

2018-2019

WEST OUACHITA HIGH SCHOOL STUDENT HANDBOOK



West Ouachita High School Student Handbook Table of Contents

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**OUACHITA PARISH SCHOOL BOARD
VISION STATEMENT**

Building Bridges to the Future

**OUACHITA PARISH SCHOOL BOARD'S
MISSION STATEMENT**

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

OUACHITA PARISH SCHOOL BOARD'S BELIEFS

Ouachita Parish students will learn at high levels.
Parents, students, teachers, and community matter.
Safe schools are a top priority.
Bridges connect past and present learning to future dreams.

**WEST OUACHITA HIGH SCHOOL
MISSION STATEMENT**

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

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

TO STUDENTS

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

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

TO PARENTS

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

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

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

Rebekah Oaks, Principal
Barbara Robinson, Assistant Principal
Michael Batey, Assistant Principal
Kerry Merritt, Assistant Principal
Leonard Griffin, Administrative Assistant
James Sims, Special Education Coordinator
Tressa Farrar, Curriculum Coordinator

WEST OUACHITA HIGH SCHOOL POLICY ON PARENTAL INVOLVEMENT

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

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

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

ADMINISTRATION AND STAFF

| | |
|--------------------------------|------------------|
| Principal | Rebekah Oaks |
| Assistant Principal | Barbara Robinson |
| Assistant Principal | Mike Batey |
| Assistant Principal | Kerry Merritt |
| Administrative Assistant | Leonard Griffin |
| Athletic Director | Mitch Thomas |
| Bookkeeper | Cindy Horton |
| Office Receptionist | Rhonda Krickel |
| Student Services Receptionist | Angela Ashworth |
| Student Services Receptionist | Kristine Bricker |
| Guidance Counselor – Freshman | Allison Jones |
| Guidance Counselor – Sophomore | LaWanna Bailey |
| Guidance Counselor - Junior | Denise Green |
| Guidance Counselor - Senior | Kristina Morris |
| Registrar | Rita Allien |
| Special Education Coordinator | James Sims |
| Curriculum Coordinator | Tressa Farrar |

Address: 4061 Caples Rd.
West Monroe, LA 71292
Phone: Main Office (318) 249-2117
Guidance (318) 249-3133
FAX (318) 249-4774

W.O. H. S. ALMA MATER

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

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

West Ouachita High School

4061 Caples Road
West Monroe, LA 71292
(318) 249-2117 Main Office
(318)249-4774 Fax

Contact Information

| | | |
|---|---|--|
| Accident Report/Emergency Drills | Mike Batey | Batey@opsb.net |
| Athletics | Mitch Thomas | mthomas@opsb.net |
| Building Maintenance | Jerry Powell | |
| Buses and Tardies | Leonard Griffin | lgriffin@opsb.net |
| Cafeteria | Dawn Antley | dawnantley@opsb.net |
| Curriculum | Rebekah Oaks Tressa Farrar | oaks@opsb.net tfarrar@opsb.net |
| Discipline | Mike Batey Kerry Merritt Barbara Robinson | batey@opsb.net kmerritt@opsb.net robinson@opsb.net |
| Administrative Assistant | Leonard Griffin | lgriffin@opsb.net |
| Financial Matters | Cindy Horton Rebekah Oaks | cindyhorton@opsb.net oaks@opsb.net |
| Fund Raising | Kerry Merritt | kmerritt@opsb.net |
| Lockers | Mike Batey | batey@opsb.net |
| Medications | Kathy Rutledge | krutledge@opsb.net |
| School Calendar | Rebekah Oaks | oaks@opsb.net |
| Special Education | James Sims | jsims@opsb.net |
| Student Parking Hangers | Officer Waggoner | bubbawaggoner@opsb.net |
| Student Schedules/Changes | Kerry Merritt Kristina Morris 12 Denise Green 11 LaWanna Bailey 10 Allison Jones 09 Rebekah Oaks | kmerritt@opsb.net kmorris@opsb.net dgreen@opsb.net lobailey@opsb.net allisonjones@opsb.net oaks@opsb.net |
| Teacher Matters | | |
| Textbooks | Leonard Griffin | lgriffin@opsb.net |
| Withdrawal/Transfer | Rita Alien | alien@opsb.net |
| Graduation Coach/Online classes | Bobby Crockett | crockett@opsb.net |

SCHOOL SERVICES

SCHOOL BUILDING LEVEL COMMITTEE

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

SCHOOL COUNSELING PROGRAM

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

PARTICIPATION IN JUNIOR AND SENIOR EXTRA CURRICULAR ACTIVITIES

A student who is on track to graduate the following year may participate in events that are typically based on that grade level. All other stipulations will be addressed by the administration on an individual basis.

SCHOOL RESOURCE OFFICER

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

SCHOOL PSYCHOLOGIST PROGRAM

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

Section 504- see page 55

SPECIAL EDUCATION SERVICES

ALTERNATIVE PROGRAMMING

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

Dual Enrollment

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

GIFTED

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

RESOURCE

Students who exhibit one or more learning disabilities under *IDEA* and are pursuing a high school diploma are eligible to participate in the Resource Program. Resource teachers in high school Basic Academic courses assist the disabled student in his/her pursuit of a state-accredited high school diploma by providing small group/individual assistance in areas of weak academic functioning. This is done via the student's *IEP*, Individualized Educational Plan. The high school student can only receive up to four Carnegie units per for Basic Academics, but may elect to receive as much as 216 minutes per day of assistance if specified in the student's *IEP*.

TALENTED ART

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

AP Classes

In order to strengthen WOHS AP program and to increase the depth of student learning, we will enact a new policy for AP students: all AP students are encouraged to take the AP test at the end of the year. The cost of the test is \$91. Students scoring 3, 4, or 5, will be awarded college credits, which are recognized nationwide. In order to show a commitment from students and to make it easier on parents, two payment deadlines have been set: \$50 due by October 1, and \$41 due by February 1. While West Ouachita does have open admission to all AP classes, parents need to understand that students will be expected to read independently from supplemental texts, that students will have homework often, and that student attendance is fundamental to student success.

We expect all students to commit to completing the AP course. After midterm, students will not be dropped. Therefore, if grades are not where a student/parent wishes them to be, midterm is the exit date.

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

Online Learning

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

Restrictions:

- EOC classes shall be offered only to those who have failed the class in a classroom setting first.
- English IV should be taken in a classroom setting. When a special situation arises and the class is taken online, a full research paper must be completed with all the requirements of students within a classroom. An English IV teacher will score the project.
- Foreign language classes will not be taken online.
- If a student has not been successful in online learning in the past, he/she will not be a candidate for future online classes.

School administrators reserve the right to make rulings on the appropriateness of online learning for students.

DIFFICULTY FACTORS

Difficulty factors ranging from 1.01-1.06 are assigned to some advanced courses. The difficulty factor (DF) is multiplied by the percentage average for each six weeks, the mid-term exam grade, and the final exam grade.

The difficulty factor is not multiplied by the mid-term and final averages.

Ex: English I (H) DF 1.04 > Six Wk's Avg. 92.24137 x 1.04 = 95.931024 = 6 Wk's Avg. of 95.9.

SUMMER SCHOOL

Contact the school for updated decisions on Summer School.

FIRST SEMESTER AND SECOND SEMESTER EXAMS

To determine a semester grade in course where percentage grades are used, the percentage averages for each grading period that semester shall be averaged. The semester exam will count as a 100 point exam unless it is a state EOC exam which will count as 15% of the final grade for that six weeks. The following procedure will be used in determining percentage grades:

1. Record percentage grades in the grade book.
2. Average these percentage grades at the end of each grading period and determine converted letter grade using the grading scale on page 8g. A semester exam will be given in each course the first semester and in the courses that do not have an end-of-course test the second semester.

These will count as a “100” point test and will be averaged into the 3rd six weeks and 6th six weeks as a regular test.

3. Record the percentage average along with the converted letter in the grade book.
4. Assign the percentage average and the converted letter grade to the system-approved form.
5. A semester examination is required of all high school courses that use percentage grading at the end of the 3rd six weeks and 6th six weeks.
6. The first and second semester grades will be averaged for a final grade.
7. Grade books are to be kept for 5 years. (Middle schools offering Carnegie Units need to be kept for 5 years also.)

Students and parents must remember that days scheduled for review and for the comprehensive exams are regular school days (absences will be recorded). Students who are exempt from exams are excused in that class for the exam day only. ***NO exams will be given to students on any day other than the scheduled day of the exam. Parents need to remember this when scheduling vacations, trips, etc.***

TRANSCRIPTS / GPA

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

STUDENT ENROLLMENT & WITHDRAWAL

Students and parents report to the Counselors’ Office with required documents to enter or withdraw officially from WOHS. The school registrar processes new student registrations and withdrawals. A parent (or legal guardian) with a picture ID (driver’s license) must sign entry and withdrawal forms on all students 17 and younger. A copy of the parent/guardian picture ID will be kept on file.

All students, upon entering Louisiana schools for the first time, shall present:

- Official birth certificate (Children born in Louisiana will be given a 15 day grace period to secure a copy of their birth record. Children born out of Louisiana shall be given a 30 day grace period to produce a copy of their birth record);
- record of immunization; and
- Official Social Security card.

In addition, all students entering West Ouachita High School should present:

- two verifications of current residence (to comply with school zoning requirements);
- official withdrawal form from previous school and current academic records
- copy of parent/guardian driver’s license

STUDENT ACADEMIC RECORDS & REPORTS

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

1. Student cumulative records shall contain the following:
 - name, gender, social security number, date of admission, date of birth;
 - language spoken or understood;
 - cumulative record of student's progress through the curriculum
 - health history
 - student grades
 - attendance records
 - results of vision and hearing screening
 - immunization record
 - test scores and screening instruments (LEAP 21, GEE, PLAN, PSAT, ASVAB, etc)
 - information for student placement, including promotion, retention, remediation, acceleration;
 - information on the outcome of student participation in remedial and alternative programs;
 - Copy of letter informing the parent of placement of the student in or removal of the student from remedial education program.
2. Parents shall be informed of the results of statewide assessment tests.
3. No education record of any student may be withheld as a result of lack of payment of any fine, debt, or other outstanding obligation.
4. An education record of a student may be inspected by the student or his or her parents in accordance with the federal Family Education Rights and Privacy Act.

TRANSFER OF STUDENT RECORDS

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

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

GRADING SYSTEM

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

A – Excellent – 100-93

B – Good - 92-85

C – Average – 84-75

D – Poor - 74-67

F – Failure 66- below

I – Incomplete

F6 – More than 5 absences

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

End of Course Test (EOC) counts 15% of the course final grade.

ACADEMIC RECOGNITION AWARDS DAY

In addition to scholarships, departmental awards, and other awards for outstanding achievement, all students with a 4.0 GPA by April first (1st) of the current school year will be recognized during the annual Awards Day ceremony as follows:

All students recognized have earned a GPA of 4.0 by April first (1st) for the current school year.

| | |
|------------------------------|--|
| First Year 4.0 Award | Plaque |
| Second Year 4.0 Award | School Shirt |
| Third Year 4.0 Award | Academic Letter Jacket or \$50 (if the student already has a jacket) |
| Fourth Year 4.0 Award | WOHS Blanket |

PLATINUM CLUB

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

RENAISSANCE

WOHS is currently revising the criteria for participation in Renaissance. **Renaissance is a process that encourages academic excellence, improvement, and citizenship. Founded by educators in 1988, Jostens's Renaissance recognizes and rewards academic achievements of students from elementary school through college. Its primary goals are to increase student performance and teacher enthusiasm and raise the level of community participation in schools. Each school plans and implements its renaissance program to fit its own needs and opportunities, but every program is based on the principles of performance, promotion, and partnership.**

To participate in RENAISSANCE the student must be a model student with no referrals, no excessive absences, and no financial debts to the school.

Student must also fill out a consent form to be drug tested and turn it in to the appropriate person.

Special Renaissance Activities (party, trip, etc.) are planned to honor students who qualify each semester:

- ☺ First semester qualifying students are honored after mid-term grades are posted.
- ☺ Second semester qualifying students are honored after fifth six weeks grades are posted.
- ☺ If a student does not qualify for straight A's at the time of Awards Day but brings the average up in the 6th six weeks, the award **does not** automatically credit that student with the award the next year. There is no "catch up." As a result, a senior could be a valedictorian, but have only received a third year award or a second year award, etc..

SCHOLARS' BANQUET

Chase, Junior League of Monroe, Monroe Chamber of Commerce, West Monroe-West Ouachita Chamber of Commerce, and *The News Star* sponsor this banquet honoring graduating seniors who have achieved academic excellence. These young people have maintained a cumulative 3.5 average through the first semester of grade 12 and scored a minimum composite score of 25 on the ACT.

GRADUATION CEREMONY

In order to promote a safe environment for graduation, large bags, backpacks, or purses will not be allowed in the arena. Air horns, confetti cannons, and large signs which block others' views are not permitted and will be confiscated. Thank you for your help in making graduation a special time for ALL graduates. Remember: the student's ability to walk at graduation is a privilege. Make sure that your student has taken care of all school business before the first of May so that he/she can walk. Be sure that your graduate follows all rules for attire and for attendance at practice.

GRADUATION PRACTICE

There is a mandatory practice the morning of Graduation day. Be at the graduation location at 8:30 a.m. If you do not come to practice, you cannot take part in the graduation ceremony. You may wear comfortable, appropriate clothing to practice. All school Behavior and Dress Code Rules will still apply at practice and graduation. Any one not willing to conform will not be allowed to participate in the graduation exercises. Please advise your parents, relatives, and friends that they should not plan to bring air horns, noisemakers, confetti cannons, and large signs which block others' views to graduation. Deputies will be on duty so that graduation can be an enjoyable experience for you and your peers

GRADUATION ATTIRE

Girls

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

Boys:

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

Note: Nothing can be added to the graduation attire: any decorations on the cap or unauthorized stoles.

Failure to comply with these rules could result in removal from the ceremony.

VALEDICTORIAN REQUIREMENTS

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

- Have attended West Ouachita for at least one full year
- Have completed TOPS University Requirements
- Have 4.0 GPA
- Have an ACT of 23 or score at the Platinum level on Work Keys
- Have at least 3 college hours in a core subject (as defined by Bulletin 741 #2318), or a score of 3 or higher on an AP test

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

PLACEMENT GUIDELINES

HONORS - These guidelines do not apply to courses like Advanced Math & Physics that do not have multi-level offerings, but are classified as honors and have difficulty points.

*Students meeting **both 1 and 2** automatically qualify for honors/AP courses.*

1. Grade of A or B in prerequisite course.
2. Score of advanced or mastery on the LEAP 21(8th grade), or EOC in the subject area.

*Students who meet **either 1 or 2** may qualify for honors/AP courses with a teacher recommendation.*

3. Teacher (previous teacher in the same subject area) recommendation guidelines:

- has excellent attendance and punctuality record
- is attentive in class and enthusiastically participates in class discussions
- completes assignments promptly
- strives for excellence
- makes up work conscientiously
- has initiative and takes responsibility for learning
- shows willingness to work harder when facing challenging coursework

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

TESTING

ACT

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

ASVAB

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

PSAT

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

LEAP 2025/EOC

End-of-Course (EOC) Testing (Beginning with incoming freshmen in 2010–2011 and beyond)

The EOC tests are designed to measure whether students have mastered the knowledge, skills, and abilities at the end of courses. The content of the assessments is based on Grade Level Expectations (GLEs). End-of-course tests will be given to high school students in the following subjects: Algebra I, English I, English II, Geometry, Biology, English III, and American History.

Beginning with incoming freshmen in 2010–2011 and beyond must pass three EOC tests in the following categories: **English II or English III, Algebra I or Geometry, and Biology or American History.** When the EOC program is fully implemented, students with disabilities who have passed two of the three required EOC assessments and have exhausted all opportunities prior to the end of their senior year may request to have the required third EOC test waived by the State Superintendent of Education if the Louisiana Department of Education determines the student's disability significantly impacts his or her ability to pass the EOC exam.

There are four achievement levels students can score on the End-of-Course exams: *Excellent, Good, Fair* and *Needs Improvement*.

Students scoring at the achievement level of *Excellent* have demonstrated mastery of course content beyond *Good*, while a score of *Good* indicates a student has demonstrated mastery of course content and is well prepared for the next level of coursework in the subject area. At the level of *Fair*, a student has demonstrated only the fundamental knowledge and skills needed for the next level of coursework in the subject area. A rating of *Needs Improvement* indicates a student has not demonstrated the fundamental knowledge and skills for the next level of coursework in the subject area. Students are required to score *Fair* or above on EOC English II or English III, Algebra I or Geometry, and Biology or American History to be eligible for a standard high school diploma.

EOC tests are offered at the end of the fall and spring semesters. Students completing the course at the end of the fall semester shall participate in the fall test regardless of the grade earned during the fall semester. Students completing the course at the end of the spring semester shall participate in the spring test regardless of the grade earned during the spring semester. Through online delivery, EOC tests can be taken by students at the conclusion of a specific course and results can be available to teachers before final grades are assigned.

PUPIL PROGRESSION

Effective school year 2012-13, if a student's first semester grade is passing and the second semester grade is failing, the first semester will be averaged with the second semester for the final grade. If the final grade average is passing, one full credit will be earned.

STUDENT/GRADE CLASSIFICATIONS

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

Freshman - 0 – 5 units - (has met all 8th grade requirements)

Sophomore - 6 credits- credits must include one in Math and one in English - must make decision to pursue either Jump Start TOPS Tech or TOPS graduation pathway – TOPS Tech pathway are required to have two approved Jump Start elective credits for placement in 11th grade.

Junior -11 credits - Two credits in English and two in Math –One credit in Science and one credit in social studies

Senior - 17 credits – three credits in English, Math and two credits in Science and Social Studies – Must have acquired 24 units for TOPs graduation pathway (23 for students in the TOPS Tech graduation pathway—9 units must be elective credits from the selected major pathway and pass necessary industry-based certifications (IBCs)), including all required courses, and have passed the required EOC and/or LEAP 2025 HS tests shall be eligible for graduation in accordance with Bulletin 741 ***Students identified under ACT 833 have alternative graduation requirements designated in their IEP. Students are required to attempt IBC acquisition, but failure to acquire the sought IBC does not prevent graduation**

WEST OUACHITA DRUG FREE YOUTH CLUBS

All athletes at West Ouachita and team support members (managers, statisticians, etc.) will undergo mandatory drug testing before the start of each sports season. All co-curricular and extra-curricular activity members who participate in the activities listed below will be required to complete drug testing consent forms to be signed by both student and parent/guardian and be placed in the student pool where 5% of the names will be randomly selected each month and tested at the school's expense. School Board Policy will be followed in regards to any student who tests positive. The purpose of this program is to discourage students from using drugs and to rehabilitate those that are. We would encourage 100% participation from all of our students. No new clubs will be considered during the school year. Statements of purpose, club proposal, and a plan of action for a new organization must be submitted by May 1st of the school year to be considered the next school year

| | | |
|---------------|------------------------|------------------|
| 4-H | Fishing Club | Prom Committee |
| All athletics | FCS | Renaissance |
| Art Club | FFA | SADD |
| Band | Go Green | Spanish Club |
| Biology Club | Homecoming Court | Speech/Drama |
| BMX | Interact Club | Sportsman's Club |
| Cheerleaders | LHS Rodeo | Sports Fanatic |
| Choir | Literary Rally | Student Council |
| Crimson Line | National Honor Society | Yearbook Staff |
| FCCLA | Newspaper Staff | |

NJROTC

Naval Junior Reserve Officer Training Corp began at West Ouachita High School with the 1993-94 school year. ROTC is an elective class that provides students an opportunity to learn the basic elements and requirements for national security and their personal obligations as Americans. The NJROTC program also helps to promote patriotism and habits of orderliness and precision in addition to developing respect for constituted authority as informed and responsible citizens. The Naval Science curriculum is a four-year program consisting of classroom training in such areas as seamanship, oceanography meteorology, astronomy, navigation, radar/sonar electronics and leadership. Formal classroom/military drill training is supplemented with orientation visits to military bases, ship training cruises, and field trips to various military facilities. NJROTC cadets also have the opportunity to participate in various school and community activities as a part of the ROTC Color Guard and Drill Team. Other teams that Cadets are encouraged to participate in are Academic Team, Orienteering Team, Athletic Team, Female Unarmed Exhibition Drill Team, Air Rifle Team and Air Pistol Team. These teams compete during the school year against other ROTC units thus affording Cadets the opportunity to earn ribbons and medals to wear on their uniforms. The major emphasis of the NJROTC is to help students develop a strong self-discipline in addition to a highly motivated, well-rounded character which will assist them in being successful citizens.

STUDENT FEE

All students will pay a \$30.00 per year student fee. This fee will cover ID, lock, locker, technology, Renaissance, Awards Night expenses, and expenses for mailing school newsletter throughout the year and report cards at the end of the year. Homeroom teachers will collect the fee at the beginning of the year and issue a receipt to the student.

REGULAR BELL SCHEDULE
New Schedule

7:50-7:54 To Class

7:54-8:20 GAP

8:24-9:14 1st

9:18-10:08 2nd

10:12-11:02 3rd

11:02 –11:32 1st Lunch

11:36 –12:26 4th for 1st Lunch

11:06–11:56 4th for 2nd lunch

11:56–12:26 2nd Lunch

12:30–1:20 5th

1:24 – 2:14 6th

2:18 – 3:08 7th

Subject to Change

PROGRESS REPORTS

Teachers and parents should constantly monitor the academic progress of all students. At the end of the third week of each six weeks, if a student has below a C average, teachers will send home by the student a Progress Report signed by the teacher and student. Also the teacher will be posting the student's progress report on WebPAMS. Parents should be aware of these dates and request Progress Reports from their students or make sure they have WebPAMS access to check their child's grades on line. Teachers of students who normally make As and Bs should contact the parent by phone and/or progress report/WebPAMS when the student drops below his/her capabilities. In the case where a parent would like to receive weekly progress reports, the parent should make this request through the student's counselor. These forms may be picked up in the counselor's office by the student. Parents must assume a greater role in monitoring their students' progress (or lack of) and work with teachers, counselors, and administrators to help the student improve his/her study skills.

WITHDRAWAL AND TRANSFER

1. The parent or guardian must accompany the student (under age 18), meet with a counselor to authorize withdrawal, and obtain the appropriate forms from the guidance office secretary.
2. The student must return all books and school property, make sure all fees have been paid, and then have the appropriate faculty and staff sign the forms verifying fees are paid and school property has been returned.
3. The student then takes the completed forms to guidance for final clearance.

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

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

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

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

No elementary or middle school student shall accumulate more than a total of ten (10) absences during a school year, EXCUSED AND/OR UNEXCUSED. On any absence, after reaching a total of twenty, the student and/or parent will have to follow the procedure outlined above.

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

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

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

ATTENDANCE
PARENTS SHOULD CONTACT THE STUDENT SERVICES SECRETARY
BEFORE
SCHOOL WHEN THEIR CHILD IS ABSENT FROM SCHOOL.

ATTENDANCE REQUIREMENTS

- A. To be eligible to receive grades, high school and junior high students shall be in attendance a Minimum of 80 days per semester or 160 days a school year for schools not operating on a semester basis.
- B. Once a student exceeds five (5) absences, the school will not accept notes from parents. The student must go to the Student Service office and get a form with the total absences. The parent/student must take this form to the Director of Child Welfare and Attendance at the Ouachita Parish School Board to appeal the absences.
- C. *A student who has exceeded five (5) or more absences will not be allowed to attend school Sponsored Activities and/or functions until these absences have been appealed and cleared by the Ouachita Parish Director of Child Welfare and Attendance*
- D. There is no "SKIP DAY." Students will receive an unexcused absence for that day.

TYPES OF ABSENCES

A. Excused

- 1. Upon returning to school following an absence, a student must present verification in order for the absence to be considered excused. Excuses presented after forty-eight hours after the student's return to school must be taken to the Director of Child Welfare and Attendance at the School Board Office. All faxed excuse will be verified.
- 2. Students may be excused from school for the following reasons:
 - a. ~ personal illness (with physician's verification – Xerox copies will be verified) - fraudulent excuses will be treated as unexcused and the student will be suspended or assigned in-school suspension
 - b. ~ serious illness in the family (with documented verification) – parent must contact school official by phone or in person to verify
 - c. ~ death in the family (absence not to exceed one week) – parent must contact school official by phone or in person to verify
 - d. ~ recognized religious holidays of the student's own faith – parent must contact school official by phone or in person to verify
 - e. ~ school-sponsored activity or trip
 - f. ~ military procedure that requires students to miss class time – verification must be presented
 - g. ~ subpoenas requiring court appearances – parent must contact school official by phone or in person to verify

The student shall be given the opportunity to make up work missed for excused absences only. The student is responsible for making the arrangements with his/her teachers. Students will be permitted the same number of days to make up work as the number of days they missed. If a student is present for all days except the day of the test, then he/she must take that test on the day he/she returns to school.

B. Unexcused - NO MAKE UP WORK WILL BE ALLOWED.

1. All absences other than the ones listed in #2 above
2. Suspensions

In accordance with Legislative Act 240, a student will be allowed up to 75% credit to be earned from student work and/or tests missed due to an out of school suspension.

EXTENUATING CIRCUMSTANCES

The only exception to the attendance regulation shall be the delineated extenuating circumstance that are verified by the Director of Child Welfare and Attendance.

- A ~ extended personal physical or emotional illness as verified by a physician
- B. ~ extended hospital stay as verified by a physician
- C. ~ extended recuperation from an accident as verified by a physician
- D. ~ extended contagious disease within a family as verified by a physician
- E. ~ prior school system approved travel for education
- F. ~ death in the family (not to exceed one week)
- G. ~ natural catastrophe and/or disaster

POLICIES

- A. The above regulations require that a student accumulate no more than **five (5)** absences, excused or unexcused, per semester in any class.
- B. Attendance requirements shall be enforced on a class-by-class basis.
- C. A student shall not receive a grade for a class if he/she has accumulated more than six absences, including suspensions, from a class during any given semester.
- D. Once a student receives his/her **sixth (6)** absence in a class, the student automatically receives an **F6** for that class, and the parent or guardian would have to appeal to the Director of Child Welfare and Attendance to have the excessive absences waived.
- E. West Ouachita High School calls the phone number on file as a notification of a student's absence from school. On the 4th consecutive absence a manual phone call will be made concerning absences. No further notice will be sent to parents concerning future absences during that semester. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it provides the foundation for the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Attendance being a key element of discipline.

Students involved in extra-curricular groups, such as cheer, dance, band, R.O.T.C. etc., **MUST** attend school for at least ½ day on the days of practice or performances.

West Ouachita Attendance Recovery Procedure

1. Attendance secretaries will closely track student absences. When a student reaches 6 full days of unexcused absences, the student will be required to attend West Ouachita Saturday School to recover one day's absence.
2. The West Ouachita Saturday School will be held at West Ouachita from 8:00 to 11:30.
3. Classroom teachers will assign student work on Edgenuity or provide work for the students to complete. The students will meet in a computer lab and will be monitored by one teacher.
4. If a student fails to participate in the attendance recovery program but seeks to have the days excused through Child Welfare and Attendance, then the administration will advance a letter to the department asking them not to excuse the absences because the student failed to take part in the program.
5. Each day missed over six will result in a student's being assigned to WOHS Saturday Seminar. **Only one day's absence can be recovered per Saturday School attendance.**

NOTE: If a graduating senior does not complete his/her seat recovery time or his/her makeup work by May 1, that student will not be eligible to walk at graduation because graduation requirements will not have been met.

If a student is expelled for the last semester preceding graduation he/she is not eligible to participate in the graduation ceremony.

TARDIES:

CLASS TARDINESS IS DEFINED AS NOT BEING IN THE ROOM WHEN THE TARDY BELL RINGS.

- A. If a student arrives at school after 8:20 AM, he/she must report to Main Office, sign in, and get an admit slip to class to present to his/her first period teacher. Between classes there is a four-minute interval before the tardy bell rings. The four minutes is strictly for going to class. If a student goes to the restroom, locker, or anywhere else without permission, he/she does so on his/her own and is responsible for getting to class on time. Agriculture Department will allow more time for students to enter class and will dismiss early to compensate for the distance between the main building and the Agriculture building. In case of bad weather every attempt will be made to provide a bus to take students from the corner of the auditorium to the Agriculture building.
- A. Penalties for tardies – Students are to report to designated area to obtain an admit slip to class and the following consequence will be given:
 - 1st tardy- Designated Staff/Teacher records tardy in the grade book/computer with a T and student is warned.
 - 2nd tardy- Designated Staff/Teacher records tardy in the computer and attempt to contact the parent by phone or written notice-
 - 3rd tardy – Designated Staff/Teacher records tardy in the computer and assigns student to lunch detention to write a paragraph on punctuality and parent is called by phone or written notice.

- 4th tardy – Designated Staff/Teacher will record tardy in the computer and fill out minor referral to be sent to Assistant Principal - 1 day of lunch detention will be given and parent notified
- 5th tardy – Designated Staff/Teacher will record tardy in the computer and fill out minor referral to be sent to Assistant Principal - student given 2 days of detention and parent notified
- 6th Tardy – Designated Staff/Teacher will record tardy in the computer and fill out **major referral** to be sent to Assistant Principal – student given ISS and parent notified
- 7th Tardy – Designated Staff/Teacher will record tardy in the computer and fill out **major referral** to be sent to Assistant Principal – student will be given WOHS Saturday School.
- 8th Tardy – Designated Staff/Teacher will record tardy in the computer and fill out **major referral** to be sent to Assistant Principal – student will be given OPSB Saturday School.
- 9th Tardy – Designated Staff/Teacher will record tardy in the computer and fill out **major referral** to be sent to Assistant Principal – student will be given a day of suspension and parent notified
- Each additional tardy the Designated Staff/Teacher will record tardy in the computer and fill out a **major referral** to be sent to the Assistant Principal – student will be given additional day of suspension or Saturday School (if available).
- All excuses are subject to verification, and **fraudulent excuses will result in a three-day suspension.**
- ~ **The fourth suspension will result in the student being recommended for expulsion.**
TARDIES ACCUMULATE ON A PER TOTAL NUMBER NOT PER HOUR AND WILL START OVER AT MID-TERM.

IF A STUDENT USES ANY MEANS OF TRANSPORTATION OTHER THAN THE SCHOOL BUS, REGARDLESS OF THE CIRCUMSTANCES, TARDIES WILL BE UNEXCUSED.

Class attendance is vital. With the new 2005-2006 State Wide Comprehensive Curriculum and Accountability issues placed on students, parents, teachers, and schools, a student needs to be in class every day. Students who attend school regularly are more likely to perform academically higher than those with attendance problems. When a student is absent/tardy, he/she misses the lesson, homework checks/assignments, and notes.

TRUANCY

Ouachita Parish will have a Truancy Officer to help handle students who are having problems with absences and tardies. The school or parent may contact the truancy officer when help is needed in enforcing attendance requirements. These visits will be schedule by contacting the Ouachita Parish Sheriff's office by 9:00 each morning. Parents can also call 329-1200 (Sheriff's Office) to report a student they cannot get to go to School. Once the school or parent has made this call a truancy officer will immediately be dispatched to go to the home to assist the parent. (387-7370)

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

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

OPSB School Nurse Program at West Ouachita

The school nurse program continues to expand services and strives to fulfill mandated legislation. The primary goal is for the health, safety, and welfare of all students.

The school nurse is available at your school (as determined by the parish) for assessment of health concerns, health counseling and education for students and staff. The nurse serves as a health resource available by appointment and/or during a crisis. He/she develops health care plans for students with medical needs that require medication and/or assistance at school or school related activities (physical assessments are required to develop appropriate health plans).

Each year vision and hearing screening will be conducted on all 9th grade students, any student/parent who requests his/her child be tested, and for all needed IEP request. If you have any questions regarding this matter, please contact the school nurse.

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

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

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

Students should not come to school if:

1. They have conjunctivitis (pink eye) that is not being treated.
2. Fever greater than 100° F and must be a febrile (without fever) for twenty four hours before returning to school with taking medication to reduce fever.
3. If your child contracts lice, they must be treated and be checked by the nurse before returning to school.
4. Students should not come to school if they have diarrhea or vomiting and should be twenty for hours without any problems before returning to school.
5. **Students are not allowed to have any type of medication at school for any reason.** All medication must be brought directly to the nurses office with doctors orders for diagnosis and dispensing.

Student Medical Information

The education system is covered by the *Family Educational Rights and Privacy Act (FERPA)* and in some cases covered by *Health Insurance Portability and Accountability Act (HIPPA)*. It is very important that we understand our role and obligations in protecting the student's right to privacy, and what we must do to release information regarding a student.

Medical Information on individual students maybe released to Administrators, Faculty and Staff per parental consent only. It is very important that we understand that this information is confidential and is only to be discussed with pertinent team members. Any updates or changes should be noted and each team member updated.

If a student makes you aware of a medical situation (depression, illness, etc.) about him/her or another student, please direct the information to the student's guidance counselor or school nurse as soon as possible. Please instruct the student that he/she should not discuss information about another student with anyone else. Also, if you hear students discussing other students medical issues please have the conversation come to an end, and please make them aware that personal information is not to be discussed.

It is very important to understand that you can be held liable, not Ouachita Parish School Board, if you are found to be discussing a student's medical information with someone other than a team member.

MEDICATION IN SCHOOL

The Louisiana State Legislature passed a school medication law in 1994 (R.S. 17:436.1). The Ouachita Parish School Board has established guidelines and procedures in order to be in compliance with the Louisiana State Legislature regarding medication in school.

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

1. Medications must have proper medication order form completed by the prescribing physician detailing the name of the medicine, dosage, and exact time to be given.
2. Parents must meet with the school nurse to sign appropriate medication forms (consent, release of liability, emergency contact information and healthcare plan) before any medication can be administered at school. The parent shall bring the completed proper doctor's order form, their child and the properly labeled medication (this includes all over the counter medication and prescribed). At this time, the nurse will perform a physical assessment on your child to complete the health plan.
3. Medication must be brought to the school by a PARENT OR GUARDIAN in the current container and appropriately labeled by the pharmacy. Parents/Guardians must sign the medication form stating the medication was received and the number dispensed. No more than 25 dosages in a tablet form can be kept at the school for each child at one time. **NO MEDICATION WILL BE ACCEPTED IN PLASTIC BAGS OR MISLABELED BOTTLES!** It is recommended that all medication be dispensed in blister packs. At this time, these packs are available at Wal-Mart (WM location), Eckerd's, Rite Aid, Kmart, Mason's, Mr. Discount and Apothecary Plus. There are probably other pharmacies that will provide this service, so check with your pharmacist.
4. If a medication or dosage is changed, please contact the school nurse as soon as possible. A new order and new pharmacy labeled bottle will be required.
5. Please understand that all medication must be signed in with the school nurse. This includes Epi-major-pens and Inhalers. It is very important for students with asthma ALWAYS carry an inhaler, even if it has been a significant amount of time since last attack.

If medication is found in a student's possession, whether it is by prescription or over the counter (THIS INCLUDES ASPIRIN, TYLENOL, MIDOL, COUGH DROPS, COUGH SYRUP, ANTACIDS, ETC.), this student will be subject to disciplinary action. The ONLY exceptions are inhalers and Epi-pens, but these medications still require the above arrangements to be made with the school nurse. If a student carries an inhaler or Epi-pen on their person, it is also highly recommended that the school nurse also be provided with an additional dose for locked storage in case of emergency.

Antibiotics should be given in a time span so they may receive at home if at all possible.

The first dose of any medication should be given at home at least twenty four hours in advance to watch for reaction before coming to school.

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

HEALTH CHANGES OR HEALTH NEEDS

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

Ouachita Parish School System Code of Conduct

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

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

1. attend school whenever classes are in session
2. respect all school personnel and other students at all times
3. be on time for school and all classes
4. know the rules, policies, and procedures of the school and follow them at all times
5. and, in general, conduct themselves at all times in a manner that is educationally acceptable at school as well as acceptable to our society.

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

West Ouachita High School Student Code of Conduct

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

1. respect all school personnel and other students at all times
2. know the rules, policies, and procedures of the school as stated in the Student Handbook and follow them at all times
3. attend school each day and be on time where time is involved just as you will be expected to do in your future employment

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

School-Wide Positive Behavioral Supports

At West Ouachita high School, we encourage and reward appropriate and positive behavior through the Positive Behavior Support program. Every student at West Ouachita should know the theme for this program: R.E.A.L. R.E.A.L. represents the key behavioral foundations we expect of our students: Respectful, Engaged, Accountable, and Leader. Our students should respect everyone. They should be engaged throughout the school day, accountable for all decisions they make and they should be leaders in their school and community.

Rewards for referral-free students may include test exemptions, free days, and other special activities.

DISCIPLINE POLICY

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

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

- A. Discipline problems such as talking, not having proper materials in class, sleeping in class, etc.** (Teacher has already recorded the **first infraction** on a discipline form and documented parent has been contacted either by phone, letter, progress report, and/or email)
- 2nd offense – teacher will append the first infraction on the disciplinary form, send the student with the disciplinary form to an Administrator, the Administrator will contact the parent and formally warn student
 - 3rd offense- lunch detention
 - 4th Am or PM detention
 - 5th offense – ISS
 - 6th offense –Saturday School (if available) or suspension
- B. Possession of any tobacco and or alcoholic products**
- 1st offense – ISS
 - 2nd offense – Saturday School (if available) or suspension
 - Following offenses – at-home suspension
- C. Cutting class/leaving class, campus or other locations without permission**
- 1st offense – ISS
 - 2nd offense – Saturday School (if available) or suspension
 - Following offenses – at-home suspension with one additional day each time
- D. Defacing or destroying property**
- Expulsion or at-home suspension until property has been paid for or until an arrangement for payment has been made with the principal
- E. Willful disobedience/being disrespectful towards teachers, staff and other students**
- 1st offense – ISS
 - 2nd offense – Saturday School (if available) or suspension

F. Throwing objects at other students or personnel

1st offense – ISS –unless bodily injury has occurred

2nd offense – Saturday School (if available) or suspension

G. Possession and/or Use of profane language in classroom, hallways, or any area on campus

1st offense – ISS

2nd offense – Saturday School (if available) or suspension

H. Committing immoral or vicious acts

At-home suspension or recommendation for expulsion

I. Possessing weapons

Suspension with recommendation for expulsion – the law requires that the school call the proper authorities (see page 33)

J. Stealing

Suspension or recommendation for expulsion due to the severity of the situation

K. Being in unauthorized areas

~ elevator – only persons given permission to use the elevator allowed

~ lower stairwell by the catwalk

~ hallways with classes during lunch

~ transformer in front of the school

~ parking lots at unauthorized times

1st offense - ISS

2nd offense - Saturday School (if available) or suspension

Following offenses – Suspension

L. Fighting – Fighting on the school campus or at school-sponsored events is strictly forbidden. (See page 32)

Each student is to do whatever is necessary to avoid being in a fight or to stop a possible fight between classmates. Students should report any problems to the Administration.

1st offense – 3 days suspension or expulsion (as per Ouachita Parish School Board policy)

2nd offense - recommendation for expulsion

M. Videoing/Posting Pictures with any inappropriate behavior (fights, bullying, posting video/pictures on social media/electronic communication without school consent)

1st offense —1-3 day suspension

2nd offense --- 3 day suspension

N. Cheating – (See Page 43)

O. Harassment, Intimidation and Bullying/Cyber Bullying (see pages 35-36)

P. Body Armor – (See page 35)

Q. Possession of Drugs/drug paraphernalia – (See Page 33-34)

R. Cell Phone/Audio Equipment (See page 38)

S. Sexual Harassment (See Page 39)

T. Terrorizing - Any student found guilty of a terrorizing threat shall be recommended for expulsion from school. **(See Page 40-41)**

U. Sexting – Recommendation for expulsion **(See page 37)**

V. All other behaviors determined to be inappropriate by an administrator will result in punishment determined by that administrator.

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

FIGHTING

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

DRUG/WEAPON POLICY

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

- 1. The principal shall immediately suspend a student who is found carrying or possession of a firearm or knife. Or other dangerous instrumentalities, or who possesses, distributes, sells, gives, or loans any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances law in any form. He shall immediately recommend the student's expulsion.**
- 2. Grades 6-12 – A firearm or knife offense requires an expulsion from school for four complete semesters.**
- 3. Any student sixteen years of age or older found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substances on school property, on a school bus, or at a school**

event pursuant to a hearing as provided for by R.S. 17:416(C) (1) shall be expelled from school for **four complete semesters**.

4. Any student who is under **sixteen years of age and in grades six through twelve** and who is found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substances on school property, on a school bus, or at a school event pursuant to a hearing as provided for by R.S. 17:416(C) (1) shall be expelled from school for **two complete semesters**.

Local school superintendents do have the authority to modify the length of the four semesters minimum semester period on a case by case, 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**.

5. Any student found to be in possession of any unauthorized **OVER-THE-COUNTER OR PRESCRIPTION DRUGS** will be dealt with in the following manner:

- a. First Offense - The principal or his designee will conference with the parent/guardian and student advising them of the Louisiana State Law and the Ouachita Parish School Board policy concerning the administration of medication.
- b. Second Offense- The student will be suspended for three days plus a conference with the Director of Child Welfare and Attendance.
- c. Third offense- The student will be recommended for expulsion for the remainder of the semester or the remainder of the school year.

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

PROCEDURE FOR STUDENTS TESTING POSITIVE ON RANDOM DRUG TESTING

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

ARTICLE I

1st Offense

Parents are notified in writing and must meet with the school principal. A minimum of eight (8) hours of drug counseling provided by a certified drug counselor chosen and paid for by the parents, will be required. Drug counseling should begin at the earliest possible date of scheduling and must begin within two weeks of the positive drug test. Drug counseling must be completed within six weeks of the starting date. Written proof of completion of the eight hours of drug counseling must be presented by the student to the principal. A student testing positive on the initial test will be retested during

the course of the drug counseling session. This retest will be done by the counseling facility or the School Board's designated lab and will be performed at the parents' expense. Written proof of a negative retest must also be presented to the principal by the student. Copies of both counseling completion and the negative test results are to be forwarded to the Supervisor of Drug Free Schools. Failure to comply with any portion of this regulation could result in expulsion from school for the remainder of the year.

2nd Offense

Students is suspended for three (3) days and eight (8) additional hours of drug counseling (at parents' expense) and a drug retest is required. All regulations listed under the 1st offense (above) apply for 2nd offense.

3rd Offense

Student is expelled from school for the remainder of the year. The student must present proof of a negative test administered by an OPSB approved agency before being readmitted into an OPSB school.

*All students participating in school-sponsored DECG are subject to random testing in accordance with this policy. The date of testing will be determined by the school board's designated lab.

ARTICLE II

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

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

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

Cyber Bullying

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

1. a reasonable person under the circumstances should know will have the effect of harming a student or damaging his/her life or property or placing a student in reasonable fear of harm to his/her life or person or damage to his/her property and

2. is so severely persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment of a student.

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

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

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

LEGAL REFERENCE: LOUISIANA R. S. 17:416.13

OUACHITA PARISH SCHOOL BOARD BODY ARMOR

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

Requirements by law if violation has occurred:

1. Immediately notify the students parents
2. Report such offense and/or seizure to the appropriate law enforcement officials within 72 hours of the violation or seizure
3. May be issued a misdemeanor summons
4. May be fined not more than \$500.00 or sentenced to not more than 40 hours of community service, or both.

Louisiana RS: 14:95.9

LA Rev Stat § 14:81.1.1 "SEXTING";

A.(1) No person under the age of seventeen years shall knowingly and voluntarily use a computer or telecommunication device to transmit an indecent visual depiction of himself to another person.

(2) No person under the age of seventeen years shall knowingly possess or transmit an indecent visual depiction that was transmitted by another under the age of seventeen years in violation of the provisions of Paragraph (1) of this Subsection.

B. For purposes of this Section:

(1) "Indecent visual depiction" means any photograph, videotape, film, or other reproduction of a person under the age of seventeen years engaging in sexually explicit conduct, and includes data stored on any computer, telecommunication device, or other electronic storage media which is capable of conversion into a visual image.

(2) "Sexually explicit conduct" means masturbation or lewd exhibition of the genitals, pubic hair, anus, vulva, or female breast nipples of a person under the age of seventeen years.

(3) "Telecommunication device" means an analog or digital electronic device which processes data, telephonic, video, or sound transmission as part of any system involved in the sending or receiving of voice, sound, data, or video transmissions.

(4) "Transmit" means to give, distribute, transfer, transmute, circulate, or disseminate by use of a computer or telecommunication device.

SEARCHES- STUDENTS AND SCHOOL PROPERTY

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

CONFISCATED ITEMS POLICY

It is strictly prohibited for any student to have any items (lasers, Audio equipment, ear buds, ect) in use in the hallways and classroom during school hours. These items are subject to theft and/or loss at your own risk. Students with these items in the building or during school hours will be given the follow:

1. First Offense - the item will be taken from the student and turned over to a school administrator. A parent will be contacted and the item will be returned to the parent between the hours of 1:00 to 3:00 p.m. on the first Thursday following the passage of fifteen (15) calendar days from the date of the offense. The student will also be required to perform two (2) hours of detention.
2. Second Offense – first offense action will be repeated **and** the student will be assigned In School Suspension (ISS) or Saturday Seminar.

3. Third Offense - first offense action will be repeated **and** the student will be suspended from school for one (1) day.
4. Fourth Offense – first offense action will be repeated **and** the student will be suspended from school for three (3) days. Both the student and a parent will be required to meet with a Child Welfare and Attendance Officer, and the student will be prohibited from having possession of any such item in a school building, on school grounds or on a school bus.

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

CELL PHONE/AUDIO EQUIPMENT

As outlined in Louisiana R.S 17:239, students are prohibited from using or operating cell phones or any electronic telecommunication device in any public school building. On the grounds thereof, or in any school bus used to transport public students. Cell phone “use or operation” is defined for this policy as the cell phone being in the “on” position or mode. During regular school hours, student cell phones are required to be kept out of sight and turned “off” while in a school building, on school grounds, or on a school bus. This policy is inclusive of any electronic telecommunication device in a student’s possession.

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

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

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

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

Addendum to cell phone policy – 8-26-08

Students caught using a cell phone in violation of the student cell phone policy.

Student **REFUSES** to turn over phone to Administrator. Administrator contacts parent, and parent is in agreement with student (will not tell student to turn over the phone):

Action to be taken:

1. Administrator will inform student/parent the student is being suspended from school for 3 days and both parents and student will have to see a Supervisor of Child Welfare and Attendance at the Ouachita Parish School Board before the student can return to school.
2. In meeting with the Supervisor, the parent and student will be informed that the student cannot have a cell phone at school for the rest of the school year. If student is caught with a cell phone after returning to school following the suspension and meeting with the Supervisor, the student will be recommended for expulsion.

****INAPPROPRIATE USE OF CELL PHONES WITH CAMERA CAPABILITIES MAY RESULT IN IMMEDIATE SUSPENSION AND/OR EXPULSION.**

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

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

SEXUAL HARASSMENT

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

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

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

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

OUACHITA PARISH SCHOOL BOARD TERRORIZING POLICY

The policy concerning terrorizing will be as follows:

I. Definition of Terrorizing

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

II. Reporting of Terrorizing

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

III. Handling a terrorizing threat - evidence

Type of terrorizing threat

Note - written note will be secured in principal's office with as little physical contact as possible.

- Graffiti - area is to be sealed off by administrator. Students/public exposure is to be held to a minimum if possible. Photographs are to be taken when possible. Graffiti is not to be removed until law enforcement has gathered evidence.
- Verbal/gesture - report of this type of terrorizing threat is to be investigated by school administrators and acted upon accordingly. This threat will include telephone, internet, and e-mail communication.

IV. Communication

- Once terrorizing threat is made, it will be dealt with accordingly:
- Threat to a student:

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

V. Follow up

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

VI. Consequences

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

VII. Law enforcement

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

DRESS CODE

Because the Ouachita Parish School Board and WOHS consider appropriate dress an important part of the learning process, the following guidelines will be enforced. Students are expected to keep themselves well-groomed and neatly dressed at all times. Students are expected to following these guidelines:

- ~ Shorts that are at the knee when standing (walking shorts/Bermuda) may be worn in the regular class settings. **No drawstring, elastic waist, Jersey and/or gym/athletic shorts allowed in the regular class setting.**
- ~ Clothing with suggestive words/pictures and clothing in bad taste will not be allowed (Alcohol, tobacco, Big Johnson, sexual content, etc.).
- ~ Girls will be allowed to wear earrings, **but neither boys nor girls will be allowed to have any other body piercing(s).**
- ~ Depression jeans (jeans with holes) shall show no skin above the knee. **POCKETS LINING EXTENDING THROUGH HOLES, EVEN THOUGH SKIN IS NOT SHOWING, WILL NOT BE ALLOWED.**
- ~ Jeans must be worn at the waist.
- ~ Spandex base pants that fit like leggings (with or without pockets may only be Worn under appropriate length skirts or dresses. (The length of the top/dress will be deemed appropriate if the student can bend over, and the top covers the student's bottom.)
- ~ No bandannas may be worn or displayed.
- ~ Neither boys nor girls may wear hats, caps, or other headwear in the building.
- ~ Neither boys nor girls may wear tank tops. **Sleeve of shirt must be at least 3 inches in width. Off-the-shoulder shirts are not allowed.**
- ~ Boys are not allowed to wear sleeveless shirts.
- ~ No Shirts/tops revealing any cleavage
- ~ No racer back style of shirt allowed
- ~ All tops worn by female students must come to the waist and not expose the mid-rift even when arms are raised.
- ~ No sunglasses may be worn on campus unless prescribed by a physician.
- ~ Shoes must be worn at all times; house shoes may not be worn.
- ~ Skirts, dresses, and split skirts may be no higher than five inches above the knee when **the knee is on the floor.**
- ~ No pajama bottoms
- ~ **No costumes unless authorized by a teacher.**
- ~ Hair Styles or hairdos are required to be clean and neat. Hair styles that cause a disturbance or attract undo attention to a student will not be allowed.
- ~ **Dress Code also pertains to all school sponsored extracurricular activities.**
- ~ **For other items pertaining to dress that are not specifically addressed in the dress code, the Principal and/or Assistant Principals will make the determination as to whether dress/grooming is appropriate.**

Discipline Procedures for Dress Code Violations:

Teachers will complete a dress code referral form and send the student to the office to call home to correct the violation.

| | |
|----------------|--|
| First offense | 1 day detention |
| Second offense | 3 days detention |
| Third offense | ISS |
| Fourth offense | Saturday Seminar (if available) Suspension |

IN SCHOOL SUSPENSION

In School Suspension Program (ISS) can be used by the administrator in lieu of a suspension at West Ouachita High School for unacceptable behavior. Failure to attend ISS will result in the suspension for the next day(s). The student should come prepared for regular school performance with pencils, pens, paper, and all textbooks. Failure to bring all necessary items will result in the student not being accepted in the class. In addition, the student's unexcused absence shall cause him/her to be referred to the Supervisor of Child Welfare and Attendance. Who may file charges with the District Attorney's Office for violation of Louisiana School Attendance Law?

DETENTION

Detention will be held each school day from 7:00 AM to 7:45 AM and after school on Mondays through Thursday from 3:08 PM to 3:53 PM. Missing detention will result in in-school or at-home suspension. Being late for detention will result in one day being added. Two days of lunch detention can be given for one day of PM or AM detention. A student can only receive 2 (2day) lunch detention a six weeks. If the student is absent the assigned day of detention, the student is reassigned for the first day he/she returns to school.

LUNCH DETENTION

Students report immediately to Lunch Detention Room 239b. Upon leaving the commons and going towards the band hall/auditorium, the room is the last room on the left before the double doors across from the maintenance office. Students are to report to lunch detention before the tardy bell to receive credit for lunch detention. If the student does not report to lunch detention on time, the student will report to lunch detention the next day to make up the amount of minutes late to original detention. Students report to lunch detention room **BEFORE** getting lunch. The lunch detention teacher will allow the students to get lunch when all lines have ceased.

CHEATING

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

BEFORE AND AFTER-SCHOOL GYM USE PROCEDURE

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

1st offense - After-school use of gym privileges will be revoked for one six weeks.

2nd offense -ISS will be assigned

3rd offense – Suspension

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

STUDENT ID CARD POLICY

Students are required to have their student ID at all times on campus. Showing the student ID will be required for the following: lunch, library usage, voting in student elections, purchasing extracurricular tickets, purchasing student athletic tickets at a discount, and any other time that the Administration deems necessary. Students must present their ID at the request of any Administrator, Faculty, Staff, or Substitute.

Discipline Procedure for ID Violation:

First offense - 1 day detention

Second offense – 2 days detention

Third offense - Saturday Seminar

Fourth offense - Suspension

To expedite the lunch line students must have his/her I.D. card visible. If the ID is not visible the student will be instructed to go the end of the line.

OUTSIDE FOOD/BEVERAGE

Students are not allowed to have outside beverages and/or food except in the common areas during lunch. Students are not allowed to have beverages in any containers in the halls or classroom. The only exception to this rule is beverages purchased on campus. All containers are subject to inspection from any Administrator, Teacher and/or Staff Member.

HALLS/HALL PASSES

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

~ 1st offense – detention

~ 2nd offense – 2 days detention

~ Following offenses – Saturday School/at-home suspension.

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

CHECKING IN/OUT OF SCHOOL

If a student arrives at school at any time during the day after 8:20 AM, he/she must report to the main office, sign in, and get an admit slip to class to present to his/her teacher. If fail to do so student will be placed in detention. If it is necessary for a student to check out of school, the parent/guardian must come to the school and sign a permission slip in Main Office. The form may be signed at any time prior to the desired check out time. Before students can be checked out of school by anyone other than their parent or legal guardian, the name of the person who will be checking the student out must appear on the form returned by the parent/legal guardian. Because of the school's legal liability concerning its students, **NO** students may be checked out by phone or fax. Once **any** student or a student with abbreviated schedule has been checked out he/she is not allow to check back in without an official excuse. **If check in/out policy is not followed, student can be suspended or give Saturday Seminar.**

PARKING/PARKING LOT

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

All students driving a motor vehicle on campus are required to have their vehicles properly marked with a West Ouachita High School parking permit. Students are to properly park their vehicles in the student parking lot in the designated areas. Students are not to enter any motor vehicles or any designated parking area during their school day without written permission from the office. Students shall not move any vehicle until their designated release time. Violation of the above will result in a parking ticket, in-school suspension, Saturday School, at-home suspension, and/or revocation of vehicle privileges.

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

Parking permits are issued by the Resource Officer, and all vehicles not properly tagged with a WOHS parking permit will be ticketed and assessed a parking fine. Replacement permits for new vehicles purchased during the school year will be issued at no extra charge.

NOTE: DRIVING A MOTOR VEHICLE TO SCHOOL IS A PRIVILEGE AND NOT A RIGHT. ANY STUDENT DRIVING UNSAFE OR DISCOURTEOUS WILL LOSE HIS/HER PRIVILEGE OF DRIVING A MOTOR VEHICLE TO SCHOOL.

Violation of any of the above will result in a parking ticket, in-school suspension, Saturday School, at-home suspension, and/or revocation of vehicle privileges.

Parking Ticket Fine Schedule:

1st ticket - \$5.00

2nd ticket - \$10.00

3rd ticket - \$15.00

4th ticket – Student will not be allowed to operate a vehicle on campus.

Students who receive more than 3 tickets are subject to the appropriate disciplinary action mentioned above. **Failure to pay fines or comply with rules can result in having the car towed or tires booted at the student's expense.**

TELEPHONE

STUDENTS WILL NOT BE ALLOWED TO USE THE TELEPHONE IN THE MAIN OFFICE. Students may use the phone in the Student Services office. The student should report to the Student Services office with a hall pass where the Student Services secretary or one of the Assistant Principals will place the emergency call for the student. No other calls will be allowed. Teachers/counselors in departments with telephones are not to allow students to use the phone. Teachers are not to allow students to leave class to use the phone except in case of an emergency

CHANGE

THE ONLY TIMES STUDENTS MAY OBTAIN CHANGE FROM THE BOOKKEEPER'S OFFICE ARE BEFORE SCHOOL AND DURING BOTH LUNCH SHIFTS.

LOCKERS/LOCKS

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

Each year students pay fines for lost or damaged property. These fines could be avoided if these policies are followed.

BULLETINS/ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced over the public address system each morning. Students responsible for the information to be announced must have their notices approved by their advisors and must turn the announcement in to the main office no later than **8:00 AM** the day the announcement is to be made. Teachers need to have your announcements turned in by **8:00 AM** also. **Announcements will be made only at the beginning of second period except in the case of an emergency.**

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

Visitors

Ouachita Parish School System operates under a closed campus policy. This policy is for the protection of all parish students and staff, the school has a close campus. All visitors to West Ouachita High School **must check in at the office.** Visitors will not be permitted to loiter on the school campus or in the school building. Parents are asked to schedule conferences in advance with the teachers. Students are not permitted to have visitors during the school day.

LUNCH PERIODS/COMMONS

Ouachita Parish School System operates under the Federal Lunch Program Policy. Students may not order from outside of the school for delivery to school during lunch. **Commercially prepared food can be brought by the student for lunch if all labels have been removed.**

OUACHITA PARISH SCHOOL BOARD POLICY DOES NOT ALLOW STUDENTS TO CHARGE MEALS.

Parents may pay for meals by check on a weekly or monthly basis. The simplest and best method to monitor your child's lunch money account is to pay on online. To pay online go to

www.opsb.net then departments and the directions are under Child Nutrition. Free and reduce lunch forms are available on line at the above location and with the school cafeteria manager.

Students will be notified just prior to their money being depleted. If the student's money depletes more quickly than the parent thinks it should, it is because the student gets extras on some days.

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

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

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

- ~ Always use a tray.
- ~ Keep milk cartons, food, and waste paper on the tray.
- ~ Empty all debris from trays into the trash containers. Return trays, dishes, and silverware to the receiving window. Trays should be returned immediately at the end of the lunch period.
- ~ Keep tables, chairs, and the floors clean.
- ~ Talk in a normal voice.
- ~ Keep the commons lines orderly.
- ~ Never push or run.
- ~ Clean up any food dropped or spilled.
- ~ Respect the commons' duty teacher's authority.
- ~ Eat only in the commons area. Do not take food into the classroom, gymnasium, and other parts of the school building unless a teacher has given you permission and the teacher is supervising you in that area.

LOST AND FOUND

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

ACCIDENTS

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

STUDENT INSURANCE

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

BUS REGULATIONS

Students who ride a bus to school should return home on the bus unless they have a note from the parents signed by the principal. Notes should be signed before school or at lunch. Riding the school bus is a privilege. Improper conduct on the busses will result in the privilege being denied. Only regularly scheduled bus students are to ride the school busses. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

PHYSICAL EDUCATION

All students taking physical education will be required to dress out in a school uniform. Students will be responsible for purchasing their uniforms. A lock will be provided for each student in physical education for a rental fee of \$3.00 per year. If the student loses a lock, he/she will be charged a replacement cost of \$5.00.

FIRE AND TORNADO DRILLS

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

CRISIS PLAN

West Ouachita High School has a Crisis Plan in place. The school will practice these procedures for the protection and safety of your child and school staff. The school will also practice an evacuation drill to our evacuation site, which will be the soccer field west of the school directly across Cadeville Cut Off Road. The school will post the dates of all crisis drills on WebPAMS in advance of the event.

Ouachita Parish School System Technology Acceptable Use Policy

Internet and network resources access is available to students, employees, and guests in the Ouachita Parish School System. We are very pleased to provide this access and believe the Internet offers vast, diverse, and unique resources to all of 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 the network resources. Please read the *Terms and Conditions of Use* carefully.

Terms and Conditions of Use

1. Personal Privacy and Safety

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

2. Illegal Activities

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

3. Security

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

4. Network Resources

- a. Users will only use network resources in support of the educational goals and objectives of the Ouachita Parish School System.
- b. Users will not intentionally waste network bandwidth (listening to online radio stations, viewing streaming video, downloading large files, etc.).
- c. Users will not use network resources for commercial purposes.
- d. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in network communications. This includes personally attacking or harassing another person.
- e. Users will not display, download, or transmit any inappropriate materials (including offensive messages, images, and videos).
- f. OPSB.net email accounts are for employees only. Students will not be assigned OPSB.net email accounts.
- g. Users will not send or forward email "chain letters" or send annoying or unnecessary messages.
- h. Users will not send mass email or "spam" any users (internal or external) with unauthorized communications or solicitations.

- i. Users will respect copyrighted material and other intellectual property. Users may not duplicate or distribute electronic resources without the appropriate permissions, documentations, or citations.

5. Software

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

6. Content Filtering

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

7. Consequences of Inappropriate Use

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

Ouachita Parish School System OPSB.net Web Publishing Policy

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 for 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 insuring that a release form is on file before publishing any identifiable student photos or works.
- The Webmaster is the person who actually creates, publishes, and maintains the school's website. The

Webmaster may be the Website Coordinator or may be designated by the Website Coordinator. The Webmaster may be a teacher (or other school employee), parent, or other individual deemed capable of publishing the school's website. However, the Website Coordinator is ultimately responsible for the content of the school's website.

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 web sites must include:
 - o School name
 - o Principal's name
 - o Full address
 - o Telephone number
 - o Fax number
 - o A link to <http://www.opsb.net>

Published Student Information Release Form

Student Name _____

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

Parent/Legal Guardian (please print) _____

Signature _____

Date _____

FIELD TRIP/EVENT/ACTIVITY

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

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

1. excessive absences (more than 5 unexcused per semester)
2. any incomplete work/homework in a class

Field Trip/Event/Activity Consent Form

Organization: _____ **Student:** _____

Event: _____

Date(s) of Event: _____

| <u>Teacher</u> | <u>Current Grade</u> | <u>Yes/No</u> | <u>If NO, Give Reason</u> | <u>Work Make-Up By</u> |
|----------------|----------------------|---------------|---------------------------|------------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

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

Student Signature

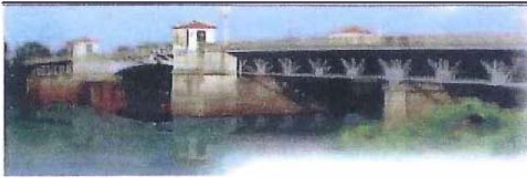
Guardian Signature

Date

Date

"Bridges of Ouachita, Homeless Education Program"

701 St. John Street - Monroe, LA 71201 - Phone: (318) 432-5273 Fax: (318) 432-5297



Anthony Killian
District Liaison Supervisor

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

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

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

- Displaced due to a natural disaster
- A shelter/transitional housing
- The streets, cars, abandoned buildings, campgrounds, etc.
- An institution that provides a temporary residence for individuals intended to be institutionalized
- A residence with substandard living conditions (not fit for human habitation- no electricity, no heat, no running water, no windows/doors, holes in the roof/floor, no way to cook/store food)
- Two or more families living together in crowded or undesirable living conditions, (doubling/tripling up because they have no place of their own to live where they can safely and healthfully meet their basic needs in privacy and with dignity)
- Runaway children who have run away from home and live in a shelter or inadequate accommodations even if parents are willing to provide a home
- Unaccompanied youth

In December 2001, Congress made the law protecting the educational rights of those children even stronger by passing the McKinney-Vento Act. It gives children and youth in homeless situations the right to stay in their "*school of origin*" even if they move; enroll in a new school without proof of residence, immunizations, school records or other papers; some transportation to school; go to pre-school programs; get all the school services available; have disagreements with schools settled quickly (Dispute Resolution Policy) and be enrolled in the school for the "*best interest of the child*" while disagreements are settled.

Homeless Education Services:

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

Enrollment: (Bulletin 741, Section 341)

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

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

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

Contact Information:

Anthony Killian, District Liaison Supervisor
(318) 432-5273 (318) 432-5297
Ouachita Parish Media Center
701 St. John Street
Monroe, Louisiana 71201

Laverne Dunn, State Coordinator
1-800-259-8826, 1-877-453-2721 State of
L.A. Department of Education P.O. Box
1642
Baton Rouge, Louisiana 70804-9064

National Law Center
(202) 638-2535
1411 K. Street, NW Suite 1400
Washington, D.C, 20005

**TITLE VI, TITLE IX, THE AMERICANS WITH DISABILITIES ACT (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:

Todd Guice
Personnel Director/Title VI Coordinator
Ouachita Parish School Board
100 Bry Street
Monroe, LA 71210
(318) 432-5000

Gail Autrey
Director of Special Education
Student Support Services
800 Claiborne Street
West Monroe, LA 71291
(318) 432-5400

Mickey Merritt
Director of Secondary Education/Title IX
Coordinator
Ouachita Parish School Board
100 Bry Street
Monroe, LA 71210
(318) 432-5000

Myrrah Thompson
Section 504 Coordinator
Student Support Services
800 Claiborne Street
West Monroe, LA 71291
(318) 432-5000

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

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

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

School districts have specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. Appropriate services are those designed to "level the playing field" and meet the needs of students 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. (Note: A physical or mental disability only constitutes a disability for purposes of Section 504 if it results in substantial limitation of the life activity in question. A student's general weakness in a given area would not typically constitute a disability under Section 504.) If the parent or legal guardian disagrees with the determination made by the professional staff of a school district, grievance procedures are in place to be followed.

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

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 your child take part in and receive benefits from public educational programs without discrimination because of his/her disabling condition.
2. Have the school system advise you of your rights under federal law (Section 504).
3. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate to the needs of the disabled child. It also includes the right to have the school system make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
4. Receive notice with respect to identification, evaluation, or 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 special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.
7. Have evaluation, educational and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school system.
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions made regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.
12. Receive a response from the school system to reasonable requests for explanations and interpretations of your child's records.
13. 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.
14. 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. A hearing request must be made in writing to Myrrah Thompson, Section 504 Facilitator, Ouachita Parish School System.
15. Request payment of reasonable attorney fees if you are successful on your claim.
16. 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.

POLICY STATEMENT

Section 504 Compliance

It is the policy of the Ouachita Parish School System 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.

Parent Signature

Date

FERPA

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

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

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

Parental/Students and Former Students (Age of Majority)

Notification Regarding the Destruction of Educational Records

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

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

HOMEWORK ASSISTANCE SERVICES

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

LOUISIANA LAW: CELL PHONE USE IN SCHOOL ZONE

2016 Regular Session
472

ACT No.
ENROLLED

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 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

A.

* * *

(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 (\$500)**.

(2) Each subsequent violation shall be punishable by a fine of not more than **one thousand dollars (\$1,000)**.

* * *

§300.6. Use of wireless telecommunications devices by certain drivers 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 (\$500)**.

(2) Each subsequent violation shall be punishable by a fine of not more than **one thousand dollars (\$1,000)**.

* * *

§300.7. Use of certain wireless telecommunications devices by minors while driving 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 (\$250)**.

(b) Each subsequent violation shall be punishable by a fine of not more than **five hundred dollars (\$500) 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 (\$500)**.

(b) Each subsequent violation shall be punishable by a fine of not more than **one thousand dollars (\$1,000) and a suspension of driver's license for a sixty-day period.**

* * *

Section 3. This Act shall become effective upon signature by the governor or, if not signed by the governor, upon expiration of the time for bills to become law without signature by the governor, as provided by Article III, Section 18 of the Constitution of Louisiana. If vetoed by the governor and subsequently approved by the legislature, this Act shall become effective on the day following such approval.

**WEST OUACHITA HIGH SCHOOL
STUDENT HANDBOOK**

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

Parent/Guardian

Student

Date

Please return this page to the Homeroom Teacher by the first week in September.

Returning this form signed before the deadline will result in your child's name being eligible for a drawing to be reimbursed for the cost of the student fee – (\$30.00). One drawing per grade will be held. All students are required to have an I.D. card on them at all times.

2018 - 2019 OUACHITA PARISH SCHOOL CALENDAR

Board Approved February 13, 2018

| | |
|---|--|
| AUGUST 6-10 (Monday-Friday) {No Students} | MANDATORY EMPLOYEE INSERVICE <small>{Full Days}</small> |
| AUGUST 13 (Monday)..... | K-12 STUDENTS ½ DAY <small>{PreK Testing Day / Kindergarten Girls Only} {P.M. Mandatory Employee Inservice}</small> |
| AUGUST 14 (Tuesday)..... | GRADES K-12 STUDENTS ½ DAY <small>{PreK Testing Day / Kindergarten Boys Only} {P.M. Mandatory Employee Inservice}</small> |
| AUGUST 15 (Wednesday)..... | GRADES K-12 STUDENTS FULL DAY <small>{PreK-K Testing Day}</small> |
| AUGUST 16 (Thursday) | STUDENTS FULL DAY <small>{PreK Girls Only}</small> |
| AUGUST 17 (Friday)..... | STUDENTS FULL DAY <small>{PreK Boys Only}</small> |
| SEPTEMBER 3 (Monday) {Holiday} | LABOR DAY |
| OCTOBER 8-9 (Monday-Tuesday) {Holiday} | FALL BREAK |
| NOVEMBER 12 (Monday) {Holiday} | VETERANS' DAY |
| NOVEMBER 19-23 (Monday-Friday) {Holiday} | THANKSGIVING <small>{Dismiss 3:00 Friday, Nov. 16; Return Monday, Nov. 26}</small> |
| NOVEMBER 28 - DECEMBER 14..... | LEAP & EOC FALL TESTING WINDOW <small>{Grades 9-12}</small> |
| DECEMBER 7 (Friday) {No Students} | MANDATORY EMPLOYEE INSERVICE <small>{Half Day}</small> |
| DECEMBER 24 - JANUARY 4 (Monday-Friday) {Holiday} | CHRISTMAS/NEW YEARS <small>{Dismiss 11:30 Friday, Dec. 21; Return Monday, Jan. 7}</small> |
| JANUARY 21 (Monday) {Holiday} | MARTIN LUTHER KING, JR. DAY |
| FEBRUARY 4 - MARCH 15 | LEAP CONNECT TESTING WINDOW <small>{Grades 3-8, 11 Computer-Based Testing}</small> |
| FEBRUARY 15 (Friday) {No Students} | MANDATORY EMPLOYEE INSERVICE <small>{Full Day}</small> |
| FEBRUARY 18 (Monday) {Holiday} | PRESIDENTS' DAY |
| MARCH 12 (Tuesday) | ACT TESTING <small>{Grade 11}</small> |
| MARCH 25-29 (Monday-Friday) {Holiday} | SPRING BREAK <small>{Dismiss 3:00 Friday, March 22; Return Monday, April 1}</small> |
| APRIL 1 - MAY 3 | LEAP TESTING WINDOW <small>{Grades 3-8 Computer-Based Testing}</small> |
| APRIL 15 - MAY 17 | EOC TESTING WINDOW <small>{Grades 9-12}</small> |
| APRIL 19-22 (Friday-Monday) | GOOD FRIDAY/EASTER <small>{Dismiss 3:00 Thursday, April 18; Return Tuesday, April 23}</small> |
| APRIL 29-MAY 3 (Monday-Friday) | LEAP TESTING <small>{Grades 3-4 Paper-Based Testing}</small> |
| MAY 9 (Thursday)..... | SENIORS' LAST DAY |
| MAY 13-16 (Monday-Thursday) | GRADUATIONS |
| MAY 23 (Thursday)..... | STUDENTS' LAST DAY <small>{Full Day}</small> |
| MAY 24 (Friday)..... | TEACHERS' LAST DAY <small>{Full Day}</small> |
| MAY 27 (Monday) {Holiday} | MEMORIAL DAY |

| End of Marking Periods / Report Card Dates | | Legend |
|--|----------------------|--|
| 1: 9-21-18 / 9-28-18 | 4: 2-21-19 / 3-1-19 | MANDATORY EMPLOYEE INSERVICE HOLIDAY TESTING |
| 2: 11-5-18 / 11-14-18 | 5: 4-10-19 / 4-17-19 | |
| 3: 1-8-19 / 1-15-19 | 6: 5-23-19 / TBA | |