

Opelousas Junior High School

Vision Statement

To provide an educational experience that will empower students to become life-long learners who flourish in a global society.

Mission

All Opelousas Junior High students will learn in an environment that fosters academic excellence.

School Philosophy

The faculty and staff of Opelousas Junior High School value the worth of an individual and believe in educating the whole child. We are dedicated to the implementation of a curriculum and activities that provide experiences which brings out the best in every student. The school shall supply an education that prepares the student to become a productive citizen who contributes to the welfare of his/her community and country.

Student Creed

I am an Opelousas Junior High School student.
I have great expectations for myself.
I accept the challenges to become the best that I can be.

Yesterday's failures are behind me.
Today's successes are now before.
I will make today the very best day of all; for this day begins the rest of my life.

I accept responsibility for my behaviors and its' results.
I do not have the right to interfere with the learning and wellbeing of others.

I will determine what I will become; for the education I receive today will make me a leader of tomorrow.

(Adopted from Woodland Elementary, Faifax, Oklahoma)

St. Landry Parish 2018 – 2019 School Calendar

First Day for Students.....	Thursday, August 9
Labor Day	Monday, September 3
Teacher In-Service.....	October 11 – 12
Election Day.....	Tuesday, November 6
Thanksgiving Holidays.....	November 19 – 23
Early Dismissal Days/Exams.....	December 17 – 19
Christmas/Winter Break for Students.....	December 20 – January 4
Dr. Martin Luther King, Jr. Holiday.....	Monday, January 21
Mardi Gras Break.....	March 4 – March 6
Easter Holiday/Spring Break.....	April 15 – April 22
Early Dismissal Days/Exams.....	May 20 – 22
Students Last Day.....	Thursday, May 23
Last Day for Teachers/Staff.....	Wednesday, May 23
Final Report Cards Mailed Out.....	Thursday, May 24

Nine Week Reporting Periods

1st period.....	October 11, 2018
2nd period.....	December 19, 2018
3rd period.....	March 15, 2019
4th period.....	May 22, 2019

Testing Dates

LAA1.....February 4 – March 15

Grades 5-8 Computer Based Testing..... April 1 – May 3

*In case of emergency, central office administrators shall have the discretion to use Professional Days, Thanksgiving, Mardi Gras, and Easter holidays, or add minutes to the instructional day in scheduling make-up days less than required minutes mandated by LDOE.

Grading System

Report cards are issued every nine (9) weeks. Progress reports will be distributed on the 5th week of each grading period. Parents may view students' grades online at any time. The following scale is used to determine grades. This grading scale was developed by the Louisiana Board of Education and has been implemented statewide.

Percentage Points	Letter Grade	Quality Points
100-93	A	4
92-85	B	3
84-75	C	2
74-67	D	1
66-0	F	0

- Final grades are determined by averaging grade percentages for all nine week grading periods.
- To pass a subject, students must obtain at least a 67% average for the year in that subject area.

Scheduling

Scheduling is done in the summer by administration. Schedules are created by examining students' previous records and test scores. Opelousas Junior High School does not honor scheduling requests in regards to specific teachers.

Activity Fees

Students are required to pay a registration/activity fee of \$45. Activity fees must be paid before students can participate in any extracurricular/co-curricular activities. End of the year awards, ID cards, final report cards, etc. will be held until all debts are cleared. The following list is a breakdown of registration fees.

Student Pictures	\$12
ID Card w/ Lanyard	\$10
Student Handbook	\$5
PE Lock & Locker	\$6
Hall Lock & Locker	\$6
Admission for Athletic Events	\$40
Progress Reports	\$6
AR & STAR Reports	\$6
Achieve 3000 Reports	\$6
TOTAL	\$97

By paying the activity fee, each student saves \$52 in goods and services.

Student ID Cards

All students will be issued an ID card. Students are expected to wear their ID card to school daily. It must be visible at ALL times. Students must have their ID card to go through the lunch line because of the current digital scanning system. Students are not to deface (i.e. write, place stickers, draw on, etc.) ID cards. Defacing pictures on the ID card will require the purchase of a replacement ID at your expense.

Replacement ID Cards

Replacement ID Cards can be purchased for \$5.

Temporary ID Stickers

Students MUST purchase a temporary ID sticker if they forget or misplace their ID card. The cost to purchase a temporary ID is \$1 and it can be used for one day only. Students will be permitted to charge one ID sticker to be paid at a later date. Students will be assigned detention for all charged ID stickers thereafter. Students are expected to pay for all temporary IDs that were charged.

Absences and Excuses

Students cannot have more than ten (10) unexcused absences for the school year. Excessive, unexcused absences can result in the student being retained for the year as per the St. Landry Parish School Board Promotion/Retention Policy.

Absences are excused for the following reasons:

- Personal illness (as verified by a physician)
- Observance of special and recognized holidays of the student's own faith (as verified on church letterhead and signed by church official)
- School-system approved travel for education
- Death in the family (not to exceed one week)
- Natural catastrophe and/or disaster

Students with excused absences will be allowed to makeup missed work. The student shall submit an appropriate excuse upon his/her return. This documentation is to be submitted to the office in the morning. Make-up work/tests must be completed within five (5) days after the student returns to school. If a student misses one day and returns on the day of a test, the student should be prepared to take the test on the scheduled test day if the test was announced prior to the student's absence. Any work not made up within five (5) days can result in a grade of zero (0). It is the student's, not the teacher's, responsibility to make sure that all missed work is completed.

Students missing school as a result of any suspension shall be counted as absent. Students will adhere to the non-exempt absence policy guidelines for making up work missed during a suspension. This is per the St. Landry Parish School Board Policy.

Tardiness in Reporting to School

Reporting to school on time and remaining for the entire day is important to a child's success in school. The school day begins promptly at 7:30 a.m. and ends at 2:40 p.m.

Students who report to school after 7:30 a.m. **MUST** be signed in by a parent/legal guardian or designee. In the event that a student comes in without a parent or designee, the school will attempt to contact someone to come and sign in the student. The student will be counted absent until he/she is officially signed in.

Permission to Be Out of Class

All students must have a hall pass to move around the campus during instructional time. Students must get permission from the classroom teacher to whom they are assigned before going to the office. Students will not be allowed to leave a teacher's class to go to another teacher's class during periods of instruction. Students will not be allowed to leave class during the first ten (10) minutes or last ten (10) minutes of a class period.

Skipping Class

Skipping class is considered an unexcused absence and will result in suspension. Also, missing all or part of a class to be with another teacher is considered skipping unless permission is granted ahead of time by the teacher for which the student is assigned to for that period.

Checkout Policy

Students may not leave school during the day unless a parent/legal guardian or previously listed designee comes to check the student out. Parent/legal guardian must list the designees in the registration paperwork at the beginning of the school year. Students will not be allowed to check out by school-aged siblings unless previously given permission by the parents.

Note: Students will NOT be allowed to check out after 2:15 p.m.

Dismissal

Car Riders

Parents who pick up students after school must do so between 2:40 p.m. and 3:00 p.m. The pick-up location is in the front of the cafeteria. Parents are not allowed to pick up students in the gym area as this causes delays in the bus loading procedures.

Walkers & Bike Riders

Students who walk or ride a bike to school must exit the campus immediately after the dismissal bell. No loitering will be allowed. Failure to comply will result in disciplinary action.

Bus Riders

Bus riders are to board their buses in an orderly fashion upon dismissal. If the bus is not at school at dismissal time, students are to wait on the steps in front of the gym until it arrives. Duty teachers will direct bus loading. Failure to comply will result in disciplinary action.

Change in Bus Transportation

A written request is required when a change in bus transportation is necessary. This request must be written and signed by a parent/legal guardian. The written request is to be verified, approved, and signed by an administrator prior to reporting to homeroom. Phone requests for changes in a way a student goes home will be denied.

Students who need to change buses because they have moved must get a verification form from an administrator. The student must present this form to the new bus driver.

Student Deliveries

Student deliveries of any sort are not permitted. Students are not allowed to bring balloons or other objects/gifts to school or receive deliveries of these objects. Items associated with birthday celebrations, Valentine's Day celebrations and any other gift giving/exchange celebrations are not permitted. The office will not accept deliveries for students.

Students are not permitted to have food items delivered to them on campus nor can they arrive on campus with uneaten food or drinks.

Fundraising

Students are allowed to sell only the materials approved for school sales during the designated times. Selling for out-of-school groups such as churches, clubs, or personal sales are not permitted.

Closed Campus Policy

All visitors must be cleared by administration before visiting the campus. Students from other schools are not allowed to visit the school while it is in session. Local law enforcement officers are immediately called when parents/visitors do not follow procedures or when they become unruly and/or disturb the peaceful operation of the school. This includes inappropriate remarks, raised voices and use of profanity. In the event that the police are called, formal charges will be brought against the perpetrator.

Students are not allowed to have visitors during the school day. Student visitors from other schools are not allowed at Opelousas Junior High School.

Individuals, including students, are not to be on the school campus after dismissal without supervision of school officials. Students are not allowed to be in the building after 2:50 p.m. unless they are under the direct supervision of a teacher, coach, or administrator in a designated area. Students not picked up on time may lose the privilege of participating in the extracurricular activity.

Release Form for Publications, Video, and Electronic Display of Student Work

St. Landry Parish School System Publications, Video, Internet Consent and Release Agreement

Students who attend school in the St. Landry Parish School System are occasionally asked to be a part of school and/or district publicity, publications and/or public relations activities. In order to guarantee student privacy and ensure your agreement for your student to participate, you are asked to sign a form indicating that you have reviewed the Opelousas Junior High School Student Handbook and return it to school.

The form referenced above indicates approval for the student's name, picture, work, voice, verbal statements or portraits (video or still) to appear in school publicity or district publications, videos, or on the system's website. For example, pictures and articles about school activities may appear in local newspapers or district publications. These pictures and articles may or may not personally identify the student. The pictures and/or videos may be used by the district in subsequent years.

AGREEMENT

Student and Parent/Guardian release to St. Landry Parish School Board the student's name, picture, work, voice, verbal statements, and portraits (video or still) and consent to their use by St. Landry Parish School System.

St. Landry Parish School System agrees that the student's name, work, voice, verbal statements, portraits or picture (video or still) shall only be used for public relations, public information, school or school system promotion, publicity, and instruction.

Student and Parent/Guardian understand and agree that:

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- The photo, video, or student statements may be used in subsequent year.

If the Student and Parent/Guardian wish to rescind this agreement, they may be do so at any time with written notice.

*St. Landry Parish School Board and Opelousas Junior High School personnel have no control of media use of pictures/statements which are taken **without** permission.

Conferences

Parent-teacher-student conferences are strongly encouraged. Please contact the school's secretary to schedule conferences during teachers' planning periods. Conferences will not be held during teachers' instructional periods.

While the principal and administration maintain an open-door policy to teachers, students, and parents, previous arrangements for parent-teacher conferences will ensure effective use of everyone's time. Teachers must be given at least twenty-four (24) hour notice before a conference is conducted.

Student Withdrawals

Opelousas Junior High School will not transfer records to any other school until all debts have been cleared. Parents/guardians withdrawing students from this school during the school term for any reason must adhere to the following:

- Parent/legal guardian must report to the office to request that a student be withdrawn.
- Clear all debts.
- Return all textbooks to teachers.

Students cannot attend another school until they have officially withdrawn from Opelousas Junior High School.

Class Preparedness

Students are responsible for obtaining and bringing all material to class necessary for participation in the scheduled activities for the day. **Pencils and paper are mandatory items in every class.** Each student must be in his/her assigned seat ready to begin class before the tardy bell rings.

Class Books/Packets

Students will be given class sets of books and/or content packets to use each day. The parent must pay for lost or damaged books and replacement content packets. If a student loses a workbook another must be purchased.

Fines

Fines may be charged for lost, damaged or destroyed textbook, workbooks, novels, content packets, or other school property – this includes damage to electronic devices.

Student Insurance

Student insurance is available for all students. Check the insurance brochure for details. **Any student trying out for after school sports must have school insurance or other insurance to cover accidents.**

Borrowing and/or Lending

Lending, borrowing or exchanging money among students on the school campus is strictly prohibited. Should a student lend money to someone, the school will assume no responsibility in recovering the money. The office makes change for students to pay activity fees or other school debts. The office and teachers/staff do not lend money.

Payment of Fees

Opelousas Junior High School does not accept checks as a form of payment for any school-related fees/dues. Cash, money orders, credit/debit cards, or cashier's checks are acceptable forms of payment.

Telephone Calls

Plan ahead! Make your plans for after school events before coming to school. Students will not be allowed to call parents to bring homework, gym uniforms, etc. Students who become ill during the day must ask his/her teacher for permission to report to the office to call home.

Please do not call the school to speak with students. Students will not be called to the office to speak with anyone via the phone.

Cell Phones/Electronic Devices/Non-School Related Items

Students are not permitted to possess cell phones, other unauthorized electronic devices (e.g. CD players, MP3 players, cameras, laser pens/devices, etc.) or non-school related items (e.g. toys, dice, playing cards, games, etc.) on campus during regular school hours. If brought onto campus by students the following steps will be taken:

- **1st Offense:** The device will be confiscated. A parent must then come in and sign a violation contract before the phone will be returned to the legal guardian.
- **2nd Offense:** The device will be confiscated. The device will then be held in the office for no less than 10 school days before being released to the legal guardian.
- **3rd Offense and any subsequent offenses within the same school year:** The device will be confiscated. The device will be held for the remainder of the school year. The student will be given a one day suspension. **The device will be returned to the legal guardian only on the last day of school.**

NOTE: Refusing to turn the device over to an administrator will result in an automatic suspension.

*****OJHS will not be responsible for loss or damage to items that are confiscated, lost or stolen.** Students and/or classes of students may be sporadically searched by administration for possession of non-school related items. Sim cards, batteries, and other parts confiscated with electronic devices will not be released prematurely.

*** The principal may impose additional disciplinary measures as he/she deems appropriate in the case of extenuating circumstances.

Students' Personal Property

Students are responsible for the care and security of personal property. Opelousas Junior High School takes no personal responsibility for book sacks, purses, etc. and their contents. **DO NOT BRING ANYTHING OF VALUE TO SCHOOL. OJHS is not responsible for any items that are stolen. This includes textbooks, notebooks, gym suits, purses, wallets, etc.** Students should keep all items in their immediate possession and be responsible for such items. Students should label all possessions clearly and legibly. Expensive jewelry and large sums of money should be left home.

Littering

It is your job as well as ours to keep Opelousas Junior High School clean. We all participate in the Keep Opelousas Beautiful Program (KOB). Our goals are to prevent litter, encourage recycling, reduce waste, and beautify our school and city. Trash cans are provided all over campus. Violators who litter on campus and in the school buildings will be assigned to detention or trash detail at school. Waste/litters from concession items bought during the lunch shift are to be put in the numerous trash cans beneath the bus ramp.

Medication Policy

All medications (prescription and non-prescription) must be brought to school by a parent/guardian and administered to the student by this individual. Parents are to accompany students when administering medications and confirm that the student has swallowed the medicine. **Under NO circumstance is a student to bring medication to school. This is grounds for a recommendation for expulsion.** A medication form must be completed for all medications to be dispensed at school. If this action is necessary, please see the school's secretary for more information.

Immunization Policy

All students must have all the immunizations required by the health unit. Immunization records will be checked at the beginning of each school session or upon entry of a new student. If it is found that a student is deficient with his/her shots, he/she will be allowed ten (10) days from the date the deficiency is discovered to get his/her immunizations up-to-date. After this allotted time has expired, the student will be sent home until the immunization record is brought up-to-date.

No child seeking to enter school shall be required to comply with the provisions of this written policy if the child or his/her parent or guardian submits either a statement from a physician stating that this procedure is contraindicated for medical reasons, or a written dissent from the parents is presented. Exception in compliance may also apply to any person who is unable to comply due to a shortage in the supply of available vaccinations against meningococcal disease.

If an outbreak of a vaccine-preventable disease occurs, upon the recommendation of the state office of public health, school administrators may exclude from attendance unimmunized students until the appropriate disease incubation period has expired, or the unimmunized person presents evidence of immunization. This is for the protection of all students.

HIPAA Policy

Notice of Use of Personal Health Information

This notice describes how medical information about your child may be used and disclosed and how you can get access to this information. Please review it carefully:

We understand that any information we collect about your child and their health is personal. Keeping your child's health information private is one of our most important responsibilities. We are committed to protecting their health information and following all laws about its use. You have the right to discuss your concerns with the system's Privacy Officer about how their health information is shared. The law says:

1. We must keep student's health information from others who do not need it.
2. You may ask us not to share certain health services information with others. However, occasionally certain situations prohibit us from complying with a request as such.

Your child may receive certain services from nurses, therapists, social workers, doctors, or other health-care related individuals. They may see, use, and share your child's health or medical information to determine any plan of treatment, diagnosis, or outcome of the said information as described in an Individualized Education Program

(IEP) or other plan document. This use may cover such health services your child had before now or may have later.

We review such health services information and claims to make sure that you get quality services and that all laws regarding providing and paying for such health services are followed. We may also use the information to remind you about services or to inform you about treatment alternatives. In addition, we may also use the information to obtain payments for such services as a result of the Medicaid program. We must submit information that identifies you and your child, your child's diagnosis, and the type of services provided to your child for reimbursement by Medicaid.

We may share your health care information with teachers through health plans, with insurance companies and/or government programs in order for our school system to be reimbursed for such health care or medical services rendered during the school day.

As a general rule, you may request to see your child's health information. However, the request may not include psychotherapy notes or information being gathered for judicial proceedings. There may be legal reasons or safety concerns that would limit the amount of information that you may see. You may ask in writing to receive a copy of your child's health information. We may ask for payment for copying costs.

If you suspect some of your child's health information is wrong, you may ask in writing that we correct or amend it and you must provide the appropriate documentation, if applicable, from your child's physician in order to verify it.

You may request in the form of a signed 'Authorization of Release of Information' that any health information be sent to others who have received your child's health information previously from us. In addition, you may also request a comprehensive list of any recipients of such information. At any time, you may stop or limit the amount of information being shared by informing us in writing.

Note: A child 18-years old or older can give consent for his or her health information to be shared by signing an 'Authorization of Release of Information'.

In certain situations, we are mandated to abide by laws pertaining to sharing particular health information regarding your child, even if an 'Authorization of Release of Information' is not signed. We always report:

1. Contagious diseases, birth defects, and cancer;
2. Firearm injuries and other trauma events;
3. Reactions to problems with medicines or defective medical equipment;
4. To the police or other governmental agencies when required by law;
5. When a court orders us;
6. To the government to review how our programs are working;
7. To Worker's Compensation for work related injuries;
8. Date of birth and immunization information;
9. Abuse, neglect, and domestic violence, if related to child protection or vulnerable adults; or
10. To parents and other designated by law.

We may also share health care information for permitted research purposes and for matters concerning serious threats to public health or safety. Furthermore, if the health information falls within the FERPA definition of "education record", it will not be considered private health information under HIPAA, and therefore, will not be regulated by HIPAA.

If you have any questions about this notice of privacy rights or feel that such rights have been violated, you may contact:

St. Landry Parish School Board Office
1013 E. Creswell Lane
Opelousas, LA 70571
(337) 948-3657

You can also complain to the federal government Secretary of Health and Human Services (HHS) or to the HHS Office of Civil Rights. Your health care services will not be affected by any complaint made to the St. Landry Parish School Board, Secretary of Health and Human Services, or Office of Civil Rights.

You may ask for additional copies of our HIPAA policy at any time. The following link provides additional information regarding HIPAA and FERPA relevant to student health records.

<http://www2.ed.gov/policy/gen/guid/fpco/doc/ferpa-hipaa-guidance.pdf>

Emergency Procedures for Early Dismissal

School buses will assume their regular routes if conditions permit. Parents of students who do not ride the bus will be contacted via telephone. Therefore, it is imperative that you have on file a current, working telephone number. We recommend that parents listen to the local radio and television stations for information concerning emergency early dismissal.

Crisis Drills

Safety instructions and procedures will be discussed and posted in each classroom as well as high traffic locations throughout the school. Drills are practiced periodically.

Uniforms

The St. Landry Parish School Board believes that a mandatory school uniform policy will provide a more secure environment, promote an atmosphere for greater discipline, and increase learning opportunities for all students. The student dress code policy shall apply to all students in grades pre-kindergarten through 12th grade. This policy shall apply to all students attending public schools in St. Landry Parish. The principal of each school shall make the final decision about proper or improper dress according to the guidelines provided. School Spirit Days and any other school activities requiring a deviation from the uniform policy will be left to the discretion of the principal. Any substantial complaint concerning the dress code shall be dealt with by the school administration.

- **Uniform Shirt** - The shirt shall consist of a plain-collared white, orange or navy blue polo knit shirt, with no logo, and with either short or long sleeves. **All shirts must be tucked in at the student's waist.** All shirts must be long enough to remain tucked when seated. **Undershirts must be white, and the sleeve cannot be longer than the sleeve length of the uniform top.** Turtlenecks or mock turtlenecks are not allowed under/over the uniform shirt. Skin tight shirts will not be allowed.

NOTE: Maternity wear will consist of a white button down blouse or a uniform shirt. The white maternity blouse need not be tucked. However, standard uniform shirts must still be tucked.

- **Uniform Bottoms For Boys and Girls** - Bottoms shall consist of classic, traditional, straight leg dark khaki or navy blue cotton twill uniform pants or walking shorts with a finished hem (side slits on hems are not allowed). Uniform bottoms must fit at the waist and crotch and be within one (1) size of student's actual waist/inseam measurement. **No cargo pockets are allowed on uniform bottoms.** Bell-bottoms, boot cut, carpenter/cargo style pants, hip huggers or jeans of any color and/or type are not allowed. Brand name emblems on uniform bottoms may not exceed 1" to 2" in size. **All uniform bottoms must have a waistband with belt loops. "Joggers" and skinny jeans are not approved uniform bottoms.** Walking shorts shall not be more than four inches (4") above the back crease of the knee. Sagging of the uniform bottoms will not be allowed. Skin tight uniform bottoms will not be allowed.
- **Uniform Bottoms For Girls** - In addition to the above uniform bottoms, traditional style uniform jumpers and skirts will be allowed and must have a finished hem and shall not be more than four (4) inches above the back crease of the knee. All items of clothing must be worn as intended by design. Allowable colors are dark khaki and navy. Overalls are not permitted. Stone, white or dark brown uniform bottoms are not allowed. Skirts worn at the 5-12 grade level must be box pleated style.
NOTE: No tight or revealing clothing (leggings, skinny-leg pants) worn by any student will be tolerated.
- **BELTS** - A black, brown, khaki, or navy blue belt must be worn or a plain belt with a buckle no larger than 2" x 3". No studs will be allowed. The entire length of the belt must be worn inside the loops. Hanging of any part of the belt outside the belt loops is not allowed.
- **SOCKS** - Socks must be worn at all times. They must be solid navy, white, black, brown or the school optional color with no emblem, logo, or design. Crew length socks must cover the ankle and be visible above the shoe.
- **SHOES** - Students must wear a closed shoe (front and back). Sandals, clogs, flip-flops, slippers, slides, or other similar types of shoes are not allowed. Shoes must be laced and tied; Velcro straps must be secured.
- **OUTERWEAR** - In cold weather, students will be allowed to wear the following over their school uniform:
 - **SWEATSHIRT** - A sweatshirt must be waist length with a tight, ribbed elastic bottom, must be plain, solid colored in black, white, gray, orange, dark navy blue, or brown with no emblem, logo, or marking. Students can wear a spirit sweatshirts sold by OJHS. **Sweatshirts with other school logos are not permitted.**
 - **SWEATER** - Crew neck, v-neck, or cardigan style (those that button or zip from the bottom) sweaters must have sleeves, must be waist length, must be plain, solid-colored in black, white,

orange, brown, or dark navy blue with no emblem, logo, or marking. Optional school color with school logo and school-issued sweaters are permitted.

- **LIGHTWEIGHT JACKET/WINDBREAKER (WITH OR WITHOUT HOOD)/ COAT** - All outerwear, except for sweatshirts, must zip, button, or snap from top to bottom and must not be longer than upper mid-thigh. **Outerwear must be plain, solid-colored in black, white, khaki, heather gray, orange, brown, or dark navy blue with no emblem, logo, or marking;** however, jackets in the optional school color with school logo and school-issued jackets are permitted. No leather, synthetic leather, corduroy or suede will be allowed, unless school issued.

****The principal, not uniform vendors, should address any questions about the dress code. Although it is impossible to anticipate all problems, distracting "fads" which disrupt the spirit, education, philosophy, or dignity of the St. Landry Parish School System will be unacceptable.**

Dress Code/Grooming

The following regulations apply to daily and special dress days unless specifically stated otherwise:

- The only body piercing jewelry girls will be allowed to wear is earrings. Male students are not allowed to wear body piercing jewelry of any sort.
- **Hairstyles for both males and females that create problems of health and sanitation, obstruct vision, or an "unnatural hair color" (not naturally occurring on people) or excessively bleached or that distracts from the learning environment will not be allowed.** The principal or her designee will determine this. Spiked hair, including Mohawks for both males and females, is not allowed. Hair on males, no matter what style, that is longer than the bottom of the earlobes on the side, below the eyebrows in the front, and longer than the top of the collar in the back is not allowed. Ornamentation (e.g., ribbons, bows, beads, rubber bands, etc.) and hair restraints are not allowed for males.
- Male students will not be allowed to wear makeup. Makeup worn by both females that distracts from the learning environment or poses a safety problem will not be allowed.
- Male students may have well-groomed, neatly trimmed facial hair that is not distracting in length, style, or color.
- **Tightly fitted and loose fitting uniform bottoms are not allowed.** Clothes must be free of holes.
- Trackers are **NEVER** to be visible in any way.
- Tattoos are prohibited and are **NEVER** to be visible.
- Removable teeth/tooth grills are prohibited.
- **Hats, doo rags, wrap caps, bandanas of any color, etc. are prohibited. Bandanas may not be worn in pockets, as belts, are as headbands. Bandanas will be confiscated and not returned.**
- Combs and brushes are not to be visible. Rat tail combs/hair picks of any sort are **NOT** to be brought to school. These items will be confiscated and **NOT** returned.
- Students are prohibited from wearing t-shirts or other articles of clothing which display violence, profane or obscene language, gestures or inferences to profanity or advertisement of tobacco, alcohol, drugs, or illegal substances.
- Undershirts must be plain with **NO WRITING** showing through uniform shirt.
- Sweatbands, sunglasses, Heelies (wheeled shoes), and slippers of any sort are **strictly** prohibited.
- Boys may not wear nail color.
- Shoes must be laced and tied.
- Spikes cannot be worn (i.e. belts, wristlets, watches, bracelets, etc.).

*Any fashion/style deemed a distraction by the school's administration is strictly prohibited.

Casual Dress/Jean Day Guidelines

- Belts (any color) **MUST** be worn.
- Skirts **MUST** be knee-length, at minimum.
- Shorts **MUST** be knee-length, at minimum.
- No halters, tank tops or exposed midriff. Shirts **MUST** have sleeves.
- No inappropriate writing or logos on t-shirts, shorts, jeans, or socks.
- Students **MUST** be neatly groomed – no sagging.
- No hairstyle violations.
- No pajamas.
- Clothes cannot have holes in them.
- No sweat suits, gym attire, wind suits are allowed.

If in doubt, the answer is NO!

Violations

Violations of the dress code shall be addressed as follows:

The parent shall be contacted to bring the proper uniform to school for the child to change. Repeated violations of the dress code policy may result in disciplinary action.

The principal or her designee shall be the final judge to the compliance with the dress code. Administration and teachers will enforce the dress code policy. Students who chose to wear inappropriate clothing will be sent home and/or face disciplinary action by the school's administration.

Assemblies/Pep Rallies

Assemblies and pep rallies will be held at various times during the school year. The following rules govern all school assemblies:

- Students will proceed to the assembly in an orderly manner under the supervision of a teacher.
- Students will sit with their class in the area designated by the teacher.
- All assemblies will be characterized by order and good manners.
- Students will be dismissed from the gym with their assigned teacher, never individually.
- Students will exit the gym orderly and report to their designated areas.
- PBIS expectations must be exhibited at all times.

Physical Education

Students who participate in physical education are expected to dress in complete gym uniform and participate in the scheduled activities every day. **STUDENTS WHO FAIL TO DRESS OUT WILL BE REQUIRED TO DO TEACHER-ASSIGNED WORK AND WILL LOSE DRESS AND PARTICIPATION POINTS.** Students who choose not to dress and participate may be subject to disciplinary action.

Field Trips

Students participating in school-sponsored field trips during the school day, vacation or holiday periods are under the immediate jurisdiction of the school. In order to ensure behavior that will bring positive credit to the school and the community, all school and district rules and regulations will be enforced. Depending on the sequence or severity of documented disciplinary infractions, consequences for inappropriate behavior will range from a verbal warning to expulsion. All infractions will be documented and will be dealt with according to the school handbook and/or adopted parish and state policies.

Any student who fails to comply with school regulations will not be allowed to participate in future field trips. Students who are suspended or have been suspended in the week(s) prior to the field trip will not be allowed to attend any scheduled trips. Students with disciplinary infractions may be denied field trip attendance. Students who are financially obligated with school-related fees will be denied field trip attendance.

Students will be notified by their sponsor(s) as to what items they can bring on field trips. **Cell phones are NOT permitted!** Students are solely responsible for any items brought on field trips. Opelousas Junior High School and/or St. Landry Parish School Board are not responsible for lost, stolen or damaged items. Disciplinary action will be administered at the discretion of the principal.

Extracurricular Activities

- **Sports** – All students are required to get a physical from a doctor. This physical allows students to try out for any sport during that school year. The athletic coach in charge of each sport will provide all of the necessary information as the season for the sport arrives. Students are required to have school insurance or a statement from a parent/guardian that the student is covered with the family's insurance policy. Additionally, students must have paid the activity fee and any other fees owed to the school before signing up for such activities.

Student athletes must maintain a minimum grade point average of 2.0 for each grading period and have exhibited exemplary behavior during the school day and at all school-related activities (i.e., no disciplinary referrals). Failing to meet these requirements can result in immediate dismissal from the team.

- **Spirit Groups** – Belonging to a spirit group is a privilege. Students belonging to spirit groups must maintain high academic standards and must exhibit self-discipline at all times. Students must follow all school policies and cannot be suspended from school for disciplinary reasons. Students are expected to adhere to the minimum grade point average requirements of each program as well as the constitution governing the organization. ALL uniforms used by OJHS spirit groups must be approved by principal.
- **Academic Clubs** – Students belonging to academic clubs (i.e., Science Club, BETA, Poetry Club, etc.) must meet the requirements outlined by the club sponsor(s) and administration. Failure to do so may lead to immediate dismissal from the club.

***Participation in extracurricular activities is a privilege. Students must maintain high academic and ethical standards to join and remain participants of such activities.**

Student Attendance at Extracurricular Functions

Students who owe money to the school may be denied attendance or be required to pay the admission fees assessed to the general public. School rules and regulations will be enforced at all school-sponsored events.

Discipline assignments take precedence over all school activities (e.g. athletic events, band practice, gym dances, field trips, etc.). Students suspended and/or recommended for expulsion or expelled may not attend, participate or represent the school in any school activity during the term of the suspension or expulsion.

Lice (Pediculosis) Infestation Policy

All students suspected of having lice, in any form, will be subject to an examination by school personnel. All students identified as having lice will be sent home for treatment. Students must be free of nits/eggs before returning to school. School personnel will determine this by examining the student upon re-entry. **After having been sent home with lice, a parent must accompany students upon re-entry.** Students who are sent home for head lice must report to the front office immediately upon returning to school to receive clearance for re-admittance into classes. Upon administrative approval, the student will be readmitted into class. **Students who are absent due to head lice will be excused for three (3) days per school year.** Absences for this reason that exceed three (3) days will be deemed unexcused.

Restricted Areas

Teacher parking areas are STRICTLY OFF-LIMITS as well as areas in the rear of the building. Students are not to access areas behind the gym without adult supervision. The cafeteria, library, teacher's lounge, all classrooms, gym areas, storerooms, labs, offices, and all other campus areas are strictly OFF-LIMITS to any student unless accompanied by personnel or has received permission from the official who is in charge of that area. **Any student out of class MUST have a hall pass in their possession.**

Discipline Policy

Minor disruptions or failure to meet reasonable expectations by a teacher or a staff member may include but are not limited to:

- Willful disobedience
- Uncooperative behavior
- Sleeping in class
- Failure to bring materials
- Not completing homework
- Eating/drinking in class
- Failure to participate in class
- Dress code violation (first time)
- Leaving class without permission
- Class disruption
- Chewing gum
- Loud/unruly voice/behavior
- Throwing objects
- Profanity/swearing
- Tardy (excessive tardiness)

The discipline policy for minor infractions states:

1st Infraction – the student will receive a verbal warning.

2nd Infraction – the student will be issued a ROARS minor infraction assignment and a parent will be notified.

3rd Infraction – the students will be issued a doubled minor infraction assignment and a parent will be notified.

4th Infraction – the student will be issued a behavior referral and sent to an administrator to be handled in a manner deemed appropriate in discipline actions and definitions.

Suspendable Offenses (i.e., major infractions) include the following:

- Disrespect for authority (repeated offense)
- Willful Disobedience (repeated offense)
- Makes an unfounded charge against authority
- Uses profane/obscene language
- Immoral/vicious practices
- Conduct or habit injurious to associates
- Uses/possesses controlled dangerous substance governed by **Uniform Controlled Dangerous Substance Law**
- Writes/draws profane/obscene language/pictures
- Stealing
- Serious bodily injury
- Possesses knife with a blade of 2"
- Illegal carrying/discharge of weapon
- Misappropriation with violence to the person
- Possesses firearm/knives/implements not prohibited under federal law, which can be used as weapons

- Uses/possesses tobacco and/or lighter
- Uses possesses alcoholic beverages
- Disturbs school/habitually violates any rule
- Vandalism
- Habitually tardy/absent
- Commits any other serious offense
- Leaves school/classroom without permission
- Throws missiles
- Instigates/participates in fights
(Fighting may result in a referral to OPD and a citation/fine.)
 - After two (2) fights, an expulsion may be recommended.
 - Depending on the severity/seriousness of the fight, an expulsion may be recommended for an initial fight.
- Criminal damage to property
- Kidnapping
- Arson
- Kidnapping
- Rape/sexual battery
- Assault/battery
- Violates traffic/safety regulations
- Burglary
- Murder

PLEASE NOTE: In order to provide a safe environment at Opelousas Junior High School, the administration has determined that at times it may be necessary to involve local law enforcement officers in situations that cause unnecessary disturbances on our campus. **Students or other individuals that are involved in physical altercations on our campus may be subject to arrest if the administration deems the situation a threat to the safety of the student body.** The involvement of local law enforcement officials will be considered a last resort as we strive to preserve our learning environment. **Opelousas Junior High School's discipline policy prescribes immediate suspension for fights on campus or at school-related events and a recommendation for expulsions for second physical altercations. An expulsion recommendation may occur for a first fight if it is deemed severe by administration.**

***Louisiana law provides that a student may be recommended for expulsion at any time for any serious violation of school regulation and shall be recommended for expulsion on the fourth suspension.**

Bus Rules and Regulations

- Students must be on time at the designated stop and behave according to school rules.
- Students must obey the driver promptly and cheerfully, showing no hesitation.
- Help to keep the bus clean and sanitary. Anyone who purposely damages any part of a bus will be required to pay for said damages.
- Avoid causing trouble by teasing, pulling hair, scuffling, or using profane or obscene/abusive language.
- Arms and hands must be kept inside the bus at all times. If assigned to a seat by a driver, remain in that seat until told otherwise by the driver.
- Loud talking will not be tolerated. No eating or drinking on the bus.
- Permission must be received from the driver before opening/closing the windows.
- No student is to ride another bus or be dropped off at a different stop unless a note granting permission is written and signed by a parent/legal guardian and verified, approved and signed by an administrator. A request must be made to an administrator prior to reporting to homeroom.

Note: Any violation of any of the above rules and regulations may result in disciplinary action including but not limited to loss of riding privileges, suspension or expulsion.

Disciplinary Actions and Definitions

The following order is not progressive, and all steps may not be applicable depending on the disciplinary infraction. The principal or her designee may administer the following action(s) as deemed necessary for behavior referrals.

- **Student Conference** – A discussion shall be held with student to confer school expectations, and student shall be advised of consequences for continued violations.
- **Refer to School Resources** – Student shall be referred to school resources (i.e. school counselor, mental health providers, Safe and Drug Free School Counselor, Teacher Assistance Teams, School Building Level Committee, School Resource Officer, etc.) for intervention.
- **Make Parental Contact** – Parents shall be contacted to discuss student's misbehavior and school expectations.
- **Assign ROARS Minor Infraction Assignment** – Student shall be assigned the ROARS minor infraction assignment to be completed by a specified date and time.
- **Conference with Parent** – A conference with the parent/legal guardian, student, and/or teacher(s) shall be scheduled and conducted.
- **After School Detention** – Student shall be assigned after school detention for a specified date and time.

The principal will, when deemed appropriate, take the following action:

- **Short-Term Suspension** – Student shall be suspended out of school for a period of one (1) to nine (9) days.
- **Long-Term Suspension** – Student shall be suspended out of school and attend an alternate site ten (10) to thirty (30) days.
- **Out of School Suspension –Expulsion Recommendation** – Student shall be suspended from school pending an expulsion hearing with a district hearing officer. The superintendent, with Board approval, will determine if/when a student will be allowed to return to the school system and what campus he/she will be assigned.

School-Wide PBIS – R.O.A.R.S. Expectations

Students are expected to know what the acronym ROARS stands for and be able to explain the expectations for each area of school.

- **Bathroom Expectations:** Be respectful of others privacy. Be achieving and return to class in a timely manner – do not loiter near the water fountain. Be responsible and place trash in trash receptacles, flush toilets, and turn off the water facets. Be safe and wash your hands before exiting.
- **School Bus Expectations:** Be respectful and use a quiet, inside voice. Be outgoing by knowing my bus number and home address. Be achieving and responsible by having all materials need to complete my homework with me. Be safe by walking on and off the bus in a safe manner as well was keeping all parts of my body inside the bus.
- **Gym Expectations:** Be responsible by sitting in the bleachers as soon as I enter the gym. Be outgoing by sitting in my assigned area at all time. Be achieving and safe by following the gym/morning routines. Be respectful by following directions given by duty teachers.
- **Cafeteria Expectations:** Be respectful and use a quiet, inside voice. Be outgoing – say “please” and “thank you”. Be responsible and return your plate to the correct window for cleaning. Be safe and wash your hands before and after you eat.
- **Classroom Expectations:** Be responsible and arrive on time – ready to learn. Be outgoing and ask questions/participate. Be achieving and peer tutor one another. Be respectful by paying attention and listen MORE THAN you speak. Be safe by keeping your backpack out of walking areas.
- **Common Area Expectations:** Be respectful and move to the side when someone is walking on the sidewalks. Be outgoing and talk with your friends in a normal tone of voice without using profanity. Be responsible by listening for the bell and return quickly and quietly into the building. Be safe by being together without roughhousing and horseplay.
- **Computer Lab Expectations:** Be respectful and use a whispering voice when peer tutoring one another. Be achieving and pass your internet tests and assignments. Be responsible and arrive on time – ready to learn. Be safe and stay on approved websites.
- **Hallway Expectations:** Be respectful and use an inside voice. Be outgoing and greet one another with a smile. Be responsible and walk on the right side of the hall in a single line. Be safe and keep your hands to yourself.
- **Library Expectations:** Be responsible and arrive on time – ready to learn. Be outgoing and read/participate in book discussions. Be achieving and pass your A.R. test. Be respectful and use care when handling books, using library furniture, and utilize a whispering voice when talking.

PBIS ROARS Incentives and Rewards

The following incentives and rewards will be constant throughout the school year:

- Students who are exhibiting behaviors that reflect the ROARS expectations will be rewarded with a ROARS Buck.
- ROARS Bucks will be turned in daily for a Thursday random drawing each week; prizes for the Thursday drawings will vary.
- Special activities such as Harvest Fest and Splash Bash are also held throughout the school year to reward students who follow the discipline policy.

ROARS Assignment/Punish Work

Any ROARS assignment (AKA punish work) given must be completed and submitted to the individual who assigned the work. If a student chooses to not complete the additional assignment, the following actions will be taken:

- **Day 2: The assignment will be doubled and due the very next school day.**
- **Day 3: The student will be sent to the office with a behavior referral and the work will be due on returning from detention or suspension.**
- **Refusal to Complete: Suspension**

After School Detention

- Detention will be held from 2:50 p.m. to 4:15 p.m. every day under the supervision of a qualified supervisor.
- Students will not be admitted after 3:00 p.m.
- Students are to arrive at detention dressed in school uniform, neat, and tucked.
- All school policies and procedures are to be followed.

- Parents will be notified prior to students being assigned to detention.
- Failure to attend for any reason will result in an automatic suspension.
- Students who are sent out of detention for any reason will be suspended.
- Students must have transportation after detention has concluded for the day.

Corporal Punishment

The St. Landry Parish School Board authorizes the use of corporal punishment. Corporal punishment is used by the principal to maintain discipline and order in the school. Corporal punishment shall be administered in a reasonable, fair and impartial manner. Written permission must be granted by the parent/legal guardian before corporal punishment can be administered by the principal. Students disturbing school and instruction and who are not to receive corporal punishment shall be picked up from school immediately and will be suspended.

Public Displays of Affection

Public displays of affection are strictly prohibited on school campus. This involves acts such as kissing, hugging, holding hands, etc. between students. Failure to comply will result in disciplinary action. The principal or her designee will determine consequences depending on the severity of the students' actions.

Cheating

Any student caught cheating on a test or graded assignment will receive a 0/F (number letter grade combination). Students guilty of cheating can be exempt from participating in PBIS-related activities offered as incentives. Parents will be notified immediately and informed of the action taken.

Destruction of School Property

If a student destroys or damages school property, he will be expected to pay for such damages (books included). A police report will be filed in the event that a student destroys school property.

Restroom Policy

Although a student will never be denied to go to the restroom during instructional periods, students are expected to take care of their needs before school, between each class (3 minutes between each class), during the lunch shifts, and after school **BEFORE** entering the detention classroom. If a student has a medical condition that warrants more frequent breaks, please see the principal with proper documentation of the said condition from the student's medical doctor who diagnosed the condition. Otherwise, students will not be allowed to leave class during the first 10 minutes and last 10 minutes of any class period.

Financial Obligations

Students who are financially obligated will receive a "free and appropriate public education." However, they will not be allowed to participate in any activities outside of classroom instruction. Students who owe fees will not participate in any extracurricular activities, field trips, fun days, assemblies, pep rallies, or other programs as such until all financial obligations have been cleared.

This handbook has been compiled with the hope that the students of Opelousas Jr. High School and their parents will use it as a source of information regarding school policies, both curricular and organizational. The information contained within this handbook is subject to change based on federal, state, and parish directives and laws and administrative decisions deemed necessary and appropriate for the well-being of the students of Opelousas Jr. High School. Additionally, every situation cannot be covered within the student handbook. Administration reserves the right to address these situations and make decisions regarding them as they occur.

*** Additional policies can be found in the St. Landry Parish Student Handbook on the district's website.

Parental Engagement Policy

Opelousas Junior High School recognizes that parental involvement must be a priority for children to learn and achieve academic success. Parental Involvement shall include programs, services, and/or activities at school, as well as contributions from parents outside the normal school setting. Parents/Legal Guardians are instrumental and necessary partners with OJHS throughout their children's middle school career. A parent/legal guardian shares the responsibility of educating, nurturing and uplifting children with personnel. It will be the policy of OJHS to establish programs that are intended to enhance the involvement of parents which reflect the needs of the school.

In accordance with state and federal regulations,

OJHS & Teacher Responsibilities:

- Provide an environment conducive to learning.
- Express high expectations for self, the students, and the school.
- Respect the students, their parents, and the diverse cultures of the school.

- Maintain open lines of effective and timely communication with the students and their parents in order to support student learning and involvement in programs occurring at school.
- Seek ways to involve parents in the classroom for observation or participation in classroom activities.
- Actively and consistently work towards the goals of achieving excellence in the school and help each student grow to his/her fullest potential.
- Provide a description and explanation of each course offered at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet according to the state and local academic regulations.
- Provide opportunities for regular parent/school meetings to formulate suggestions and to participate in decisions relating to the implementation of curricula, development of school policy and programs, utilization of federal funds, and the use of school technology.
- Ensure parental involvement in the production of a yearly action plan to meet the needs of all stakeholders.
- Provide/attend training to help parents to work with their children to improve their children's achievement – such as literacy training, numeracy training, state assessment information meetings, and technology use – to foster parental involvement.

Parental & Student Responsibilities:

- Ensure attendance is consistent and punctual throughout the academic school year.
- Establish a time and place for all homework assignments and projects to be completed with supervision.
- Support school staff and respect the cultural differences of others, as well as, instill proper respect for parents, teachers, and other adults.
- Have a consistent communication with the administrators, faculty, and staff.
- Assure proper hygiene and daily cleanliness of their child(ren) and ensure proper uniform and visible identification, in accordance with the uniform or dress code.
- Reinforce all school rules and regulations that requires appropriate behavior while at school, on the bus, home, and extra-curricular activities.
- Volunteer at school or school-related activities to the greatest extent possible.
- Attend and participate with school-sponsored programs.
- Encourage my child(ren)'s academic efforts and be available for questions, meetings, conferences, volunteer clubs as well as join and be active in OJHS Parent Teacher Organization (PTO).
- Be a positive role model for the students.
- Use television, social media, and all other electronic devices wisely. Limit the time usage and content.
- Have high expectations for my child(ren) as an individual.

Title I Student/Parent/Teacher Compact

Students, Parents, and Teachers in grades 7th – 8th shall sign an annual Statement of Compliance Compact, in accordance with the state law. This compact is a voluntary agreement and a promise of commitment to help OJHS students excel academically in school.

Parents and Parental Involvement

According to Title I Federal Regulations, parental involvement expectations include, but are not limited to:

- Signed parent contracts (i.e., School-Parent Compact, Textbook Contract, Bus Contract, Cell Phone/Electronic Device Contract, Athletic Permission Slip, and Field Trip Permission Slips, etc.)
- Attendance at parent-teacher conferences
- Response to all written, oral, and robo call requests from the school
- Attendance at school functions
- Membership in the PTO
- Communication with teachers about significant changes that might affect student performance and behavior.

Parental involvement is strongly encouraged with parent representatives within the School Improvement, Parental Involvement, and Safety Administrative Team Committees.

Opportunities for Parents to GET INVOLVED!

Parental involvement is crucial to the success of the school. Parents are encouraged to be as involved as possible. Participation in your child's educational experience only enhances the quality of that experience. The following are some ways parents can be involved:

- Tutoring
- Participate in school sponsored events
- Parent Teacher Organization (PTO)
- Classroom Mom/Dad
- Chaperone

- Library aide
- Bus monitor
- Committees
- School handbook
- Pupil Progression Plan
- Guidance review
- School improvement
- Awards ceremonies
- Attendance at school board meetings
- Become a board member
- Assist with clubs, sports teams, and organizations
- Cafeteria volunteer

This is not an exclusive listing and parents are encouraged to provide other suggestions for their involvement.

Homework Policy

School homework is characterized as assignments and/or activities that are to be completed outside of the classroom. It is intended to assist students master the skills taught and/or reviewed during class. Unless indicated otherwise, homework should be completed independently or with minimal assistance from a peer/adult. Homework shall be:

- Relevant to coursework.
- Applicable to grade level and/or subject matter curriculum.
- Comparative in rigor to state assessments.
- Characteristic of quality over quantity.

TEACHER GUIDELINES

Teachers shall:

- Communicate and schedule assignments relative to class curriculum (e.g., Guidebooks 2.0, READ 180, Louisiana State Standards, JAG, etc.).
- Communicate with students and parents in one or more of the following methods: Class Dojo, Remind 101, JCampus, or staff directory website at <http://opelousasjr.slp.k12.la.us/apps/staff/>.
- Explain homework assignments to the students before scheduling the assignment.
- Consider a student's Individualized Education Plan or 504 Plan in regards to homework.
- Teach skills for students to utilize time management, meet deadlines, comprehend expectations and develop good work ethic.
- Communicate with parents to inform homework expectations, policies and procedures.
- Communicate with students and parents regarding the impact completing or not completing homework assignments have on student's overall academic performance.
- Converse with students and parents when a student has shown inconsistencies or refusals to complete assigned homework.

STUDENT GUIDELINES include:

Students shall:

- Inquire with school personnel if directions are unclear.
- Complete all homework assignments.
- Turn in homework assignments on due dates given.
- Utilize time management to complete homework in a timely fashion.
- Report to afterschool tutoring if additional assistance is needed (3:00pm – 4:00pm in Room 5).
- Document homework assignments and due dates in appropriate notebook or binder.

PARENT GUIDELINES

Parents shall:

- Assist student(s) with a quiet space and materials to complete homework assignments.
- Monitor time management and quality completion.
- Communicate with school regarding absences, sickness and/or school withdrawals.
- Converse with school personnel if student has trouble completing homework assignment.
- Communicate questions or concerns regarding the homework policy with school personnel.

Students may be given homework assignments/projects to complete over a weekend or holiday break. However, students will be taught to utilize their time wisely so that the homework doesn't consume their family, extra-curricular and/or community activities.

ASSISTANCE WITH HOMEWORK:

It is highly recommended that all students that are in need of additional assistance with academics attend ETS Tutoring afterschool Monday – Thursday from 3:00pm – 4:00pm. Students should also discuss their concerns with the teacher(s) who gave the assignments.

All OJHS student athletes will be required to attend afterschool tutoring when they are not in practice or attending away games. This requirement is to ensure that the student athletes are meeting academic requirements.

Educational Talent Search – University of Louisiana at Lafayette: Provides academic tutorial services and exposure to college campuses. Special activities for seventh and eighth graders include mentoring programs and financial aid counseling to students so they can graduate from high school and earn their college degree.			
What	When	Location	Time
Tutorial Services	Monday – Friday	Room 5	3:00pm – 4:00pm
Financial Workshop	Once Per Month	Room 5	3:00pm – 4:00pm
College Readiness	Once Per Month	Room 5	3:00pm – 4:00pm

HOMEWORK TIPS FOR STUDENTS & PARENTS

- Document & review homework assignments in notebook or binder.
- Ask descriptive questions to ensure expectations are being met and understood.
- Complete assignments in a timely manner (use a timer/alarm).
- Work in a quiet space to focus and concentrate.
- Take a break when tired, then resume to complete the assignment.
- Contact teacher as early as possible when questions arise about the homework via Remind, Class Dojo or email.

Child Nutrition Services Parent Information

Community Eligibility Provision (CEP)

- The St. Landry Parish Child Nutrition Department is pleased to inform you that we will continue to implement the Community Eligibility Provision (CEP) for the School Year 2018-2019. This means that all enrolled students in St. Landry Parish public school system are eligible to receive a healthy breakfast and lunch at no charge to your household each day of the 2018-2019 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

Meals from Home

- Food may be brought from home; however, it is at the discretion of each principal. If the principal allows students to bring meals from home, the following rules apply. All meals from home must incorporate whole grains and other nutrient-dense foods by following the current meal pattern (meat/meat alternate, grains, fruit, vegetables, and milk) for breakfast and lunch in accordance with U.S. Department of Agriculture (USDA) regulations and policies. To ensure proper holding temperatures, please make sure the food products are kept cold using ice packs until meal service. The cafeteria cannot store student meals brought from home.
- Fast food, candy, chips, and soft drinks or sugar-based juice drinks are not allowed in the cafeteria. Milk and 100% juice drinks are allowed and may also be purchased in the cafeteria.

Allergies

- All school campuses are Peanut and Seafood Free. Any food brought from home may not contain any type of nuts or any kind of seafood. There are several students with allergies that are enrolled in our schools.

COMPUTER AND INTERNET USE

The St. Landry Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer and electronic usage and files for compliance to all regulations and/or procedures.

In compliance with the Children's Internet Protection Act, the School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. The Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be strictly prohibited. However, the School Board does not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000, for legitimate scientific or educational purposes approved by the Board.

It shall be the policy of the St. Landry Parish School Board that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension of the student/employee, or other appropriate disciplinary action. The School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Parents shall be made aware that Internet usage is only partially controllable by supervision.

Students may use the Internet only if under the direct supervision of a teacher or other professional designated by the teacher.

USE OF INTERNET REGULATIONS

The School Board provides access to the Internet to students, teachers, staff and administrators. The Board believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient and legal use of any network is the key to a successful linkage with the Internet. Appropriate access is the shared responsibility of the school, the student, and the family. Parents and guardians are responsible for agreements their children make or actions they take and for setting and conveying the standards their children should follow when using any media or information service. Students are responsible for appropriate use of all electronic devices, both current and emerging. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

1. Educational Purpose

- A. Computer, electronic devices, and Internet use has been established for educational purposes **only**. This includes classroom activities, educational research, and career development directly related to school assignments and extracurricular projects supervised by school faculty.
- B. Users may not use the network in a way that would disrupt the use of the network by other users. This includes but is not limited to downloading huge files during prime time, sending mass E-mail messages, or installation of unapproved software.
- C. Product advertising, political lobbying or sending messages involving illegal activities shall not be permitted. However, users may use the system to communicate with elected representatives.

2. Etiquette

E-mail, Blackboard, and communication of any kind should be used for legitimate and responsible communication only.

- A. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required at all times.
- B. Threatening, profane, abusive, lewd, vulgar, rude or disrespectful messages shall not be tolerated.
- C. Invading the privacy of another user, or using his/her account, shall not be tolerated.

- D. Harassment is persistently acting in a manner that distresses or annoys another person. Users shall not send unwanted messages to others.
- E. Users must respect the privacy of others. Messages that are sent privately are not to be re-posted without the permission of the sender and users should not reveal personal information about colleagues or students on the internet or E-mail.
- F. Sending or posting anonymous messages shall be forbidden.
- G. Sending chain E-mails or spam messages shall be forbidden.

3. Security System

Security on any school system is a high priority, especially when many users are on the system.

- A. Users are responsible for their accounts and should take all reasonable precautions to prevent others from using their accounts. Passwords shall not be shared with others.
- B. No user shall be permitted to upload or create a computer virus on the Internet of any networking system.
- C. When a security problem is detected, it shall be reported immediately to the appropriate person. The problem shall not be demonstrated to other users.
- D. Gaining unauthorized access to files, programs, or resources shall be prohibited. Users should access only those areas that belong to them or which they have been granted permission to use.
- E. Attempts to remove, modify, or bypass filters or security system designed to prevent access to inappropriate materials shall be forbidden. Such violations shall result in cancellation of computer use privileges and mandatory suspension from school.
- F. No activities shall be allowed which may damage or interrupt equipment or any networking system. Any attempt to harm, alter or destroy any network by spreading computer viruses or any other means shall be forbidden.

4. Inappropriate Access to Material

- A. The network shall not be used to access or process pornographic material or inappropriate text files, engage in illegal acts or access material that promotes illegal acts or violence or discrimination towards other people.
- B. Transmission of any materials in violation of any U.S. or state regulation shall not be permitted. This includes, but is not limited to, copyrighted software, music, videos or other materials protected by trade organization.
- C. Users should not reproduce works that are protected by a copyright
- D. The illegal installation of copyrighted software is forbidden.

5. Student Internet Access

- A. All students may have access to the World Wide Web through classrooms, computer laboratories, and school libraries if a signed **Technology User Agreement** is on record. The student and parent/guardian(s) signature(s) shall be **legally binding** on all parties and shall indicate they have read the terms and conditions carefully and understand their significance.
- B. Students may not access E-mail, chat rooms, forums, blogs, instant messaging, or any other programs that permit personal conversation or messages. However, students may have E-mail access in special circumstances with district and parental approval. E-mail is not guaranteed to be private on the Internet.
- C. Students shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
- D. Students shall not plagiarize works found on the Internet.
- E. Teachers and administrators have the right and responsibility to monitor ALL student activity using the network and other technology resources.

- F. Personal or student information protected by the *Family Education Rights and Privacy Act* shall not be disseminated on or through the School Board's technology systems and networks, including but not limited to the Internet.
- G. Personal addresses, personal phone numbers, or last names shall not be permitted in student use of the Internet.
- H. Student photographs may only be published with parental permission.

6. Additional Regulations

- A. The SLPSB provides E-mail accounts for its employees and does not warrant access to other E-mail services or messaging services. E-mail of any kind is not guaranteed to be private. Authorized personnel who operate the system shall have authority to access E-mail on any School Board network or computer. Inappropriate messages **must** be reported to school authorities.
- B. All hardware and software purchases and installations shall be approved by the district. Hardware or software shall not be destroyed, modified, or abused in any way.
- C. All technology hardware and software resources purchased by the district are the property of the St. Landry Parish School Board and are loaned to the students and faculty for their use.
- D. Files stored on district computers and servers should be limited to those relating to school courses or activities.
- E. Any subscriptions to list servers, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.

7. Consequences of Misuse

The use of technology is a privilege, not a right. Inappropriate use may result in consequences for the user. Violations of the St. Landry Parish School Board *Computer and Internet Use* policy (File: EFA) and the *Electronic Communications Between Employees and Students* policy (File [GAMIA](#)) may result in the loss of privileges, as well as additional disciplinary action as determined at the building and/or classroom level. When appropriate, law enforcement agencies may be involved.

8. Parental Responsibility

Parents/guardians must sign the *Technology User Agreement* in order for their child to be permitted use of school computers and access to the Internet. Forms not completed by the parent/guardian/guardian shall result in the child not being able to participate in classroom activities involving technology integration.

9. System Employees

All employees of the St. Landry Parish school system must complete the ***Technology User Agreement*** upon employment. This agreement shall be kept in the employee's personnel folder for the duration of employment.

No one shall be permitted to use the Internet unless a completed ***Technology User Agreement*** has been submitted to the Superintendent or designee.

Revised: August, 1999

Revised: October, 2006

Revised: November, 2009

Ref: [47 USC 254\(h\)](#), (*Children's Internet Protection Act (CIPA)*)

La. Rev. Stat. Ann. §§[17:81](#), [17:100.7](#)

Board minutes, 10-5-06, 10-1-09

St. Landry Parish School Board

