

OUACHITA PARISH HIGH SCHOOL

681 HWY 594

MONROE, LA. 71203

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opsb.net

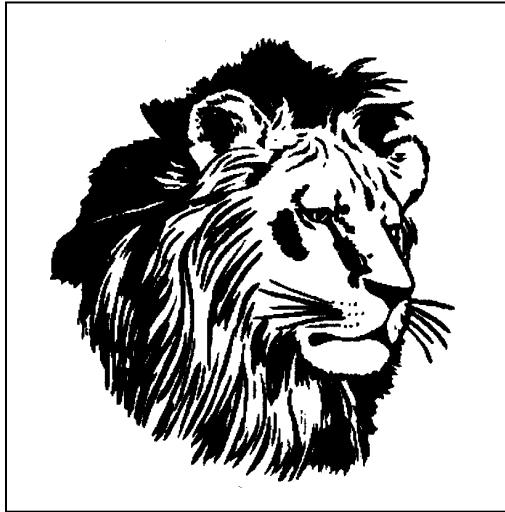
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Athletics	F. McHenry
Attendance	U. Stanley, N. Randall
Building Maintenance	M. Ferlicca
Buses	K. Heidtman
Cafeteria	K. Ledet
Curriculum	E. Mahoney, K. Jones, L. Long
Discipline	B. Jacobs, J. Merritt, K. Heidtman, R. Bonner, N. Randall
WebPams/School Messenger	J. Powell
Financial Matters	D. O'Neal, E. Mahoney
Fund Raising	E. Mahoney, D. O'Neal
Lockers	J. Merritt
Medications	A. Daily
School Calendar	E. Mahoney
Special Education	W. Butler
Student Parking Hangers	A. Coleman
Student Schedules/Changes	L. Long, S. Fallin, M. Lee T. Stewart, C. Johnson
Teacher Matters	E. Mahoney, L. Long
Textbooks	K. Heidtman
Withdrawal/Transfer	U. Stanley
Graduation Coach	B. Johnson

- Additional school and class information can be obtained by accessing opsb.net and following the Ouachita Parish High School, School Messenger link

OPHS Student Handbook
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ALMA MATER

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

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

PRINCIPAL – EDDIE MAHONEY

ASSISTANT PRINCIPALS

REBECCA BONNER- KURT HEIDTMAN – KESHEA JONES - LARRY LONG

BRYANT JACOBS – ADMINISTRATIVE ASSISTANT

JOHN MERRITT – ADMINISTRATIVE ASSISTANT

NATHAN RANDALL – ADMINISTRATIVE ASSISTANT

MISSION

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.

VISION STATEMENT

Building Bridges to the Future

SCHOOL SPIRIT

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

All students with the true Ouachita Parish High School Spirit are courteous to their teachers and their fellow students and conduct themselves, in school and everywhere, as young ladies and gentlemen.

Your success in school and later in life depends upon thoughtfulness. You can make your school life a pleasant and satisfying experience.

LET'S MAKE THE 2016-2017 SCHOOL YEAR THE BEST EVER!!!

Believe in Yourself

***You are your greatest asset
There is nothing you can't do
No one can keep you from dreaming
Only you can stop them coming true.
Your achievements are determined
by the desire that you possess.
Believe in who you are.
Believe in what you do.
It's not a quirk of fate
It's strictly up to you.
Author Unknown***

**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 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, Louisiana 71201
(318) 338-5335

Myrah Thompson

Section 504 Coordinator
Student Support Services
800 Claiborne Street
West Monroe, Louisiana 71291
(318) 399-2541

Brenda Adams

Director of Special Education
Student Support Services
800 Claiborne St.
West Monroe, La. 71291
(318)432-5400

Mickey Merritt

Director of Secondary Ed./Title IX
Coordinator
Ouachita Parish School Board
100 Bry St., Monroe, La. 71201
(318)432-5000

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.

Information Regarding

Section 504 of the Rehabilitation Act of 1973

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

- Has a mental or physical impairment that substantially limits one or more major life activities

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

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

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

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

Anthony Moore
Director of Child Welfare/Attendance
910 Thomas Road
West Monroe, Louisiana 71291
(318) 432-5610

STUDENT DEFINITION OF GOOD CITIZENSHIP

A GOOD STUDENT IS . . .

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

The Six Pillars of Character

(Definitions for Young People)

TRUSTWORTHINESS

- * Be Honest*
- *Don't deceive, cheat or steal.*
- *Be reliable-do what you say you'll do. *Be open-minded; listen to others*
- *Have the courage to do the right thing. *Don't take advantage of others.*
- *Build a good reputation.*
- *Be loyal-stand by your family, friends & country.*

FAIRNESS

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

RESPECT

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

CARING

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

RESPONSIBILITY

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

CITIZENSHIP

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

Bulletin 1794—State Textbook Adoption Policy & Procedure Manual

505. Local Implementation

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

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

Options for providing textbook access for students may include:

- (a) textbooks provided for each student to take home.
- (b) textbooks provided via a classroom set;
- (c) textbooks provided as both a classroom set and take home copy for each student; or
- (d) other specified arrangement as deemed appropriate to the subject area by local officials.

SCHOOL BOARD POLICY CONCERNING STUDENT USE OF CELL PHONES OR ANY ELECTRONIC TELECOMMUNICATION DEVICE AT SCHOOL OR ON SCHOOL BUSES:

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

During regular school hours, student cell phones are required to be kept out of sight and turned “off” while in a school building, on school grounds, or on a school bus. This policy is inclusive of any electronic telecommunication device in a student’s possession.

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

* **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 1:30 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 attend two (2) hours of detention. Note: if the student becomes disrespectful due to the item being confiscated, more serious corrective action may be assigned.

* **Second offense** – the confiscated item will be held at school for thirty (30) calendar days and returned to the parent as stated above **and** the student will be assigned ISS, or, for grades 6-12, Saturday Seminar if the student has previously been assigned ISS, **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 **for the remainder of the school year**.

* **Third offense** - the student will be suspended from school for one day and the confiscated item will not be returned until the end of the school year. Both the student and a parent will be required to meet with a Child Welfare and Attendance Officer before the student can return to school.

* **Fourth offense** - 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 and transferred to the Alternative School for the remainder of the school year.

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.**

“Any student refusing to turn over a cell phone to a faculty or staff member will be subject to a three day suspension, and parent/student conference with the Parish Director of Child Welfare and Attendance.”

Modification approved by the OPSB: May 19, 2009

OUACHITA PARISH SCHOOL SYSTEM ATTENDANCE REQUIREMENTS

I. Attendance Requirements

No high school student shall accumulate more than a total of **FIVE** 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**, the student and the parent will have to meet with a Child Welfare and Attendance Officer at the School Board Office and provide a justifiable excuse for that absence. Students and parents can check in the student handbook to know what types of absences are considered justifiable. School administrators can also be contacted to get that information if you do not have a student handbook.

II. Types of Absences

A. **Excused Absences**—Students shall be considered excused from school for the following reasons:

1. Personal illness (with physician's verification).
(Note: Personal illness: Although the absence will be counted as one of the allowed 5 days of absence, a student will be allowed to make up any work missed or tests missed if the student brings a note signed by the parent or guardian explaining the absence. A phone number where parents or guardians can be reached will be necessary.)
2. Death in the family (not to exceed one week).
3. Serious illness in the family (with documented verification).
4. Recognized religious holidays of the student's own faith.
5. Physician's excuses must be submitted immediately upon student's return or within 48 hours.
6. Legal appointments.

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

**FORGED OR TAMPERED DOCTORS EXCUSES WILL RESULT IN 3 DAYS SUSPENSION:
POSSIBLE CRIMINAL ACTION COULD BE TAKEN.**

B. **Unexcused Absences**

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

C. **Suspensions**

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

III. **Extenuating Circumstances**

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

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

IV. **Summary**

- A. The previous regulations require that a student ACCUMULATE NO MORE THAN 5 UNEXCUSED ABSENCES PER SEMESTER FROM ANY CLASS.
- B. Attendance requirements shall be ENFORCED ON A CLASS-BY-CLASS BASIS.
- C. A student shall not receive grades from a class IF HE/SHE HAS ACCUMULATED MORE THAN 5 ABSENCES, INCLUDING SUSPENSIONS. (5 unexcused absences)
- D. ALL EXCUSES MUST BE SUBMITTED UPON STUDENT’S RETURN. (WITHIN 48 HOURS)

V. **Tardies** – Ample time has been allotted for students to be on time. Teachers, according to OPSB policy, must identify students who are tardy for class. After allowing an adequate period of time for students to learn their schedule, the following policy will be in effect:

- 1st Tardy: Office visit, warning from Principal
- 2nd Tardy: Parental contact by Principal
- 3rd Tardy: 1 day detention (failure to complete will result in Saturday Seminar-if available)
- 4th Tardy: 2 days detention (same failure to attend policy as above)
- 5th Tardy: 3 days detention (same failure to attend policy as above)
- 6th Tardy: Saturday seminar (failure to attend results in ISS)
- 7th Tardy: ISS
- 8th tardy: Out of school suspension
- 9th Tardy: Start over at 1 day detention

STUDENTS CHECKING INTO SCHOOL DURING THE FIRST HALF OF ANY CLASS WILL BE CONSIDERED TARDY FOR CLASS UNLESS THEY HAVE A DOCOTR’S EXCUSE OR SOME OTHER REASON DEEMED EXCUSABLE BY THE ASSISTANT PRINCIPALS. STUDENTS CHECKING IN DURING THE SECOND HALF OF THE CLASS PERIOD WILL BE CONSIDERED ABSENT FROM CLASS AND WILL BE HELD IN STUDENT SERVICES UNTIL THE BELL RINGS FOR THE NEXT CLASS. A DOCTOR’S EXCUSE WILL ALLOW THE STUDENT TO MAKE UP ANY MISSED WORK, BUT THE ABSENCE WILL STILL BE COUNTED FOR ANY CLASSES MISSED.

*CONTINUED TARDINESS MAY LEAD TO LONGER SUSPENSION OR EXPULSION.

*TARDIES ARE CUMULATIVE FOR ALL CLASSES

*TARDIES ***WILL NOT*** Start over at the beginning of the second semester.

***Tardiness is defined as not being in the classroom when the tardy bell stops ringing.**

VI. **Entrance Requirements**

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

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

VII. **Truancy**

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

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

R.S. 32:431

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

FERPA

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

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

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

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

Education isn't play and it can't be made to look like play. It is hard, hard work, but it can be made interesting work.

ACADEMICS

GUIDANCE

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

Counselor:

Mrs. Fallin
Mrs. Stewart
Mrs. Lee
Ms. Johnson

According to Last Name:

A – G & SM - Z
H – SL
9th Grade
10th Grade

GRADING SCALE

A	=	100—93
B	=	92—85
C	=	84—75
D	=	74—67
F	=	66—0

HOMEWORK

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

***PLEASE NOTE THAT MANY TIMES THE DIFFERENCE BETWEEN
PASSING AND FAILING IS
HOMEWORK!!***

HONOR ROLL

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

Principal's List	Students with a 4.0 GPA for the six weeks.
Honor Roll	Students with a 3.3 GPA for the six weeks.

These students will receive special recognition at the end of each six weeks.

PROGRESS REPORTS

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

REPORT CARDS

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

September 28
November 11

January 13
February 28

April 13
May *TBA* (Mailed)

REPORT CARDS WILL NOT BE ISSUED TO STUDENTS WHO OWE FINES AND/OR FEES.

SCHEDULE CHANGES

Prior to class schedules being completed, students have had ample time to consider which classes will meet their interests and needs. Therefore, class schedule changes will not be necessary except in extreme circumstances. For example, the failure of a student to pass a prerequisite subject or the passing of a scheduled subject in summer school would be considered valid reasons to change a student's schedule. Simply wanting to be in a different teacher's class, on a different lunch shift, or in a class with a friend are examples of what would not be considered valid reasons for a schedule change. All schedule changes must go through the appropriate counselor with verification by the assistant principal in charge of scheduling. When a student receives his/her completed schedule change, he/she should follow that schedule immediately and get signatures from teachers on the yellow form. The last teacher to sign is to submit that form to Mr. Long.

NOTE: CLASSES YOU DROP MUST BE SIGNED BY THE TEACHER BEFORE YOU CAN ATTEND THE ADDED CLASS.

VALEDICTORIAN AND SALUTATORIAN

Candidates for valedictorian and salutatorian must have carried a minimum of seven (7) academic credits each year. Grades for all four years of high school will be averaged to determine the first and second highest grade averages in the graduating class. To qualify for either honor, the last two years of work must be done by the student at Ouachita Parish High School. Beginning with the freshman class, the top scholar will be determined by the number of designated honors, gifted, and AP classes taken while maintaining a 4.0 average.

WITHDRAWAL AND TRANSFER

The procedure for withdrawal and transferring is as follows:

1. Secure written authorization for withdrawal or transfer from your parent or guardian and your counselor.
2. Obtain appropriate form from Student Services Office.
3. Have the forms filled out by teachers, return all school books and property, and make sure all fines and fees are paid.
4. Take completed form to the Student Services Office for administrator signature.

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

You can't get to the top by sitting on your bottom.

OUACHITA PARISH SCHOOL BOARD PHILOSOPHY ON DRUG TESTING

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

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

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

The goal of this policy is not to invade the privacy of the student/athlete but rather to discourage the use of drugs. This would include any controlled substance depending on usage which by its very nature would be counter productive to the health and safety of the student/athlete and their classmates.

It is the philosophy of the OPSB that the implementation of a student drug testing policy will:

- 1) *serve as a deterrent to drugs being brought into the schools*
- 2) *help identify students who need drug abuse assistance*
- 3) *help reduce or remove drug use from our school system*
- 4) *strengthen the parent/school relationship*
- 5) *provide a position and course of action for community confidence*
- 6) *improve the overall safety of our school campuses*

OUACHITA PARISH SCHOOL BOARD STUDENT DRUG TESTING POLICY

THE POLICY CONCERNING STUDENT DRUG TESTING WILL BE AS FOLLOWS:

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

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

The designated extra-curricular groups are:

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

It is the position of the Ouachita Parish School Board and its schools that participation in school DECG is a special privilege and carries an added responsibility of representing the school in a unique way.

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

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

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

PROCEDURE FOR STUDENTS TESTING POSITIVE

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

ARTICLE I

1st Offense Parents are notified in writing and must have a conference with the school principal. A minimum eight (8) hours of drug counseling, provided by a certified drug counselor chosen and paid for by the parents, will be required. A student testing positive on the initial test will be retested at some time during the school year.

2nd Offense Student is suspended for three (3) days and eight (8) additional hours of drug counseling (at parent's expense) is required. A retest is also required.

3rd Offense Student is expelled from school for the remainder of the year. The student must present proof of a negative drug test administered by an OPSB approved agency before being readmitted into a OPSB school.



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

ARTICLE II

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

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

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

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

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CONFIDENTIALITY

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

LAB

The drug testing will be done by the Ouachita Parish School Board's designated laboratory. The specimens collected will only be tested for the prohibited drugs listed below. The testing firm will collect the specimen and will handle the chain of custody and reporting of the results. Testing will be done by urine sampling. The specimens will not be tested for any diseases or conditions other than drug use. Those students to be tested, who are not involved in DECG, will be randomly selected by computer at the laboratory. Random selection will be generated by student I.D. or social security number.

The drug test will screen for the following five classes of drugs: 1) Opiates, 2) Cocaine, 3) Amphetamines, 4) Cannabinoids (marijuana), and 5) Phencyclidines (PCP), and 6) Benzodiazepines.

NOTES

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

DISCIPLINE

Discipline problems will be guided by ACT R.S. 17.416 of the Louisiana Legislature and the Ouachita Parish School Board POLICIES AND PROCEDURES FOR DISCIPLINE AND ATTENDANCE. Our basic format for working with students who are having discipline problems is as follows:

1. **Verbal reprimand from teacher**
 2. **Punishment assigned by teacher**
 3. **Referred to discipline office**
- Note: Each teacher will contact parents when a problem persists or the teacher determines it is serious enough for parental intervention.**

Once the student has been referred to the office, the administration will follow this discipline guide. Any misbehavior resulting in a total of five referrals to the office may result in suspension.

MISBEHAVIOR	1 ST TIME	2 ND TIME	3 RD TIME
Alcohol use and/or possession	Suspension /Expulsion	Expulsion	
Cheating on exam	Zero on exam	Suspension	
Destruction of school property	Replace/Suspend	Expulsion	
Disobedience (minor) (chewing gum, sleeping in class, etc.)	Parental Contact	Sat. Seminar/ISS	ISS/Suspension
Disobedience (major) (insubordination, etc.)	ISS/Suspension	ISS/Suspension	Suspension
Disrespectful	ISS/Suspension	Suspension	Suspension
Disturbing class	Detention/ISS	Suspension	Suspension
Dress code violation	(See Dress Code procedure outlined below)		
Fighting*	Suspension /Expulsion	Expulsion	
Forgery	Suspension	Suspension	Expulsion
Leaving Campus	Suspension	Suspension	Expulsion
Not serving detention	Sat. Seminar/ISS	ISS/Suspension	Suspension
Use of Profanity	Detention/Suspension	Suspension	Suspension
Restricted area	Detention	Suspension	Suspension
Refusing ISS	1 Day Suspension	2 Day Suspension	3 Day Suspension
Skipping class	Sat. Seminar/ISS	Suspension	Suspension
Tobacco use and/or possession	Detention/Suspension	Suspension	Suspension
Tardies	(See Tardy Policy)		
Theft	Suspension/Expulsion	Expulsion	
Threatening faculty	Suspension	Expulsion	Expulsion
Threatening student	Suspension	Suspension	Expulsion
Weapon use and/or possession*	Expulsion		

Use of Electronic Devices during school day (cell phone, I-Pad, I-Pod, laser pointers, cameras, smart watches).

Device will not be returned to student, will be held until parent picks up after fifteen (15) days.

Bomb Threats or Serious Threats of Physical Violence to School or Individual Expulsion

*Parent contacted by office

***Note:** *In-school Suspension & Saturday Seminar may affect the order of discipline action taken to keep a student from receiving an out-of-school suspension.* Administrators will make that decision.

KP DUTY can be substituted for 1st offenders for minor offenses as determined by administrator.

Other behavior determined to be appropriate by an administrator will result in punishment determined by that administrator. THE SERIOUSNESS OR THE MISBEHAVIOR MAY RESULT IN SUSPENSION OR EXPULSION THE FIRST TIME.

DRESS CODE VIOLATION DISCIPLINARY PROCEDURE

- 1ST Offense: Office Visit, warning from Principal/ call to parent
- 2nd offense: 1 day detention
- 3rd offense: 2 days detention
- 4th Offense: 1 day Saturday Seminar (if available- if not, then ISS will be assigned)
- 5th Offense: 1 day ISS
- 6th offense: 1 day out of school suspension
- 7th Offense: Starts over at step 4

(See dress code guidelines on pg. 22)

ELECTRONIC DEVICES

Electronic devices that are not necessary for completion of required school work should not be brought on campus (i.e. iPods, iPads, cameras, recorders, etc.) **In the event a student brings one of these items on campus and it is lost or stolen, it is not the responsibility of the administration, faculty or staff to locate the item.** Cell phones are allowed at school; however they must remain off and out of sight. **It is not the responsibility of the administration to locate lost or stolen cell phones that are not kept secure by the owner.**

OTHER ITEMS NOT ALLOWED

Skate boards, yoyo's, and other toys are not appropriate at school. These items will be taken from students and returned after (15) days. A repeated offence will result in discipline action. **(See cell phone policy on Page 8).**

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 scraps will be suspended for three days plus a conference with parents, principal, and the Director of Child Welfare and Attendance. All fights thereafter would be considered major and an expulsion will be recommended.

*Ouachita Parish High School has adapted a ZERO-TOLERANCE Fight Policy. If you fight and administration determines that it is not self-defense, you could be recommended for expulsion.

After being recommended for expulsion, parents must set a hearing date with the Director of Child Welfare & Attendance.

Extra curricular activities can also be denied at the discretion of the administrators.

WEAPON USE AND/OR POSSESSION

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

SUSPENSION: R.S. 17:416

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

1. Is guilty of willful disobedience;
2. Treats with intentional disrespect a teacher, principal, superintendent, member, or employee of the local school board;
3. Makes an unfounded charge against any school personnel.
4. Is guilty of immoral or vicious practices, or of conduct or habits injurious to his associates;
5. Uses unchaste or profane language;
6. Uses tobacco, electronic cigarettes or who possesses alcoholic beverage or any controlled substance governed by the Uniform Controlled Dangerous Substance Law, in any form, in school buildings, on school grounds, or on school buses owned by, contracted to, or jointly owned by any city or parish school board;
7. Disturbs the school and habitually violates any rule;
8. Cuts, defaces, or injures any part of public school buildings, any property belonging to the buildings, or any school buses owned by, contracted to, or jointly owned by any city or parish school board;
9. Writes any profane or obscene language or draws obscene pictures in or on any school material or on any public school premises, on any fence pole, sidewalk, or building on the way to or from school, or on any school bus, including those owned by, contracted to, or jointly owned by any city or parish school board;
10. Is found carrying firearms, knives, mace or other implements which can be used as weapons, the careless use of which might inflict harm or injury;
11. Throws missiles liable to injure other persons on the school grounds or while on any school bus, including those owned by, contracted to, or jointly owned by any city or parish school board;
12. Instigates or participates in fights while under school supervision;

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13. Violates traffic and safety regulations;
14. Leaves his classroom during class hours or detention without permission;
15. Leaves the school premises without school permission;
16. Is habitually tardy or absent; or
17. Commits any other serious offense.

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

EXPULSION: R.S. 17-416

Students that have been suspended out of school can be excluded from activities such as school dances, school sponsored trips, and other extra-curricular activities that are sponsored by OPHS.

Any student after being suspended for committing any offenses enumerated previously may be expelled upon recommendation of the principal. The principal shall immediately recommend for expulsion a student who is found carrying or possessing a firearm, knife, or other dangerous instrumentalities, or who distributes, sells, gives, or loans any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form.

Any student, after being suspended for three (3) occasions for committing any of the offenses enumerated above, during the same school year, shall on committing the fourth such offense, be expelled from all the public schools of the parish or city school system wherein he resided until the beginning of the next regular school year, subject to the review and approval of the local school board.

HARASSMENT, INTIMIDATION AND BULLYING POLICY:

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

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

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

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

LEGAL REFERENCE: Louisiana R. S. 17:416.13

Ouachita Parish School Board - Approved December 17, 2002

SCHOOL BUS RULES AND REGULATIONS FOR STUDENTS:

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

FAILURE TO COMPLY WITH THE RULES AND REGULATIONS LISTED LATER IN THIS PAMPHLET WILL RESULT IN THE FOLLOWING ACTIONS:

FIRST INFRACTION

Written discipline reports by the bus driver are submitted to the principal of the school. The **principal shall** summon the student to the office for a warning and **shall notify the parent or guardian of the incident.** (Bus drivers should also attempt to contact the parent). The principal shall make documentation of action taken and contact the parent. **The principal shall** also send a copy of the **discipline report to the bus driver and the Transportation Department.**

SECOND INFRACTION

The student shall be suspended from bus riding privileges for a minimum of three (3) days, **NO EXCEPTIONS!**

THIRD INFRACTION

The student shall be suspended from bus riding privileges for a minimum of one (1) week. Principal may hold conference with parent.

FOURTH INFRACTION

The student shall be suspended from bus riding privileges for the remainder of the school term.

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

1. **FIGHTING**
2. **POSSESSION OF ALCOHOL OR ILLEGAL DRUGS**
3. **SMOKING**
4. **POSSESSION OF ANY KIND OF WEAPON**
5. **ASSAULT**
6. **DESTRUCTION OF SCHOOL BOARD PROPERTY**
7. **INTENTIONAL DISRESPECT (EX: CURSING THE DRIVER)**

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

DETENTION ROOM.....(ROOM # 238)

The purpose of the Detention Room is to allow students an opportunity to improve their behavior at school rather than serve a suspension from school. Failure to take advantage of this opportunity will result in suspension from school.

1. Morning detention is a thirty minutes detention from 7:20 AM until 7:48 AM. Any students arriving after 7:30 AM will not be allowed in the Detention Room.
2. Afternoon detention is a thirty minutes detention from 3:05 PM to 3:30 PM. Students are expected to stay the half hour and have rides home already scheduled.
3. Failure to serve assigned detention will result in a further disciplinary action. Students have five (5) days to complete detention assignment.
4. There will be no talking or any form of communication while in the detention room.
5. There will be no eating, drinking, or sleeping allowed in the detention room.
6. Students must bring school books and/or school supplies to work on during the time they are in detention. Failure to bring school work may result in no credit for attendance.
7. Failure to follow Detention Room Rules will result in one (1) day Saturday Seminar/ISS.

DRESS CODE

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

1. **Shorts may be worn,but, must not be over four (4) inches above the knee. Example: Walking shorts, Bermuda shorts, Pedal Pushers, Cargo Shorts. Belts must be worn. NO CUT OFFS WILL BE ALLOWED!**
2. Clothing with suggestive words or pictures will not be allowed. Teachers and administrators will determine what is inappropriate.
3. Boys will not be allowed to wear earrings, nose rings, or any body piercing of any kind.
4. Girls will not be allowed to wear nose rings or any body piercing of any kind. **(may wear earrings only)**
5. **No depression jeans with holes above the knee may be worn, even with tights underneath.**
6. Mini skirts should not be worn. Skirt hem should not be **shorter than finger tip length.**
7. Spandex based pants that fit like leggings may only be worn under appropriate length skirts or dresses, or shirts that are not shorter than finger tip length and covers **BOTH front and back female areas.**
8. Neither boys nor girls are allowed to wear caps, hats, or other headwear into the school.
9. Tube tops, tank tops, and similar items of clothing are not allowed.
10. Shoes must be worn at all times. House shoes, house slippers or flip flops are not considered to be appropriate footwear.
11. Belts and suspenders shall be fastened as designed.
12. Sunglasses will not be allowed to be worn inside the building.
13. Clothing advertising alcoholic beverages or illegal drugs are not allowed.
14. Transparent shorts, pants, or skirts will not be allowed.
15. No wallet chains.
16. Bandannas are not permitted on school campus.
17. Combs, picks, sharp pointed items will not be allowed. (ie metal combs)
18. No shirts, blouses, or tops that expose the midriff, back or cleavage will be allowed.
19. No shoes with wheels will be allowed.
20. Students shall not wear any clothing considered revealing or inappropriate by the school staff.
21. No pajama pants may be worn.
22. **Pants must be worn at the waist level. No sagging pants will be allowed.**
23. **HAIR STYLES: Hair styles or hairdos are required to be clean and neat. Hair styles that cause a disturbance or attract undue attention to a student will not be allowed.**

A STUDENT WHOSE ATTIRE IS NOT ACCEPTABLE MAY BE REQUIRED TO RETURN HOME TO MAKE NECESSARY CHANGES IN HIS/HER APPEARANCE OR CLOTHING. DRESS CODE VIOLATIONS MAY LEAD TO ISS OR SUSPENSION. OTHER DRESS CODE ISSUES DETERMINED TO BE INAPPROPRIATE BY THE ADMINISTRATION, COULD RESULT IN DISCIPLINE ACTION.

Do Nothing—Be Nothing

HALL CONDUCT

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

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

6. STUDENTS **MUST AT ALL TIME, ANSWER APPROPRIATELY AND COURTEOUSLY, ANY QUESTIONS ADDRESSED TO THEM BY FACULTY, STAFF, OR SCHOOL ADMINISTRATORS.**
7. Upper classmen are not allowed on Freshman Academy Hall without written permission.

PUBLIC DISPLAY OF AFFECTION

Public display of affection on campus will not be allowed. As the old saying goes “There’s a time and place for everything” and the high school campus is not the place for a “love-in.” The policy you will follow at Ouachita Parish High School will strictly be a “Keep your hands to yourself” policy. If this policy is not followed, disciplinary action will be taken.

PROCEDURES AND OTHER SCHOOL INFORMATION

ACCIDENTS

When an accident occurs, it must be reported at once to the teacher in charge. The teacher will then report it to the office and/or administrator.

AUTOMOBILES

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

1. **Students driving cars to school must park in the student SOUTH parking lot. Parking in faculty parking lot is prohibited.** All cars should be locked after arrival in the morning.
2. Cars are not to be used during the school day unless permission has been granted by administrators.
3. Students are not permitted to sit in cars during the school day. If students need to return to their cars, they must obtain a pass to enter the parking lot during school hours. Such permission should be received from a principal.
4. Students must purchase parking stickers or hangers from the SGA. These are to be displayed on all cars parked in the students’ parking lot. Hangers are ***\$10.00***.
5. Students are not to loiter by or in their cars at the beginning or end of the school day. Students are to leave their cars immediately upon arrival to school and are to leave the school grounds immediately when school is dismissed.
6. Reckless operation of vehicles on campus will result in loss of driving privileges and/or suspension from school. **No passing vehicles on school campus.**
7. D.E., C.O.E., ½ day students, or any other students who are scheduled for less than a full day of school must park in the SOUTH PARKING AREA.
8. Other rules and regulations for parking may be obtained from the Student Government Association.

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

BUILDING HOURS AND USE

The school is officially opened at 7:30 AM and closed at 3:10 PM. Any student or group of students in the building before 7:30 AM and after 3:00 PM must be supervised by a member of the faculty. Maintenance personnel will not assume this responsibility.

Students may enter the building through the front Main Entrance, the Commons Area, or the two bus loading/unloading entrances. Groups using the building for supervised activities should leave all rooms and equipment that they use in the proper condition. Any damaged rooms or equipment should be reported to the principal.

OPHS Student Handbook
REGULAR BELL SCHEDULE FOR 2016-2017

7:50	Stop Serving Breakfast	
6:55 – 7:45	Morning Extended Classes	
7:52 – 8:48	1 st Period Class	
8:52 – 9:45	2 nd Period Class	
9:49 – 10:40	3 rd Period Class	
10:44 – 11:35	4 th Period	

<u>Lunch -Shift-A</u>	11:35 – 12:00	<u>Lunch Shift-A</u>
	12:05 – 1:00	5th Period Class for <u>Lunch Shift A</u>
<u>Lunch Shift-B</u>	11:40 – 12:05	5th Period (First Half Class for <u>Lunch Shift B</u>)
	12:05 – 12:30	<u>Lunch Shift B</u>
	12:35 – 1:00	5TH Period (Second Half Class for <u>Lunch Shift B</u>)
<u>Lunch Shift-C</u>	11:40– 12:35	5 th Period Class for <u>Lunch Shift C</u>
	12:35 – 1:00	<u>Lunch Shift C</u>
	1:04 – 1:57	6th Period Class
	2:01 – 3:00	7th Period Class

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

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

STUDENTS NOT FOLLOWING A FULL SCHEDULE SHOULD LEAVE THE CAMPUS IMMEDIATELY UPON COMPLETION OF CLASSES FOR THE SCHOOL DAY. FAILURE TO DO SO WILL BE TREATED AS A DISCIPLINARY PROBLEM. Please note that ANNOUNCEMENTS will be made at 7:55 AM every morning. If you have any announcements that need to be made, please have these in the main office by 8:30 AM. If other announcements need to be made, they will be made at 2:00 p.m.

PEP RALLY BELL SCHEDULE

6:55 – 7:45 – Early Morning Class

7:52 - Students report to 1st period

8:05 – (Bell will not ring) STUDENTS WILL BE CALLED OUT FOR PEP RALLY (DO NOT DISMISS STUDENTS UNTILL THEY ARE CALLED.)

6:55	-	7:45	Morning Extended Classes
8:05	-	8:50	Pep Rally
9:00	-	9:35	1 st Period
9:40	-	10:15	2 nd Period
10:20	-	10:55	3 rd Period
11:00	-	11:35	4 th Period

AFTER 4TH PEROD CLASS, RESUME REGULAR LUNCH SHIFTS & 5TH, 6TH, & 7TH PERIOD CLASSES.

CAFETERIA

The cafeteria is offered as a convenience to the student body. Students are expected to conduct themselves in an orderly fashion during the lunch period. Students should wait politely in the service line. Trays should be properly returned to the Tray Window. Any misconduct in the cafeteria will result in disciplinary action. **NO FOOD OR DRINK IS ALLOWED TO BE TAKEN OUT OF THE CAFETERIA. *SCHOOL STAFF WILL NOT BE RESPONSIBLE FOR LOCATING STUDENTS OR DELIVERING LUNCHESS BROUGHT TO SCHOOL BY PARENTS. NO STUDENT CHARGING!! MEALS SHOULD BE PAID IN ADVANCE OR AT THE TIME OF SERVICE!!***

CANTEEN

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

CHECKING OUT OF SCHOOL - RETURN TO NEW POLICY - NO TELEPHONE CHECK OUTS!

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

CLUBS AND ORGANIZATIONS

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

ELEVATOR

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

1. Maintenance of the school building.
2. Emergencies. (Transporting persons because of illness, accidents, or injuries.)
3. Access to the 2nd and 3rd floors by any handicapped person(s).
4. A \$5.00 deposit will be charged for elevator keys.

EMERGENCY DRILLS

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

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

EXTRA-CURRICULAR ACTIVITIES

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

FACULTY LOUNGE AND RESTROOMS

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

FUND RAISING

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

HEALTH PROBLEMS

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

LIBRARY MEDIA CENTER (revised 6/08)

The Library Media Center is open to students, faculty and staff for research and for pleasure reading. The library is open from 7:45 a.m. to 3:00 p.m. Monday – Friday. The Library Media Center is open during all lunch shifts for completing projects, doing research or reading for pleasure. **HALL PASSES ARE REQUIRED DURING CLASS TIMES.** Students should present hall passes to either the student worker at the circulation desk or one of the library media specialists upon entering the library. A return pass will be provided for those who ask. Copying services are available at a charge of ten cents per page. Fines are charged for materials kept past due at a rate of ten cents per item per school day. **LARGE BOOKBAGS, SACKS, ETC. ARE NOT ALLOWED IN THE LIBRARY FOR SECURITY AND SAFETY REASONS.** Students are expected to be respectful of the library atmosphere.

LOCKERS

1. Each student will be assigned a locker.
2. Periodic inspections will be made by the faculty and administrators to see that the lockers are kept neat and orderly.
3. You are to use the locker assigned to you and are to keep it locked at all times. Please keep locker visits to a minimum.
4. There should be no sharing of lockers.

SCHOOL FEES: Each student will pay a \$30.00/year General School Fee.

“Any student owing an outstanding fee to the school or organization may not be allowed to participate in other activities where a fee is required. Ex. Clubs, Organizations, Homecoming Court, Prom Court, etc.” or pep rallies.

LOST AND FOUND

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

OUACHITA PARISH SCHOOL NURSE PROGRAM

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

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

1. Mandated vision and hearing screenings per recommendations by the American Academy of Pediatrics or by special request by parents, children, and school personnel. Screenings are primarily conducted in kindergarten and odd grades through 9th grade.
2. Scoliosis screenings on 6th and 8th grade students or by request.
3. Pediculosis (head lice) checks on elementary students per parish protocol.
4. Personal hygiene classes taught to 5th grade girls.
5. General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds, and visual assessments.
6. Breast Self Exam and Cervical Cancer classes provided for 7th – 12th grade.

IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN ANY OF THE ABOVE, THEN YOU MUST LET THE SCHOOL NURSE KNOW IN WRITING BY SEPTEMBER 5TH, 2003.
PLEASE MAIL TO: OUACHITA PARISH SCHOOL NURSES

**701 St. John St.
Monroe, Louisiana 71201**

The school nurse needs to be notified of any changes that occur in your child's health condition, provide updated telephone numbers and address changes readily, to facilitate the care needs of the child. **These health needs should be submitted in writing to your school nurse each school year.** The school nurse makes weekly visits to her school and can be reached by calling (318) 338-5330.

REQUIREMENTS FOR ADOLESCENTS BETWEEN THE AGES OF 11-18 YEARS:

The table below will help you understand what is required by the LA State Law
(Statute 17:170 for ALL Children between the ages of 11-18:

- 1 Tdap – (Tetanus, Diphtheria, & Pertussis) *New
- 1 MCV4 – (Meningitis Vaccine) *New
- 2 Varicella – (Chicken Pox Vaccine) *Must have 2nd vaccine if only 1 noted on record.
- 3 HBV's – (Hepatitis B Vaccine) *Should already have from Kindergarten
- 2 MMR's – (Measles, Mumps & Rubella) *Should already have from Kindergarten

CURRENT FACILITIES OFFERING SHOTS ARE:

- *GRMC-Medical Mall: 3298590
- * P & S Surgical: 998-7333
- * Ouachita Parish Health Unit: 361-7281
- * Northeast Rural Health Center: 387-4878

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

MEDICATIONS

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

1. Any student, who is required to take medication during school hours, must have written orders from a physician, detailing the name of the medicine, dosage, and exact time to be given on the proper Ouachita Parish medication order form. Parents must meet with the school nurse to sign medication forms before any medication can be administered at the school.
2. Medication must be brought to the school by the parent in a current container appropriately labeled by the pharmacy. No more than a 25 day supply will be accepted.
3. No “over the counter” medications will be given at school unless prescribed by a doctor or dentist with proper paperwork completed. (this means aspirin, Tylenol, cough syrup, cough drops, antacids, etc.)
4. Students are not allowed to have any medication in their possession with the exception of an inhaler and epi-pen. Additional paperwork would need to be completed with these exceptions.
5. A parent may administer any medication at any time to their child without meeting any requirements.

SICK ROOM

In the event a student becomes ill during the day, he/she should get a hall pass from his/her teacher and go directly to Student Services. If it is determined that the student is too sick to attend classes, Student Services will contact a parent or guardian to come and get the student.

“The Carpenter’s House”

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

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

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

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

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

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

POSTERS AND ADVERTISEMENTS

All posters, announcements, or advertisements to be displayed anywhere in the building or on the school grounds **must be approved** by the Student Government Association and the Principal.

TELEPHONE

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

VISITORS

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

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

VISITOR MEALS

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

- A visitor is defined as an individual who is not employed by Ouachita Parish School Board, such as parents, visiting children not currently enrolled in Ouachita Parish School System (regardless of age), and Senior Citizens.
- Principals may invite visitors on campus to eat in the school cafeteria. The meal must be paid for by the Principal or the visitor. Otherwise, meal service is prohibited for "passers-by".
- Parents are encouraged to visit the school on invitation and must pay for their meals. The Ouachita parish Child Nutrition Program invites parents and family members throughout the school year to eat with their children on special days such as "Mom's Day", "Dad's Day", "Grandparent's Day", Christmas, and other holidays. Parents may join their child at lunch on a day of their choosing ***up to five times*** during a school year.
- Meals are priced as a whole unit. State regulations do not allow "a la carte" (by the item) sales. The charge for Visitor Meals in Ouachita Parish is \$3.50 per plate. **PRICES ARE SUBJECT TO CHANGE**
- Elderly persons (60 years and older) may eat in the school cafeteria on a daily basis if they live in the neighborhood. They pay the Visitor Price of \$3.50 **PRICES ARE SUBJECT TO CHANGE.**
- All foods and beverages available to adults shall be a part of the regular meal served the children. In other words, whatever is offered to the adults must be offered to the students.
- Adults shall be served the same meal as students in portions not to exceed that of secondary students.

OPHS Student Handbook
 2016 - 2017 OUACHITA PARISH SCHOOL CALENDAR
 Board Approved March 22, 2016

AUGUST 8-10 (Monday-Wednesday) {No Students}	EMPLOYEE INSERVICE
AUGUST 11-12 (Thursday and Friday)	GRADES 1-12 STUDENTS ½ DAY
{PreK-K Testing Days}	
AUGUST 15 (Monday)	GRADES 1-12 STUDENTS FULL DAY
{PreK-K Testing Day}	
AUGUST 16 (Tuesday)	STUDENTS FULL DAY
{PreK-K Girls Only}	
AUGUST 17 (Wednesday)	STUDENTS FULL DAY
{PreK-K Boys Only}	
SEPTEMBER 5 (Monday) {Holiday}	LABOR DAY
SEPTEMBER 19 (Monday) {Students attend ½ day a.m.}	EMPLOYEE INSERVICE
OCTOBER 10 (Monday) {Holiday}	FALL BREAK
OCTOBER 11 (Tuesday) {No Students}	EMPLOYEE INSERVICE
NOVEMBER 8 (Tuesday) {Holiday}	ELECTION DAY/VETERANS' DAY
NOVEMBER 21-25 (Monday-Friday) {Holiday}	THANKSGIVING
{Dismiss 3:00 Friday, Nov. 18; Return Monday, Nov. 28}	
DECEMBER 9 (Friday) {No Students}	EMPLOYEE INSERVICE
{Half Day}	
DECEMBER 22 - JANUARY 4 (Thursday-Wednesday) {Holiday}	CHRISTMAS/NEW YEARS
{Dismiss 11:30 Wednesday, Dec. 21; Return Thursday, Jan. 5}	
JANUARY 16 (Monday) {Holiday}	MARTIN LUTHER KING, JR. DAY
FEBRUARY 17 (Friday) {Students attend ½ day a.m.}	EMPLOYEE INSERVICE
FEBRUARY 20 (Monday) {Holiday}	PRESIDENTS' DAY
MARCH 21 (Tuesday)	ACT TESTING
{Grade 11}	
MARCH 27-31 (Monday-Friday) {Holiday}	SPRING BREAK
{Dismiss 3:00 Friday, March 24; Return Monday, April 3}	
APRIL 3-MAY 5	LEAP TESTING WINDOW
{Grades 3-8 Computer Based Testing}	
APRIL 14-17 (Friday-Monday)	EASTER
{Dismiss 3:00 Thursday, April 13; Return Tuesday, April 18}	
APRIL 24-MAY 19	EOC TESTING WINDOW
{High School}	
MAY 1-5 (Monday-Friday)	LEAP TESTING
{Grades 3-8 Paper Based Testing}	
MAY 4 (Thursday)	SENIORS' LAST DAY
MAY 8-12 (Monday-Friday)	GRADUATION WEEK
MAY 24 (Wednesday)	STUDENTS' LAST DAY
{Half Day}	
MAY 25 (Thursday)	TEACHERS' LAST DAY
{Full Day}	
MAY 29 (Monday) {Holiday}	MEMORIAL DAY

End of First Six Weeks: 09/21/16
 Report Cards to Students: 09/28/16
 End of Second Six Weeks: 11/03/16
 Report Cards to Students: 11/11/16
 End of Third Six Weeks: 01/06/17
 Report Cards to Students: 01/13/17
 End of Fourth Six Weeks: 02/21/17
 Report Cards to Students: 02/28/17
 End of Fifth Six Weeks: 04/06/17
 Report Cards to Students: 04/13/17
 End of Sixth Six Weeks: 05/24/17
 Report Cards to Students: TBA



YOU CANNOT CLIMB
THE LADDER OF SUCCESS
WITH YOUR HANDS IN
YOUR POCKETS.

NOTES

Date: _____

Dear Parents:

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

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

Sincerely,

Mr. Eddie Mahoney
OPHS Principal

2016-2017 PARENT STUDENT HANDBOOK LETTER

Dear Parents,

This 2016-2017 Ouachita Parish High School Student Handbook is presented to each OPHS student and parent/guardian to inform the concerned parties of the activities, policies, regulations, and procedures at OPHS. It is the responsibility of each student and parent to become familiar with the rules and regulations that govern student behavior at Ouachita Parish High School.

Students and parents are requested to sign and return this form to the student's Homeroom Teacher. Questions concerning this handbook or any school related issue should be presented to the appropriate administrator.

Thank you for your support and cooperation with the education of your child. As always, we are expecting the best of your child and for your child.

Ouachita Parish High School Faculty and Administration

Student Signature/ Date

Parent or Guardian Signature/ Date



Ouachita Parish School System

Acceptable Usage Policy (AUP) for Students

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

1. Acceptable Use.

The use of an assigned account must be in support of educational goals and objectives of the Ouachita Parish School System. Students are not allowed to access email accounts other than those assigned by the teacher.

2. Network Etiquette.

The teacher or the System Administrator may scrutinize communication on the Internet. Each Internet user is expected to abide by the following generally accepted rules of user etiquette.

- a. Be polite.
- b. Use appropriate language.
- c. Use email in an appropriate manner.

3. The following behaviors are not permitted.

- a. Sending or displaying ANY offensive messages or pictures;
- b. Encrypting of any files;
- c. Using obscene language;
- d. Harassing, insulting, or attacking others;
- e. Damaging computers, computer systems, or computer networks;
- f. Trespassing in another person's folders, work or files;
- g. Intentionally wasting limited resources, including the use of "chain letters" and messages broadcasted to mailing lists or individuals;
- h. Employing the computer for commercial purposes;
- i. Revealing the personal address or phone number of any other person;
- j. Changing the default settings (desktop settings, screen saver, etc.) on the computer;
- k. Installing ANY unauthorized or unlicensed software on school/school board computers;
- l. Installing ANY unauthorized or unlicensed school/school board software on personal/home computers;
- m. Using ANY outside media (diskettes, CD's, tapes, etc.);
- n. Any illegal activities, "hacking", or attempts to otherwise compromise system security.

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

Last revised April 2006



2016 OUACHITA LION FOOTBALL VARSITY SCHEDULE

August 27, 2016(Sat).....Jamboree vs Calvary Baptist.....Grambling
September 2, 2016(Fri).....Richwood.....HOME
September 9, 2016(Fri).....Marshall.....HOME
September 16, 2016(Fri).....Neville.....Away
September 23, 2016(Fri).....North Webster (Homecoming).....HOME
September 30, 2016(Fri).....Scotlandville.....Away
October 7, 2016(Fri).....Natchitoches Central.....HOME
October 14, 2016(Fri).....ASH.....Away
October 21, 2016(Fri).....West Monroe.....HOME
October 28, 2016(Fri).....Ruston.....Away
November 3, 2016(Thurs).....Pineville.....Away