on specific chosen days.

- Jeans or uniform bottoms; uniform-appropriate attire may always be worn.
- No rips, shreds, or holes in any clothing.

- Nothing short (must always be very close to the knee), tight, or revealing any part of undergarments.

- Nothing vulgar or distasteful.
- Girls may wear loose-fitting dress pants and skirts or dresses.

Never Allowed

- Sweatpants
- Cotton joggers
- Tights (as pants)
- Athletic shorts
- Pajama pants
- Tight stretch pants such as jeggings
- Sheer/see-through tops or tops that reveal undergarments
- Crop tops
- Any clothing with rips, holes, or shreds

When in Doubt

- If a student questions whether they can wear something, they should not wear it to school.
- Students can bring any garment to Mrs. Crain and ask the day before.
- If a student tries to test the dress code and packs suitable clothing in the backpack, this is an automatic LD. If it happens regularly, the student is placed in ISS.
- Simply ask before you wear it.

Dress Code — Consequence Ladder

Offense	Consequence
1st offense	Parent called; ISS room until clothes are brought
2nd offense	Parent called; ISS room until clothes are brought; 1 day lunch detention
3rd offense	Parent called; ISS room until clothes are brought; 3 days lunch detention
4th offense	Parent called; ISS room until clothes are brought; Saturday Seminar
5th offense	Parent called; ISS room all day
Subsequent	In-school suspension or Saturday Seminar

Students who are out of dress code will NOT go to class.

- If a student repeatedly violates the hoodie policy, they will not be allowed to wear a hoodie in the building at all.
- For repeated dress-code violations, administration writes a referral with the appropriate consequence.
- Administration reserves the right to alter and announce changes in dress code guidelines to address situations that interfere with an appropriate educational environment.
- Participation in Spirit Day and Free Dress Day is at administration's discretion; a discipline action that week may bar participation. Violating Spirit/Free Dress rules may revoke the privilege for a period of time.

Enforcement Timeline

- We work with students during the first few days of school.
- After the first week, uniform policy is strictly enforced.
- The dress code is a working document; it will be discussed during the homeroom and posted on the school website. If changes are made, PowerPoint is amended online, and students are notified.

Health & Safety

Emergency Drills

Schools are mandated to perform tornadoes, fires, and lockdown drills each year for student safety.

- Proceed quickly, quietly, and in an orderly manner during any evacuation.
- Fire exits and assigned routes are indicated in the building. When the fire alarm sounds, follow the assigned route far enough from the building so as not to interfere with firefighters.
- Class groups stay together in assembly areas so teachers can check rosters. A signal indicates when to return to class.
- Crisis management drills prepare students for a catastrophic event.

STUDENTS! In the event of any emergency, be quiet and listen to your teacher's directions. It could save your life!

Illness While at School

- Get a hall pass from your teacher before going to the office. Parents are contacted so the child may be taken home.
- NO MEDICATION will be given to any student unless paperwork completed by a doctor is on file with the nurse and the main office.
- A student who is sick to their stomach or runs a fever must not return to school until fever-free without symptoms for 24 hours.

Nurse Program

The school nurse program is primarily concerned with the health, safety, and welfare of students and serves as a resource for any health-related concerns — providing preventive measures, health counseling and education, and help with medical problems. The nurse makes weekly visits and can be reached at (318) 432-5338.

Screening Programs During the Year

- Mandated vision and hearing screenings (per American Academy of Pediatrics recommendations or by request) — primarily in kindergarten and odd grades through 9th grade.
- Scoliosis screenings for 6th and 8th grade students, or by request.

- Pediculosis (head lice) checks on elementary students per parish protocol.
- Personal hygiene classes for 5th grade girls.
- General overall assessments (may include vital signs, listening to heart and lung sounds, and visual assessments).
- BSE and cervical cancer classes for 7th–12th grade.

If you do NOT want your child to participate in any of the above, you must notify the school nurse in writing by September 6.

Mail to: Ouachita Parish School Nurses, 1600 North 7th Street, West Monroe, LA 71291

Notify the school nurse of any changes in your child's health condition and provide updated telephone numbers and address changes. Submit these health needs in writing to your school nurse each year.

Medications

As a general principle, medications are not given at school. When a student develops a long-term health problem, the following policy applies:

- Any student who must take medication during school hours must have written physician orders detailing the medication name, dosage, and exact time on the proper Ouachita Parish medication order form.
- Parents must meet with the school nurse to sign medication forms before any medication is administered.
- Medication must be brought to school by the parent in a current, pharmacy-labeled container. No more than a 25-day supply is accepted.
- No over-the-counter medications (aspirin, Tylenol, cough syrup, cough drops, antacids, etc.) are given unless prescribed by a doctor or dentist with proper paperwork.
- Students may NOT have any medication in their possession (including OTC) — except for an inhaler and epi-pen, which requires additional paperwork.
- A parent may administer medication at any time to their own child.

Physical Education

- Physical education is required for all boys and girls in Louisiana schools.
- If the family physician advises against participation, a written excuse must be presented to the PE teacher and signed before turning it into the office.
- All excuses from physical activity must include a letter stating the type of activity the student is not to take part in.
- Each student receives specific PE rules from their teacher. Students should DRESS OUT even when they have excuses.

Drug Policy

An effective drug policy requires a cooperative effort by all as a preventive measure. Students are made aware of the state drug policy, which is passed out, reviewed, and signed each year. Anyone with information about drugs should report it to school personnel.

- Periodic searches are made of student lockers and restrooms. All locker locks must be school locks with key control.
- When students are found using or possessing drugs, the school notifies police, parents, and the Supervisor of Child Welfare and Attendance (CWA); the student is recommended for expulsion.
- The penalty for selling drugs is expulsion.
- OJHS participates in the Drug-Testing policy mandated by the Ouachita Parish School Board. CWA officers follow state guidelines regarding possession, use, or distribution of drugs/weapons.

Programs, Services & Facilities

Library Regulations

Unless accompanied by a teacher, students must have a pass from their teacher to the library. Give the pass to the librarian upon entering; it is returned when leaving. Please follow these rules:

- Be as quiet as possible; enter and exit quietly.
- Two books may be checked out at a time.
- If a student loses a book, they must pay for it.
- If a book is damaged, the student must pay for repairs.
- Do not put scotch tape on torn pages, or the fine will be doubled.
- Take good care of all books and return them on or before the due date.
- There is a five-cent-per-day fine on overdue books.
- Students dropping or moving to another school must turn in or pay for books before records are released.

Lost & Found

- Articles found on campus are turned into the office. Report lost items to your teacher and the office.
- Parents can help by labeling all clothing and valuable items.
- If unclaimed, items are given to charity at the end of each six-week grading period.

Telephone

- The office telephone is a business phone and should be used by students for emergencies only.
- A student must have a hall pass before being allowed to use the telephone (this includes class periods).
- Students sign the phone log when allowed to use the phone.

Food Delivered to School

- Students are free to bring their lunches to school each morning.
- Outside food delivered to campus after the start of the school day will NOT be accepted.
- Administration reserves the right to deny food delivery to campus at any time during the year.

Pep Rallies

Schoolwide pep rallies are held in the gym or the football stadium. Dates are posted on School Messenger.

Lion Council (Student Council)

The Student Council provides student activities, serves as training for leaders and followers, gives students a share in managing the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, interest's students in school affairs, and helps solve problems. Members are your representatives and have direct access to the administration. Representatives may not be chosen from students repeating 6th, 7th, or 8th grade and must conform with all rules and requirements in the Student Council Bylaws.

Transfer or Withdrawal

The parent or legal guardian reports to the office and signs an authorization form to release information to the new school. At this time, they may complete other appropriate forms, return all school property (textbooks, library books), and ensure all fees and fines are paid or refunded.

Visitors at School

- Visitors must sign in at the office.
- Conferences are pre-arranged by parents with teachers or the counselor during the teacher's planning/conference period.
- Former students may visit former teachers before or after school with the principal's authorization.

Migrant Education Program (MEP)

The Migrant Education Program (MEP) was established in 1966 under the Elementary and Secondary Education Act (ESEA) of 1965. It is a federally funded program authorized under the No Child Left Behind Act (NCLB). MEP is Part C of Title I and supports high-quality, comprehensive educational programs for migrant children.

Purpose of Migrant Education (per NCLB)

- Support high-quality, comprehensive educational programs for migratory children to reduce the educational disruption from repeated moves.
- Ensure migratory children moving among states are not penalized by disparities in curriculum, graduation requirements, and academic standards.

- Ensure migratory children receive appropriate educational and supportive services that address their special needs.
- Ensure migratory children get full opportunities to meet the same challenging state academic standards as all children.
- Help migratory children overcome disruption, cultural and language barriers, social isolation, and health-related problems for a successful transition to postsecondary education or employment.
- Ensure migratory children benefit from state and local systemic reforms.

Eligibility

- A child is “migrant” if a parent/guardian is a migratory worker in agricultural, dairy, or fishing industries, and the family has moved in the past three years.
- A qualifying move ranges from crossing school district boundaries to moving between states for temporary or seasonal employment. A young adult may qualify if they moved on their own for the same reasons.
- The eligibility period is three years from the date of the last move; funding covers children ages 3 through 21. Eligibility is established through an interview by a Migrant Education recruiter.
- Priority is for students whose education was interrupted during the current year and who are failing or most at risk of failing to meet state standards.

MEP Services

- Access to student information through the Louisiana record transfer system
- Continuing communication between home and school
- Technical assistance to teachers at school
- Basic supplies
- Coordination of migrant family services with other agencies and programs
- Short-term tutoring
- Toll-free numbers for any educator or parent to contact the nearest Migrant Education Office

Your Local Migrant Office: (318) 432-5330 or 1-800-725-9702

Policies & Legal Notices

Cell Phone / Audio / Electronic Telecommunication Equipment

Ouachita Parish School Board

As outlined in Louisiana R.S 17:239, students are prohibited from using cell phones or any electronic telecommunication device in all public-school buildings and on school buses used to transport public school students. Cell phone “use” 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.

Cell phones are not to be kept on a student person. They are to be turned off and kept inside a backpack or purse at all times. Phones are not to be pulled out or seen in the back pockets of pants, in hoodies, or to “check the time”. Phones are always put away during school.

****The same rules will apply to air pods and headphones.**

JCDAE
Cf: GAMI

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

1. **First offense**: Parents will be called. Parent/Guardian may pick the device up prior to 3:30 pm Monday-Friday. Students shall receive a written report and 3 days of lunch detention (minor infraction). If the phone is in person (ex: back pocket) and not in use, the student will receive a warning and lunch detention.
2. **Second offense**: Parent/Guardian will be called. Parent/Guardian may pick the device up prior to 3:30 pm Monday-Friday. Students shall be assigned to Saturday Seminar (minor infraction or written referral).
3. **Third offense**: Parent/Guardian shall be called. Parent/Guardian may pick the device up prior to 3:30 pm Monday-Friday. The student will be allowed to return to the school campus after meeting with a Child Welfare and Attendance (CWA) Officer. This must be done within a five (5) day period. During the time away from school, students will be responsible for all online coursework. Students identified by Section 504 or Bulletin 1508 must report to CWA within three (3) days.
4. **Fourth offense**: Parent or guardian will be called. Parents or guardians may pick the device up prior to 3:30 Monday-Friday. The student will be given three (3) days of in-school suspension. If parent and/or student refuse the “parent pick up” option, the student shall receive a three (3) day suspension and will be responsible for all online coursework.

EXCEPTION FOR EMERGENCIES: 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. Revised: July 13, 2021, Ref: La. Rev. Stat. Ann.”17:239, 17:416, 17:416.1; Board minutes, 5-22-07, 5-25-07, 6-17-08, 5-19-09, 7-13-21.

Ivy Daniels Act - Act 782

The Louisiana Legislature Enacted Act 782 of the 2026 Regular Session, known as the Ivy Daniels Act, to protect children from crimes involving the creation, possession, dissemination, or sale of improper images created by artificial intelligence.

Protecting Our Students

Every student deserves a safe place to learn. Louisiana law makes it a serious crime to create, possess, share, or sell improper images of another person.

What is an improper video or still an image?

A picture or video of a minor engaged in sexual conduct.

A picture or video of a minor or adult person totally nude or with private parts exposed.

The following acts are against the law, and people who commit them may face criminal charges:

- Creating or possessing any kind of material that shows a minor engaging in sexual conduct.
- Possessing or sharing a video or picture created by artificial intelligence that depicts a person under the age of 17 either totally nude or with exposed private areas of the person.
- Sexting, including possessing or sharing any video or picture created by artificial intelligence that shows another person who is either totally nude or who is in a state of undress as to expose private areas of the person.

What Can Happen If a Person Violates This Law?

If someone creates, has, shares, or sells materials as described above:

- Law enforcement may investigate.
- Students may be disciplined by the school.
- Students may be suspended or expelled.
- Juvenile court action may occur.
- Mental health evaluations may be required.
- Parents may be fined or held financially responsible.

Remember:

- Creating, possessing, and distributing improper images in any manner, including social media, even as a joke, can lead to serious consequences and criminal charges.
- Every reported incident must be investigated.
- If you are aware of this kind of incident, report it immediately to a trusted adult.

If You See Something, Say Something.

Report concerns to:

- A teacher
- School administrator
- School counselor
- School resource officer
- Trusted adult

Criminal Penalties for Violation

A violation of LA. R.S. 14:73.14 provides imprisonment of the offender with or without hard labor for not more than one year, a fine of not more than \$1,000, or both. When the depicted person is under the age of seventeen years, the offender shall be imprisoned with or without hard labor for not more than five years, and at least one year of the sentence of imprisonment shall be imposed without benefit of parole, probation, or suspension of sentence. If the offender is an educator and the victim is a student, the offender may be imprisoned for an additional two years with or without hard labor, to be served consecutively to the sentence imposed.

A violation of LA. R.S. 14:73.14.1 provides for the imprisonment of the offender with or without hard labor for not more than five years. At least one year of the sentence of imprisonment shall be imposed without the benefit of parole, probation, or suspension of sentence. If the offender is an educator and the victim is a student, the offender may be imprisoned for an additional two years with or without hard labor, to be served consecutively to the sentence imposed.

Offenders under the age of 14

When an offender is under the age of fourteen years, the disposition shall be governed exclusively by the provision of Title VII of the Louisiana Children's Code.

School Threat Accountability & Safety Act (Act 619 of 2026)

Keeping Our Schools Safe

Every student deserves a safe place to learn. Louisiana law makes it a serious crime to threaten a school, even if the threat is intended as a joke, prank, or social media post.

Terrorizing a School

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

What is a School Threat?

A school threat may include:

- Saying you will hurt someone at school.
- Posting online that a school will be attacked
- Sending a text message about a bomb or weapon at school.
- Telling others there is an active shooter when there is not.
- Making statements that cause fear or panic among students and staff.

What Can Happen?

If someone makes a threat toward a school, school event, or firearm-free zone:

- Law enforcement may investigate, and the responsible students) may be charged with a criminal act and prosecuted
- Students may be disciplined by the school.
- Students may be suspended or expelled.
- Juvenile court action may occur.
- Mental health evaluations may be required.
- Parents may be fined or held financially responsible.

Remember:

- Threats made as jokes are still taken seriously.
- Social media posts can result in criminal charges.
- Every reported threat must be investigated.
- If you hear or see a threat, report it immediately to a trusted adult.

If You See Something, Say Something.

Report concerns to:

- A teacher
- School administrator
- School counselor
- School resource officer
- Trusted adult
- Anonymous reporting app

- Safe Schools Louisiana
- Raptor

Working together keeps everyone safe.

Artificial Intelligence (AI) Guidance for Students

Policy: EFAB (CF: BE, EFAL GBRA, IFBGA)

WHAT IS AI?

A type of technology that develops systems capable of performing tasks requiring human intelligence such as learning, generating text/images, decision-making, and language processing (e.g. generative AI tools like ChatGPT or Google Gemini).

EXPECTATIONS FOR STUDENTS:

ACCEPTABLE USE (When allowed by teacher)

- Brainstorming ideas, tutoring or clarification of concepts, grammar and spelling checks, study support and organization, approved assistive technology tools, language translation supports for non-English speaking learners

UNACCEPTABLE USE

- Submitting AI-generated work as your own, using AI to cheat on assignments or assessments, uploading assignments without teacher approval, impersonating another person, creating deepfakes or harmful media, entering personally identifiable information (PII) into non-approved AI tools, using AI to bypass required learning

Deepfakes & Non-Consensual Imagery

- The creation or distribution of deepfake content or Non-Consensual Intimidate Imagery (NCI) is strictly prohibited and will be addressed under bullying and harassment policies.

Monitoring & Disciplinary Actions:

- Use of AI on district networks may be monitored.
- Violations of Policy EFAB may result in:
 - Suspension or revocation of technology privileges
 - Academic consequences
 - School disciplinary measures as outlined in the Student Handbook
 - Additional consequences consistent with district policy

Expulsions (Law)

NOTICE OF NEW STATE LAW CONCERNING MINIMUM PERIODS OF EXPULSION OF STUDENTS FOR KNIFE, FIREARM, AND DRUG OFFENSES. EFFECTIVE DATE IS AUGUST 15, 2007.

R.S. 17:416 WAS AMENDED BY Act 385 of the 2007 Legislature to change the required minimum periods of expulsion of students for knife, firearm, and drug offenses. Governor Blanco signed the bill as of July 10, 2007. The effective date of the new law is August 15, 2007.

This new law requires the following changes:

- Kindergarten-Grade 5: A firearm or knife offense requires an expulsion from school for two complete semesters (six – 6-week grading periods). There is no change for drug-related offenses in grades K-5.
- Grades 6-12: A firearm or knife offense requires an expulsion from school for four complete semesters.
- Students under age 16 (or in grades 6-12): A drug offense requires an expulsion of two complete semesters.
- Students age 16/or older: A drug offense requires an expulsion of four complete semesters.

****Local school superintendents do have the authority to modify the length of the four-semester minimum period on a case-by-case basis, provided that such modification is in writing.**

Act 385 also changed the law to state that (1) it will now be discretionary whether or not to expel a student for a fourth suspension for all other disciplinary offenses, and (2) requires a student expelled for knife, firearm, and drug-related offenses to provide documentation that the student has participated in a rehabilitation or counseling program related to the offense causing the expulsion before readmission to school, including alternative education placement.

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

- places a student in reasonable fear of harm to his/her person or damages his/her property; and
- is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for 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 incidents of harassment, intimidation, or bullying. Should the investigation determine that an incident has occurred, the students involved shall be disciplined in accordance with this policy. The disciplinary action may

include a conference with the student(s) involved; a conference with parents/guardians; a warning; or in more serious cases, the student(s) may be suspended/expelled from school as follows:

- First Offense 1-3 day suspension, counseling required
- Second Offense 1-5 day suspension, counseling required
- Three or more offenses 1-5 day suspension or a recommendation for expulsion
- Serious cases: Recommendation for expulsion and/or alternative school placement for the remainder of the school year.

****LEGAL REFERENCE: LOUISIANA R.S. 17:416**

Section 504 Compliance — Policy Statement

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

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

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

Title VI, Title IX, ADA, and Section 504 Compliance

The Title VI, Title IX, ADA, and Section 504 federal laws ensure that individuals will be free from discrimination based upon sex, race, national origin, or disabilities. To resolve problems which students, employees, or applicants for employment may believe are the result of discrimination practices, the Ouachita Parish School Board has established a grievance policy. For further information about these federal laws or the grievance process, contact:

Contact	Office & Details
Jason Thompson	Personnel Director / Title VI Coordinator Ouachita Parish School Board, 100 Bry Street, Monroe, LA 71210 (318) 432-5000
Dr. Angela Crumpton	Director of Secondary Education / Title IX Coordinator Ouachita Parish School Board, 100 Bry Street, Monroe, LA 71210 (318) 432-5000
Dr. Angela Westerburg	Director of Special Education, Student Support Services 800 Claiborne Street, West Monroe, LA 71291 (318) 432-5400

Contact	Office & Details
Section 504 Facilitator	Student Support Services 800 Claiborne Street, West Monroe, LA 71291 (318) 432-5400

Parent and Student Rights — In Student Determination of Program Eligibility as Defined in Section 504 of the Rehabilitation Act of 1973

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

YOU HAVE A RIGHT TO:

1. Have the school system advise you of your rights under federal law (Section 504).
2. 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. It also includes the right to have the school system make reasonable accommodations to allow your child an equal opportunity to participate in academic, nonacademic, and extracurricular activities offered by the school system.
3. Have your child take part in and receive benefits from public educational programs without discrimination because of his/her disabling condition.
4. Receive notice with respect to identification, evaluation, and educational placement of your child.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have your child receive accommodations/modifications and related services that will meet his/her needs as well as the needs of non-disabled students if he/she is found to be eligible for services under Section 504.
7. Have fair evaluation, educational and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school system.

9. Examine all relevant records relating to decisions made regarding your child's identification, evaluation, educational program, and placement.
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.
11. Receive a response from the school system to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
13. Have an opportunity to present complaints and/or to request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made through the Ouachita Parish 504 Facilitator.
14. Request payment of reasonable attorney fees if you are successful on your claim.
15. File a local grievance.

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

Information Regarding Section 504 of the Rehabilitation Act of 1973

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

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

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

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

A student must meet the definition of a student with a disability as defined in the statute to be covered under Section 504. This determination is made by a team of people knowledgeable about the student, the evaluation data, and placement options. If the student is determined to be disabled under Section 504, the team should review the nature of the disability, how it affects the student’s education, and what accommodations and services are needed. An Individual Accommodation Plan (IAP) must be developed and implemented if needed by the student. Periodic re-evaluations are required for qualified students who receive services. Districts are expected to establish prior notice and consent procedures to encourage parents’ involvement in the educational decisions affecting their children. If the parent or legal guardian disagrees with the determination made by the professional staff of a school district, grievance procedures are in place to be followed.

Technology Acceptable Use and Internet Safety Policy

Ouachita Parish School System

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

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

Terms and Conditions of Use

Personal Privacy and Safety

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

Illegal Activities

- Users will not transmit any material or engage in any activities in violation of any national, state, or local regulations.
- Users will not attempt to gain unauthorized access to any network resources including (but not limited to) computer systems and other users' accounts or files.
- Users will not attempt to disrupt the network or network resources or destroy data by spreading computer viruses or worms or by any other means.
- Users will not attempt to impersonate another individual using network resources for any reason.

Security

- Users will immediately notify system administrators if a possible security problem is identified. However, purposely looking for security problems may be considered an illegal attempt to gain access.
- Users will only use storage media (disks, CDs, USB drives, etc.) that have been scanned and found to be free of viruses.
- Users will not attach any device to the network without prior approval by the system administrators.
- Users should be aware that all network traffic (including Internet usage and email) is regularly monitored for inappropriate use.

- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network resources.

Network Resources

- Users will only use network resources to support the educational goals and objectives of the OPSS.

Software

- Users will not download, store, or install any unapproved or unlicensed software on school system computers.
- Users will not install any unauthorized or unlicensed school system software on their personal/home computers.
- Users will not intentionally waste network bandwidth (listening to online radio stations, viewing streaming videos, downloading large files, etc.).
- Users will not use network resources for commercial purposes.
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in network communications. This includes personally attacking or harassing another person.
- Users will not display, download, or transmit any inappropriate materials (including offensive messages, images, and videos).
- OPSB.net email accounts are for employees only. Students will not be assigned OPSB.net email accounts.
- Users will not send or forward email —chain letters|| or send annoying or unnecessary messages. Users will not send mass email or —spam|| any users (internal or external) with unauthorized communications or solicitations.
- Users will respect copyrighted material and other intellectual property. Users may not duplicate or distribute electronic resources without the appropriate permission, documentation, or citations.

Access to Inappropriate Material

- To the extent practical, technology protection measures (or —Internet filters||) shall be used to protect against Internet access by users to visual depictions that are obscene, child pornography, or any material that is deemed harmful to minors.
- Users will immediately report to school authorities any website they access that contains inappropriate content.
- Users will not attempt to bypass the district’s technology protection measures to view inappropriate content.
- Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Consequences of Inappropriate Use

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

Supervision and Monitoring

- It shall be the responsibility of all employees to supervise and monitor usage of the online computer network and access to the Internet by students under their supervision in accordance with this policy and the Children’s Internet Protection Act.
- Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Network Administrators or their designated representatives.
- All Internet usage and communications are logged and regularly monitored for inappropriate use.

Cyber Education

- The OPSS will educate our students about cyber security, cyber safety, and cyber ethics so that our students may safely become productive members of the global Internet community.
- Cyber security education will include information about how to keep our computers and our networks secure, including how to avoid viruses, worms, and spam.
- Cyber safety education will include information about appropriate online behavior, including interacting with other individuals on social networking websites and chat rooms.
- Cyber ethics education will include information about copyrights, intellectual property, plagiarism, and cyber bullying awareness and response.

This revision was adopted on June 1, 2010.

“Bridges of Ouachita, Homeless Education Program”

Robin Wilhite, District Liaison Supervisor
1600 North 7th Street
West Monroe, LA 71291
Phone: (318) 432-5330
Fax: (318) 432-5297

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

Definition of Homeless or

"Highly Mobile" Individual...

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

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

available; have disagreements with schools settled quickly (Dispute Resolution Policy) and be enrolled in the school for the "*best interest of the child*" while disagreements are settled.

Homeless Education Services:

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

Enrollment: (Bulletin 741, Section 341)

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

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

Robin Wilhite, *District Liaison Supervisor*
 (318) 432-5330 (318) 432-5297 (Fax)
 Ouachita Parish Media Center
 1600 North 7th Street
 West Monroe, Louisiana 71291

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

Cell Phone Usage in School Zones — Act No. 472

ACT NO. 472 • 2016 REGULAR SESSION • SENATE BILL NO. 91

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

AN ACT

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

Be it enacted by the Legislature of Louisiana:

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

*571.11 Dispositions of fines and forfeitures

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

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

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

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

SB NO. 9 ENROLLED

(2) Each subsequent violation shall be punishable by a fine of not more than one thousand dollars.

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

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

(2) Each subsequent violation shall be punishable by a fine of not more than one thousand dollars.

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

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

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

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

D.(1)

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

(b) Each subsequent violation shall be punishable by a fine of not more than one thousand dollars and a suspension of drivers' license for a sixty-day period.

OPSB.net Web Publishing Policy

OUACHITA PARISH SCHOOL SYSTEM

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

Organizational Responsibilities:

- The Website Administrator is responsible for developing and maintaining the OPSB district website.
- The Communications Department has the primary responsibility for the content of the OPSB website. All content of the OPSB district website must be approved by the Communications Department.

A Website Coordinator will be designated for each school in the district. Each school's Website Coordinator will be responsible for all content posted to that school's website. The Website Coordinator is also responsible for ensuring that a release form is on file before publishing any identifiable student photos or works. The Webmaster is the person who actually creates, publishes, and maintains the school's website. The Webmaster may be the Website Coordinator or may be designated by the Website Coordinator. The Webmaster may be a teacher (or other school employee), parent, or other individual deemed capable of publishing the school's website. However, the Website Coordinator is ultimately responsible for the content of the school's website.

Content Standards:

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

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

Web Publishing Guidelines:

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

School Parent and Family Engagement Policy (Title I)

In support of strengthening student academic achievement, Ouachita Jr. High School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy, agreed on by such parents that shall describe the means of carrying out the requirements of Every Students Succeeds Act (ESSA) Section 1116. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of the parents and the school. The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parental and family engagement activities.

Ouachita Jr. High School understands that parent and family engagement means the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- Parents and families play an integral role in assisting their child’s learning
- Parents and families are encouraged to be actively involved in their child’s education at school
- Parents and families are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

Ouachita Jr. High School agrees to implement the following requirements as outlined by ESSA Section 1116:

A. ANNUAL TITLE I MEETING

Ouachita Jr. High School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school’s Title I program, the nature of the Title I program, the parents’ requirements, the school parental involvement policy, the school-wide plan, and the school-parent compact.

In the month of August 2026, Ouachita Jr. High School will hold its Annual Title I meeting to inform parents of the requirements of Title I and the school’s participation as well as the parents’ rights to be involved.

B. FLEXIBLE NUMBER OF MEETINGS

Ouachita Jr. High School will offer a flexible number of engagement meetings at convenient times for families, such as meetings in the morning or evening (for which the school may use Title I funds to provide transportation, childcare, or home visits, as such services relate to parental involvement).

C. JOINTLY DEVELOPED

Ouachita Jr. High School will take the following actions to involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school wide program plan.

At the beginning of the school year, we will meet with parents and other stakeholders. During this meeting, parents will receive information about the school’s Parent and Family Engagement Plan and will be informed of their parental right to be involved in the planning and development of the plan through meetings, surveys and questionnaires. If the program plan is not satisfactory to parents, they may submit comments on the plan to the school administrator. The plan will be sent home with students at the beginning of each school year and posted to the school’s website.

D. COMMUNICATION

Ouachita Jr. High School will provide parents of participating children timely information about programs under Title I, including:

- a description and explanation of the curriculum in use,
- forms of academic assessment used to measure student progress,
- achievement levels of the challenging State academic standards, and
- if requested by parents, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicable possible.

Information related to the school and parent programs, meetings, and other activities, will be sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

The OJHS Parent and Family Engagement Policy will be sent home at the beginning of the school year and made available on the school website. It will also be discussed with parents during parent-teacher conferences at the beginning of the school year. The policy will be assessed each year based on the number of participants, the number of volunteers, and the responses to the parent questionnaires and/or surveys. Parents will be involved in planning, reviewing and improving the policy through a yearly review. All parents will have the opportunity to participate in this review.

E. DISSENSION PROCESS

Ouachita Jr. High School will submit any comments/concerns to the Title I Media Center, Director's office, if the school-wide plan and/or parent and family engagement policy is not satisfactory to parents.

In the event that the school-wide plan and/or parent and family engagement policy is not satisfactory, parents may submit any comments/concerns by emailing the Director of Federal Programs, Dr. Felicia Murphy, at sledge@opsb.net or phone at 318-342-5330.

F. SCHOOL-PARENT COMPACT

Ouachita Jr. High School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how families, school, staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the state's high standard and how the plan is used, reviewed, and updated.

Ouachita Jr. High School will hold an annual parent meeting to review and discuss any needed changes to the jointly developed school compact. This compact will outline how the entire school staff, parents, and students will share the responsibility for improved student academic achievement. The compact will describe not only the school's responsibility in providing high quality instruction and curriculum, but the student and parent responsibilities for meeting and supporting the learning processes. The compact will address how parents have reasonable access to staff, receive frequent reports on their progress, and have the opportunity to volunteer and observe in the classroom.

G. BUILD CAPACITY OF PARENTS

Ouachita Jr. High School will build the parents' capacity for strong parental involvement to ensure effective involvement of parents and families and to support a partnership among the school and the community to improve student academic achievement through the following:

- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as: the State's academic content standards, the State's student academic achievement standards, the State and local academic assessments including alternate assessments, the requirements of Title I, Part A, how to monitor their child's progress, and how to work with educators to improve the achievement of their children.
- Educate school personnel, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of the contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- Coordinate and integrate parental involvement programs and activities with other Federal, State, and local programs, and conduct other activities, such as parent resource centers, that encourage and support parents to fully participate in the education of their children.

Ouachita Jr. High School will offer parent workshops on an as needed basis. We will also continue to encourage parents to use online resources and emails. We have also purchased brochures and other reading material to assist parents in supporting their child's academic success.

H. ACCESSIBILITY

Ouachita Jr. High School in carrying out the parent and family engagement requirements of this part, to the extent practicable, shall provide full opportunities, for the participation of parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format, and to the extent practicable, in a language such parents understand.

Parent Volunteers will be asked to work within the community to garner support for events such as Cub Bowls, Family Nights, Field Trips, Relay for Life, parent conferences, and various other parent events. Surveys will be sent out to parents to gather input from parents regarding topics of need and to identify barriers to parent participation. Parent workshops will be held as needed to encourage parental involvement in academia. Family and community persons will be made aware of the training sessions through resources such as newsletters, use of the school sign, media, and the school web site. Parent Academy meetings will also be held.

For Parent's Use at Home

Use this page to record your student's schedule and key numbers for quick reference throughout the year.

Name: _____	Grade: _____	Cafeteria Number: _____
Homeroom Teacher: _____		
Locker Number: _____		
Locker Combination: _____		

Class Schedule

Period	Subject	Room Number	Teacher
1			
2			
3			
4			
5			
6			
7			
8			