



**TABLE OF CONTENTS**

|  |       |
|--|-------|
| ADMINISTRATION/OFFICE STAFF -----  | 1     |
| RHS Contacts -----   | 2     |
| ALMA MATER -----   | 3     |
| Richwood High Fight Song-----  | 4     |
| SECTION 504 COMPLIANCE POLICY STATEMENT -----                                  | 5     |
| SECTION 504 /REHABILITATION ACT of 1973 -----                                  | 6     |
| Parental Rights & Procedural Safeguards-----                                   | 7     |
| TITLE VI, TITLE IX, ADA, SECTION 504 COMPLIANCE-----                           | 8     |
| MISSION STATEMENT -----  | 9     |
| Bulletin 1794-State Textbook Adoption Policy & Academics -----                 | 10    |
| Pupil Progression Plan -----   | 11    |
| Cell Phone Policy -----  | 13    |
| OUACHITA PARISH SCHOOL SYSTEM ATTENDANCE REQUIREMENTS -----                    | 13    |
| Excused Absences -----   | 13    |
| Unexcused Absences -----   | 13    |
| Suspensions -----  | 13    |
| Extenuating Circumstances -----  | 13    |
| Tardiness -----  | 14    |
| Entrance Requirements -----  | 14    |
| Truancy -----  | 14    |
| Guidance -----   | 15    |
| Grading Scale-----   | 15    |
| Homework -----   | 15    |
| Honor Roll -----   | 15    |
| ACT Dates -----  | 15    |
| Progress Reports -----   | 16    |
| Schedule Changes -----   | 16    |
| Graduation, Valedictorian and Salutatorian -----                               | 16    |
| Withdrawal from School and/or Transfer-----                                    | 16    |
| DRUG TESTING-----  | 17-19 |
| Checking Out of School -----   | 19    |
| Electronic Devices-----  | 19    |
| Hall Conduct -----   | 19    |
| Public Display of Affection -----  | 19    |
| DISCIPLINE -----   | 20    |
| Student ID Policy -----  | 20    |
| ISS Procedures -----   | 21    |
| Fighting-----  | 22    |
| Weapon Use and/or Possession -----   | 22    |
| Expulsion -----  | 22    |
| Harassment, Intimidation & Bullying Policy -----                               | 23    |
| School Bus Rules & Regulations for Students -----                              | 23-24 |
| After-School Detention -----   | 24    |
| Physical Education -----   | 24    |
| Dress Code-----  | 25    |
| PROCEDURES AND OTHER SCHOOL INFORMATION -----                                  | 26    |
| Accidents-----   | 26    |
| Automobiles -----  | 26    |
| Building Hours and Use -----   | 26    |
| Student Pick-Up/Drop Off -----   | 26    |
| Bell Schedule -----  | 27    |
| Cafeteria-----   | 27    |
| Concessions-----   | 27    |
| Clubs and Organizations-----   | 27    |
| Elevator -----   | 28    |
| Emergency Drills -----   | 28    |
| Extra-curricular Activities -----  | 28    |
| Faculty Lounge and Restrooms-----  | 28    |
| Fund Raising-----  | 28    |
| Health Problems-----   | 28    |
| Library Media Center ( <i>REVISED 06/08</i> ) -----                            | 28    |
| Lockers -----  | 28    |
| School Fees -----  | 29    |
| Lost & Found-----  | 29    |
| Ouachita Parish School Nurse Program -----                                     | 29    |
| Medications -----  | 30    |
| Posters and Advertisements -----   | 30    |
| Telephone -----  | 30    |
| Visitors & Visitor Meals-----  | 30    |
| School Board Calendar -----  | 31    |
| Crisis Plan-----   | 32    |
| Parent Student Handbook Letter -----   | 33    |
| OUACHITA PARISH SCHOOL SYSTEM ACCEPTABLE USAGE POLICY (AUP) FOR STUDENTS ----- | 34    |
| POSITIVE SCHOOLWIDE BEHAVIOR PLAN -----  | 35    |
| Football Schedule -----  | 36    |
| Basketball Schedule -----  | 37    |
| Parental Notification of Educational Records/FERPA -----                       | 38    |

# RHS Student Handbook 2018-2019

Dr. Sharilynn Loche, Principal  
Mr. Donald Winn, Assistant Principal  
Mr. Joshua Spikes, Assistant Principal  
Mr. Alvin Fields, Jr., Assistant Principal  
Mr. Dexter Houston, Administrative Assistant

---

Mrs. Linda Coleman, Counselor  
Mr. Harold McCoy, Counselor  
Mrs. Sharon Natt, Counselor  
Ms. Arkeia Thomas, Graduation Coach  
Mrs. Dena Sampson, Curriculum Coordinator  
Mrs. Angel Lowe, Reading Math Coordinator  
Mr. Michael Wilson, Student Services Coordinator

---

Ms. Gloria Hargrove, Administrative Professional / Main Office  
Ms. CaSandra Mitchell, Administrative Professional Assistant/ Main Office  
Ms. LaShundria Washington, Administrative Professional/ Student Services  
Ms. LaShuna Houston, Administrative Professional/Guidance  
Mrs. LaQuinnia Brandy, Secretary  
Mrs. Van Reddic, Bookkeeper

---

Mr. Gregg Smith, Building Supervisor  
Ms. Angel Graham, Assistant Building Supervisor  
Mrs. Jennifer Morris, Cafeteria Manager

“Together, We Achieve Excellence”

## **Richwood High School**

**5901 Hwy 165 South**

**Monroe, LA 71202**

**Main Office: (318) 361-0467**

**Fax: (318) 361-9810**

**Website: [www.opsb.net](http://www.opsb.net)**

### **Contacts**

|                                  |   |
|----------------------------------|---|
| Accident Report/Emergency Drills | A. Fields, G. Hargrove, D. Houston                                    |
| Athletics                        | R. Arvie, D. Houston, A. Fields, S. Loche                             |
| Attendance                       | J. Spikes, L. Washington, A. Thomas, L. Houston                       |
| Building Maintenance             | G. Smith, A. Graham, J. Spikes  |
| Building Rental Contracts        | S. Loche, V. Reddic   |
| Buses                            | D. Winn   |
| Cafeteria                        | J. Morris, J. Spikes  |
| CIS                              | D. Houston, D. Sampson, A. Thomas                                     |
| Clubs & Organizations            | J. Spikes, D. Winn  |
| Credit Recovery                  | A. Thomas, T. Martin, J. Dodson                                       |
| Curriculum                       | S. Loche, D. Sampson  |
| Discipline                       | J. Spikes, A. Fields, D. Winn, D. Houston                             |
| Dual Enrollment                  | L. Coleman, A. Thomas   |
| Duty                             | J. Spikes   |
| Enrollment                       | L. Houston, L. Washington   |
| Extra Curricular                 | J. Spikes, D. Winn  |
| Field/Performance Trips          | S. Loche, D. Winn   |
| Finances                         | S. Loche, V. Reddic   |
| ISS/Detentions                   | J. Spikes   |
| Fund Raising                     | S. Loche, V. Reddic   |
| Lockers                          | D. Winn   |
| Medications                      | H. DeJean, L. Washington, L. Houston, V. Reddic                       |
| PGS/ Professional Growth/PD      | S. Loche, A. Lowe, D. Sampson   |
| SBLC                             | A. Thomas, H. McCoy   |
| School Calendar                  | G. Hargrove, S. Loche, C. Mitchell A. Savage                          |
| School Wide Positive Behavior    | A. Thomas, G. Rosales, J. Turner-Byrd, A. Fields, S. Smith, B. LaPite |
| Section 504                      | H. McCoy, A. Thomas   |
| Special Education                | M. Wilson, A. Fields, J. Turner-Byrd                                  |
| Student Parking Hangers          | Resource Officer  |
| Substance/ Drug Abuse Policy     | J. Spikes   |
| Tardy Tracking System            | L. Washington, K. Mitchell, L. Houston, J. Spikes,                    |
| Registration                     | L. Houston, L. Washington   |
| Teacher Matters                  | S. Loche  |
| Technology                       | K. Mitchell, D. Houston, S. Smith                                     |
| Textbooks                        | D. Winn   |
| Webpams                          | K. Mitchell, S. Smith   |
| Withdrawal/Transfer/Zoning       | J. Spikes, L. Washington, L. Houston                                  |
| Title I, Title II                | A. Lowe, D. Sampson   |

Additional school and class information can be obtained by accessing [opsb.net](http://opsb.net) and following the Richwood High School Link.

## **ALMA MATER**

Dear Richwood High

A song of praise we sing thee,

Our hearts beat strong with

Love and reverence too.

Thy crimson hue and purest white

Will guide us.

Long may they live in hearts that

Are so true,

Long may our sons and daughters,

Voices run clear,

We honor thee,

**OUR ALMA MATER DEAR.**

## **SCHOOL COLORS**

RED & WHITE

## **SCHOOL MASCOT**

RAMS



## **Richwood High School Fight Song**

Fight Dear Richwood fight to win

Fight to be the best.

We shall make it to the top

We shall beat the rest.

**NOW GO AND**

Fight mighty Rams fight to be

The mightiest Rams that you can be.

Fight and win to raise the bar

So they remember who we are!

**RAMS!**



**POLICY STATEMENT**  
**Section 504 Compliance**

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

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

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



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

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

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

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

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

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





## **PARENT AND STUDENT RIGHTS**

### **IN STUDENT DETERMINATION OF PROGRAM ELIGIBILITY AS DEFINED IN SECTION 504 OF THE REHABILITATION ACT OF 1973**

---

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

---

#### **YOU HAVE A RIGHT TO:**

1. Have the school system advise you of your rights under federal law (Section 504).
2. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school system make reasonable accommodations to allow your child an equal opportunity to participate in academic, nonacademic, and extra-curricular activities offered by the school system.
3. Have your child take part in and receive benefits from public educational programs without discrimination because of his/her disabling condition.
4. Receive notice with respect to identification, evaluation, and educational placement of your child.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have your child receive accommodations/modifications and related services that will meet his/her needs as well as the needs of non-disabled students if he/she is found to be eligible for services under Section 504.
7. Have fair evaluation, educational and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school system.
9. Examine all relevant records relating to decisions made regarding your child’s identification, evaluation, educational program, and placement.
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.
11. Receive a response from the school system to reasonable requests for explanations and interpretations of your child’s records.
12. Request amendment of your child’s educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
13. Have an opportunity to present complaints and/or to request mediation or an impartial due process hearing related to decisions or actions regarding your child’s identification, evaluation, educational program or placement. You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made through the Ouachita Parish 504 Facilitator.
14. Request payment of reasonable attorney fees if you are successful on your claim.
15. File a local grievance.

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



**TITLE VI, TITLE IX, THE AMERICANS WITH DISABILITIES ACT  
(ADA),  
AND SECTION 504 COMPLIANCE**

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

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

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

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

Myrrah Thompson  
Section 504 Facilitator  
Student Support Services  
800 Claiborne Street  
West Monroe, LA 71291  
(318) 432-5400

**OUACHITA PARISH SCHOOLS**

**VISION STATEMENT**

Committed to Academic Excellence for All Students!!!

**MISSION STATEMENT**

Through collaboration among all stakeholders, Ouachita Parish School System will ensure that all students attain the knowledge and skills needed to be productive citizens.

**RICHWOOD HIGH SCHOOL  
MISSION STATEMENT**

The mission of Richwood High School is to ensure that all students will be able to achieve academic success and become productive citizens.

**PHILOSOPHY**

We, the administration and faculty of Richwood High School, believe that education is the foundation for building and improving a better way of life and helping each individual face the challenges in our global society.

We believe it is the objective of the educational system to ensure that each individual will be able to perform at his/her fullest potential.

We believe that in order to develop competent, responsible, motivated individuals we must provide a safe environment that is conducive to learning.

We believe it is the purpose of Richwood High School to ensure that learning is a continuous process, building on previously acquired skills.

We believe that the home and community play a vital role in the educational success of each student, and therefore, must work together toward that goal.

## **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 available to students. School systems must ensure that each child within the classroom 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

## Pupil Progression Plan

|                 |  |
|-----------------|--|
| <b>Grade 9</b>  | A 9 <sup>th</sup> grade student ( <i><b>Freshman</b></i> ) is one who has acquired between 0 and 5 Carnegie units and has been promoted as a result of passing all required coursework and testing at the culmination of 8 <sup>th</sup> grade. At the end of the 9 <sup>th</sup> grade year, to be considered a 10 <sup>th</sup> grader ( <i><b>Sophomore</b></i> ), students must have acquired at least 6 credits. <i><b>*Credits must include one credit each of Math and English.</b></i>   |
| <b>Grade 10</b> | At the end of the 10 <sup>th</sup> grade school year, to be considered an 11 <sup>th</sup> grader ( <i><b>Junior</b></i> ), students must have earned 11 credits. <i><b>*Two courses each in English and Math, and one required course in Science and Social Studies. 10<sup>th</sup> Grade Students make the decision to pursue Jump Start TOPS Tech or TOPS graduation pathway. Students in the TOPS Tech graduation pathway are required to have two approved Jump Start elective credits for placement in the 11<sup>th</sup> grade.</b></i>   |
| <b>Grade 11</b> | At the end of the 11 <sup>th</sup> grade year, to be considered at 12 <sup>th</sup> grader ( <i><b>Senior</b></i> ), students must have acquired 17 units of credit that include <i><b>three(3)</b></i> courses each in English, Math, and two courses each in Science and Social Studies.   |
| <b>Grade 12</b> | Must have acquired 24 units for TOPS graduation pathway (23 for students in the TIPS Tech graduation pathway— <i><b>9 units must be elective credits from the selected major pathway and pass necessary industry-based certifications (IBC's)</b></i> ), including all required courses, and have passed the required EOC and/or LEAP 2025 HS test shall be eligible for graduation in accordance with Bulletin 741. <i><b>*Students identified under ACT 833 have alternative graduation requirements designated in their IEP. Students are required to attempt IBC acquisition, but failure to acquire the sought IBC does not prevent graduation.</b></i> |

**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 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 become 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 School 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 students 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 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. No high school student shall accumulate more than a total of five absences during a semester, **EXCUSES** 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 Child Welfare and Attendance Director at the School Board Office and provide a justifiable excuse for that absence. Students and parents can check in student handbook to know what types of absences are considered justifiable. School administrators can also be considered 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**

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 test must be completed the first day back from suspension).

III. Extenuating Circumstances

The only exception to the attendance regulation shall be delineated 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 on week).

7. Natural catastrophe and/or disaster.

IV. Summary

A. The previous regulations require that a high school student **ACCUMULATE NO MORE THAN (5) ABSENCES PER SEMSTER 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 ACCUMULAATED MORE THAN 5 ABSENCES, INCULDING SUSPENSIONS. ) 5 UNEXCUSED ABSENCES**

D. **ALL EXCUSES MUST BE SUBMITTED UPON STUDENT'S RETURN (WITHIN 48 HOURS)**

## RHS Student Handbook 2018-2019

### 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:

|                       |  |
|-----------------------|--|
| 1 <sup>st</sup> Tardy | Office visit, warning from Principal/Call to parents |
| 2 <sup>nd</sup> Tardy | Written Assignment                                   |
| 3 <sup>rd</sup> Tardy | Lunch Detention ( 1 day)                             |
| 4 <sup>th</sup> Tardy | Detention 1-Lunch Detention                          |
| 5 <sup>th</sup> Tardy | Detention 2 – (2 Day)                                |
| 6 <sup>th</sup> Tardy | After School Detention                               |
| 7 <sup>th</sup> Tardy | In-School Suspension                                 |
| 8 <sup>th</sup> Tardy | Refer to Administrator Out-of-School Suspension      |
| 9 <sup>th</sup> Tardy | Saturday Seminar                                     |

**\*Revised 06-06-2018\***

STUDENTS CHECKING INTO SCHOOL DURING THE FIRST HALF OF ANY CLASS WILL BE CONSIDERED TARDY FOR CLASS UNLESS THEY HAVE A DOCTOR'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.

### Procedures for Tardiness

- **Tardy students should report to Student Services**
  - **Students should scan ID in order to receive a pass to class**
  - **Students without IDs will receive an additional violation for not having an ID**
  - **Students should report to class immediately and present pass to teacher upon entering the classroom**
- Continued tardiness may lead to longer suspension or expulsion
  - Tardiness are cumulative for **ALL** classes

### VI. ENTRANCE REQUIREMENTS

#### Documents needed to enroll:

- Two proofs of residency: Lease agreement/utility bill with parent(s)/legal guardians name & address
- Withdrawal slip from previous school
- Transcript, report card, test scores
- Birth certificate, social security card, immunization
- Previous school records (Including Evaluation 1508, IEP, Behavioral Modification Plan, if applicable)

Only the legal parent or guardian is allowed to register at any time.

If a student does not live with his or her parent/guardian, legal documentation must be provided.

#### Out of Parish

If transferring from an out- of- parish school a letter from Child Welfare Director is required. (*Contact Mr. Anthony Moore at (318) 432-5610*)

All students upon entering Louisiana schools for the first time shall present an official birth certificate, social security card and a record of immunization. Also, you must have two (2) proofs of residence showing that you are zoned for Richwood High School, example :( lease agreement, 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, poliomyelitis, measles, and other communicable diseases according to a schedule approved by the State Department Health and Human Resources, or shall present evidence of an immunization program in progress. In addition, each child shall have a test for meinscocytois, 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. Absent from class without permission (skipping)
4. Come to school, but never attend class,
5. Obtain a pass to go to 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.



## RHS Student Handbook 2018-2019

### 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           | According to Last Name:                                |
|---------------------|--|
| Mrs. Linda Coleman  | 11 <sup>th</sup> Grade (A-J)<br>12 <sup>th</sup> Grade |
| Mrs. Sharon Natt    | 10 <sup>th</sup> Grade<br>11 <sup>th</sup> Grade (K-Z) |
| Rev. Harold McCoy   | 9 <sup>th</sup> Grade                                  |
| Ms. LaShuna Houston | Guidance Secretary                                     |
| Ms. Arkeia Thomas   | Graduation Coach                                       |

#### GRADING SCALE

|            |                                     |
|------------|-------------------------------------|
| A=         | 100-93                              |
| B=         | 92-85                               |
| C=         | 84-75                               |
| D=         | 74-67                               |
| F=         | 66-0                                |
| <b>F6=</b> | <b>5 or more unexcused absences</b> |

#### HOMEWORK

Individual study at home or at school is necessary part of each student's education program. Each student is expected to spend time away from school, reviewing or preparing for learning new material. Any student who is absent is responsible for checking with teachers to find out the lessons or material missed. Students are responsible for making up all work.

#### HONOR ROLL

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

|                |   |
|----------------|---|
| Principal List | Students with a 4.0 GPA for the six weeks                               |
| Honor rolls    | Students with a 3.0 GPA for the six weeks <b>(excluding D's or F's)</b> |

#### Important ACT Dates

| Test Date         | Registration Deadline | (Late Fee Required)           |
|-------------------|-----------------------|-------------------------------|
| September 8, 2018 | August 10, 2018       | August 1-26, 2018             |
| October 27, 2018  | September 28, 2018    | September 29-October 14, 2018 |
| December 8, 2018  | November 2, 2018      | November 3-19, 2018           |
| February 9, 2019* | January 11, 2019      | January 12-18, 2019           |
| April 13, 2019    | March 8, 2019         | March 9-25, 2019              |
| June 8, 2019      | May 3, 2019           | May 4-20, 2019                |
| July 1, 2019*     | June 14, 2019         | June 15-24, 2019              |

The Guidance Department will announce the 2018-2019, test schedule as it receives notification of test dates. Each student should record the appropriate dates below.

### **PROGRESS REPORTS**

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

### **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 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 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.

### **VALEDICTORIAN AND SALUTATORIAN**

Candidates for valedictorian and salutatorian must have carried minimum of seven (7) academic credits each year. Grades for all four years (including the last semester of the senior year) 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 Richwood High School. (At the completion of the senior year, all Carnegie units will be calculated to determine valedictorian and salutatorian.) Appropriate attire is required for Graduation.

### **WITHDRAWAL AND TRANSFERS**

The procedure for withdrawal and transferring is as follows:

1. Parent/Guardian must be present a valid ID to the Guidance Secretaries. (**All persons must have an ID to check-out students**)
2. Only the custodial parent or legal guardian(s) that initially enrolled the student(s) shall be allowed to enroll or transfer a student. Legal documentation should be provided before the student is admitted by a judge stating guardianship.
3. Students must return all school textbooks, property and make sure all fines and fees have been paid.
4. Parents/Guardian(s) must provide the school that the student is transferring to, name, address, including city and state, telephone #, and a contact number if further information is needed.
5. Potential student(s) must have all required documents to register. Richwood High will not make contact until the student is officially enrolled.

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

## 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. School principals, school boards, law enforcement, and parents have expressed these concerns.

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

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

### **It is the philosophy of the OPSB that the implantation 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 designated 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.

#### **II. Students involved in school athletics or designated extra-curricular groups.**

All athletes will be tested as a group in a unified manner at the beginning of each individual sport prior to the first contest of each sport season.

Students who participate in the designated extra-curricular groups, herein referred to as DECG, will be tested prior to that group’s first official performance/contest of the school year.

The designated extra-curricular groups are:

1. Band -performances 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 parent(s) and the student sign a form giving permission to have the tests performed. By signing, the parent(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.

**PROCEDURE FOR STUDENTS TESTING POSITIVE**

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

**Article I**

**1<sup>st</sup> Offense**

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

**2<sup>nd</sup> Offense**

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

**3<sup>rd</sup> Offense**

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

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

**ARTICLE II**

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

Article

1. Be suspended from the DECG until a negative test has been obtained.
2. Follow procedures outlined above in **Section I** for each offense.
3. If the results of 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 test 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 expense once the student has tested positive. A student who refuses to be retested will be dismissed from all DECG programs.

**CONFIDENTIALITY**

The results of the drug test will be kept strictly confidential with the principal and the Supervisor of Drug Free Education. Parents of students whose test 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 done by the Ouachita Parish School Board's designated laboratory. The specimens 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 classes of drugs:

1. Opiates
2. Cocaine
3. Amphetamines
4. Cannabinoids (marijuana)
5. Phencyclidines (PCP)
6. Benzodiazepines

## RHS Student Handbook 2018-2019

### 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 will identify the prescribing physician.
2. The principal of each school shall be required to have a signature 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.

### CODE OF CONDUCT

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

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

1. Attend school whenever classes are in session
2. Respect all school personnel and other students at all times
3. Be on time for school and all classes.
4. Know the rules, policies, and procedures, outlined in the student handbook of school and follow them at all times.
5. And in general conduct themselves at all times in a manner that is educationally acceptable at school, as well as acceptable to our society.

### **RICHWOOD STUDENT BEHAVIORAL EXPECTATIONS**

**R**emember to keep hands, feet, and attitude to yourself.

**A**bide by all school rules, and policies, and procedures.

**M**aster punctuality, preparedness, and productivity.

**S**how respect to yourself and others

**STATEMENT OF COMPLIANCE (RS 17; 235.2)**

### **CHECKING OUT OF SCHOOL -NO TELEPHONE CHECK OUTS**

1. Students may check out of school in the Student Services Office when determined necessary by parents and administration.
2. Parents are required to personally check out students in the Student Services 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 guardian.
5. Students must sign the check-out list before leaving.

### **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 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. *(See cell phone policy). Headphones should not be worn or visible.*

### **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 hall 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) ARE ALLOWED IN THAT HALL AT ANY TIME. THE SAME IS TRUE FOR THE P.E. HALL AS WELL AS THE DENTAL AND CAREER BUILDINGS.**
6. **STUDENTS MUST AT ALL TIMES ANSWER APPROPRIATELY AND COURTEOUSLY ANY QUESTIONS ADDRESSED TO THEM BY FACULTY, STAFF, HALL MONITORS, AND SCHOOL ADMINSTRATORS,**
7. Upper classmen are not allowed on the Freshman Academy Hall without permission.

### **PUBLIC DISPLAY OF AFFECTION**

*Public display of affection on campus will not be allowed. If this policy is not followed, disciplinary action will be determined by the administrator.*

## RHS Student Handbook 2018-2019

### DISCIPLINE

Discipline problems will be guided ACT R.S. 17.416 of the Louisiana Legislature and the Ouachita Parish School Board Policies and Procedures for discipline and attendance. Richwood High School strives to provide an environment conducive for students to learn. Thus at any time, if the severity of the behavior warrants, the administration can make adjustment to the discipline policy. Our basic format for working with students who are having discipline problems is as follows:

**Note:** Each teacher will contact parents when a problem persists or the teachers determine it is serious enough for parental intervention.

1. Verbal reprimand from teacher
2. Parent Contact
3. Referred to discipline office

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

| MISBEHAVIOR                    | 1 <sup>st</sup> Time                    | 2 <sup>nd</sup> Time    | 3 <sup>rd</sup> Time            |
|--------------------------------|---|-------------------------|---------------------------------|
| Alcohol use and/or possession  | Recommend Expulsion                     |                         |                                 |
| Bomb Threats                   | Recommend Expulsion                     |                         |                                 |
| Cheating on exam               | Zero on exam                            | Suspension(1) & zero    | Recommend Expulsion             |
| Destruction of school property | Replace/Suspension/Saturday Seminar (3) |                         | Recommend Expulsion             |
| Disobedience                   | Detention/Suspension                    | Suspension              |                                 |
| Disrespectful                  | Suspension/SS (1)                       | Suspension (2)          | Suspension (3)                  |
| Disturbing Class               | Detention (3)                           | Suspension (1)          | Suspension/Saturday Seminar (3) |
| Dress Code Violation           | (See Dress Code Policy)                 | ISS (1)                 | Saturday Seminar (SS)           |
| Drug use and/or possession     | (See Drug Policy)                       |                         |                                 |
| Earphones/Headphones           | Confiscate (15 Days)                    | Confiscate (30 Days)    | Remainder of the year           |
| Fighting                       | Suspension (3)                          | Recommend Expulsion     | Recommend Expulsion             |
| Forgery                        | Suspension (3)                          | Suspension (3)          | Recommend Expulsion             |
| Leaving Campus                 | Suspension (3)                          | Recommend for Expulsion | Recommend Expulsion             |
| Not Serving Detention          | ISS                                     | Saturday Seminar (1)    | Suspension (1)                  |
| Profanity in class/campus      | Suspension (1)                          | Suspension (2)          | Suspension (3)                  |
| Restricted Area                | Suspension (1)                          | Suspension (2)          | Suspension (3)                  |
| Refusing ISS                   | SS/Suspension                           | Suspension (1)          | Suspension (3)                  |
| Skipping Class                 | Suspension (1)                          | Suspension (2)          | Suspension (3)                  |
| Sleeping in Class              | Detention (1)                           | Detention (3)           | ISS                             |
| Tardiness                      | (See Tardy Policy)                      |                         |                                 |
| Tobacco use and/or possession  | Suspension (1)                          | Suspension (2)          | Suspension (3)                  |
| Theft                          | Suspension (3)                          | Recommend Expulsion     |                                 |
| Threatening faculty            | Recommend Expulsion                     | Recommend Expulsion     | Recommend Expulsion             |
| Threatening student            | Suspension                              | Suspension              | Recommend Expulsion             |
| Weapon use and/or possession   | Recommend Expulsion                     |                         |                                 |

Use of electronic devices during school day (cell phone, recording is prohibited, smart watches, laser pointers, cameras, CD players, Earphones)  
**Consequences for smart watches will be the same as cellular devices.**

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

**\*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.

Other behaviors determined to be appropriate by an administrator will result in punishment determined by that administrator. The seriousness of the misbehavior may result in suspension or expulsion the first time.

After being recommended for expulsion, parents must set a hearing date with Director of Child Welfare & Attendance. Extracurricular activities can also be denied at the discretion of the administrators.

### STUDENT ID CARD POLICY

Students are required to wear student ID's at all times on campus. Student ID's will be required in order to receive cafeteria meals each day.

**Replacement ID \$3.00**

#### Discipline procedures for ID Violations:

| ID VIOLAITON             | PENALTY  |
|--------------------------|--|
| 1 <sup>st</sup> Offense  | Warning  |
| 2 <sup>nd</sup> Offense  | Office visit, warning from Principal/Call to Parent/Guardian |
| 3 <sup>rd</sup> Offense  | Written assignment <b>(Assigned by Administrator)</b>        |
| 4 <sup>th</sup> Offense  | Call Parents for Replacement fee                             |
| 5 <sup>th</sup> Offense  | Lunch Detention (1 Day)                                      |
| 6 <sup>th</sup> Offense  | Lunch Detention (2 Day)                                      |
| 7 <sup>th</sup> Offense  | Lunch Detention (3 Days)                                     |
| 8 <sup>th</sup> Offense  | After School Detention                                       |
| 9 <sup>th</sup> Offense  | Saturday Seminar (SS)  |
| 10 <sup>th</sup> Offense | <b>Start back at Step 1</b>                                  |

## ISS PROCEDURES

Students assigned to ISS should report to Library Lab promptly at the dismal gymnasium/ Cafeteria of 1<sup>st</sup> Period.

### ISS Plan 2018-2019

#### Part 1: Curriculum Expectations

- Students will work on Edgenuity/Credit Recovery courses.
- Students will follow the bell schedule and rotate between their courses at each bell like a typical day.
- If a teacher sends materials down to ISS for a student(s) to work on, he/she is required to complete those assignments first.
- ISS Supervisor will check Edgenuity to see how much work has been completed for each student.
- ISS Supervisor will monitor written work and completion of that work every 30 minutes.
- If there are more students than computers, **students on computers will rotate off at 11:00 am** and those **not on computers will rotate on for the rest of the day**. Each group of students will receive at least 4 hours on computers.

#### Part 2: Lunch/Bathroom procedures

- Teacher will line up students and walk the group to the restroom. NO Talking allowed!
- Students will get water while waiting during the restroom break.
- Students will NOT be allowed to go to the restroom on his/her own.
- Restroom breaks are scheduled for the following:

9:30 am - Morning

11:30 am - Midday

1:30 pm - Afternoon

- Lunch will be delivered; students must eat in silence.

#### Part 3: ISS Classroom Procedures

1. Cell phones will be turned in to appropriate administrator
2. No Talking
3. **STUDENTS ARE NOT ALLOWED TO LEAVE THE ISS ROOM**
4. No Moving about the room
5. All students should be engaged at all times
6. NO visits from outside students
7. No Hoodies or Jackets
8. Backpacks should be collected upon arrival to ISS Room.

## FIGHTING

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

## 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 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 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 or who 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 board;
7. Disturbs the school and habitually violates any rule
8. Cuts, defaces, or injures any part of public school buildings, and 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, or other implements which can be used as weapons, the careless use of which might inflict harm or injury;
11. Throws missiles liable to injure other persons on the school grounds or while on any school bus, including those owned by, contracted to, or jointly owned by any city or parish school board;
12. Instigates or participates in fights while under school supervision
13. Violates traffic and safety regulations;
14. Leave 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

**\*Students suspended or Recommended of Expulsion will forfeit their right to attend Pep Rallies, Homecoming Dance, Prom, and other events determined by Administration.**

## EXPULSION; R.S. 14-416

Students who have been suspended and/or out of school can be excluded from activities such as school dances, athletic events, and school sponsored trips and other extra-curricular activities that are sponsored by RHS.

Any student after being suspended for committing any offense 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 Substance 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.

Any student, after being suspended for (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 written, verbal or physical act that:

1. Under the 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 and 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:

| VIOLAITON              | PENALTY   |
|------------------------|---|
| First offense          | 1-3 Day suspension, counseling required   |
| Second offense         | 1-5 Day suspension, counseling required   |
| Three or more offenses | 1-5 Day suspension or a recommendation for expulsion  |
| Serious Cases          | Recommendation for expulsion, and/or alternative school placement for the remainder of the year |

**LEGAL REFERNCE: 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 stops. **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 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 size to fit under the seat or be held in the student’s lap. It is the driver’s discreti on to determine if an object is distractive, dangerous, or too large to carry 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 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 neither 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. Students who must cross the road after exiting from the bus or when boarding the bus should always **PASS 10 FEET** in front of the bus and **NEVER** behind it. The driver should see that the road is clear before the child is permitted to cross the road. **WATC**
7. Cell Phones should not be used on the bus.

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

## RHS Student Handbook 2018-2019

### FIRST INFRACTION

Written discipline reports the bus drivers 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 remainders of the school term. \*\* At anytime, 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. **INTENITONAL DISRESEPCT (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.

### AFTER-SCHOOL DETENTION ROOM (Room #103)

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

1. Afternoon detention is a fifty –minute detention from 3:10 p.m. to 4:00 p.m. Students are expected to stay the entire time and have rides home already scheduled.
2. Failure to serve assigned detention will result in ISS.
3. There will be no talking or any form of communication while in the detention room.
4. There will be no eating, drinking, or sleeping allowed in the detention room.
5. 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.
6. Failure to follow Detention Room Rules will result in one (1) day suspension or Saturday School.
7. Students may be required to complete work on Credit Recovery

### PHYSICAL EDUCATION

All students enrolled in Physical Education are **required** to dress out in a school uniform. Students will be responsible for purchasing their uniforms. The cost of P.E. uniforms is \$11.00.

**DRESS CODE**

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

1. Clothing with suggestive words or pictures will not be allowed. Teachers and administrators will determine what is inappropriate.
2. **Boys** will not be allowed to wear earrings, nose rings, or any body piercing of any kind. (*Band-Aids cannot be used to cover earrings*).
3. **Girls** will not be allowed to wear any type of facial piercings. (**Nose rings**).
4. **Girls** no depression jeans with holes above the knee may be worn, even with tights underneath. (*Skin cannot be visible, tights cannot be skin tone, they must be of a darker color*).
5. Mini-skirts should not be worn. Skirt hem should not be over six inches above the knee.
6. Skin tight leggings may only be worn under a **regular-length dress or skirt**.
7. Students are not allowed to wear caps, hats, and hoodies in the building.
8. Tube tops, tank tops, and similar items of clothing are not allowed.
9. Shoes must be worn at all times. House shoes are not considered to be appropriate footwear.
10. Belts and suspenders shall be fastened as designed.
11. Sunglasses will not be allowed to be worn inside the building.
12. Clothing advertising alcoholic beverages or illegal drugs are not allowed.
13. Shirt-tails must be tucked in at all times.
14. Transparent pants or tights will not be allowed.
15. No wallet or belt chains.
16. Bandannas are not permitted on the school campus.
17. Combs, picks, sharp pointed items will not be allowed.
18. No shirts, blouses, or tops that expose the midriff will be allowed.
19. No pajama pants may be worn.
20. **Pants must be worn at the waist level. No sagging pants will be allowed.**
21. Shorts may not be worn except on designated days.
22. Capri pants must below the knee.
23. No flip flops or sliders are allowed.
24. No shirts/tops revealing any cleavage.
25. No drawstring, elastic waist, jersey **and/or gym shorts allowed in the class setting**.
26. **Girl's** hair must be exposed if adorned with scarves. No bonnets are to be worn in the building.
27. No removable grills or removable teeth are allowed.
28. Boys no depression jeans with holes above the knee may be worn, with long shorts or sweat pants. (*Skin cannot be visible*)

**\*\*NOTE:**

*\*Students shall not wear any clothing considered revealing or inappropriate. (Administrators WILL have the final say with dress code)*

*\*On certain designated days shorts may be worn, but, must be over (4) inches above the knee. Walking shorts, Bermuda shorts, Pedal Pushers, Cargo Shorts, and Belts must be worn. No shorts with elastic bands (such as gym shorts) WILL BE ALLOWED*

**Discipline Procedures for Dress Code**

| DRESS CODE VIOLAITON    | PENALTY   |
|-------------------------|---|
| 1 <sup>ST</sup> Offense | Office visit/call to parents/Dress Code violation corrected or student will be placed in ISS. |
| 2 <sup>nd</sup> Offense | In-School Suspension (ISS)  |
| 3 <sup>rd</sup> Offense | In-School Suspension (2 Days)   |
| 4 <sup>th</sup> Offense | Saturday Seminar  |
| 5 <sup>th</sup> Offense | Out of School Suspension (1 Day)  |
| 6 <sup>th</sup> Offense | Stars over at Step 2  |

**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, SUSPENSIONS, OR SATURDAY SEMINAR. OTHER DRESS CODE ISSUES DETERMINED TO BE INAPPROPRIATE BY THE ADMINISTRATION COULD RESULT IN DISCIPLINARY ACTION. For other items pertaining to dress code, the Principal and/or Assistant Principals will make the determination as to whether dress/grooming is appropriate.**

**PROCEDURES AND OTHER SCHOOL INFORMATION**

**ACCIDENTS**

When an accident occurs, it must be reported at once to the nearest faculty or staff member. He/ She will then report it to the office and/or an 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. All students who drive to school **must register** their vehicles with the school resource officer.
2. **Students driving cars to school must park in the student parking lot (football stadium parking lot). Parking in faculty parking lot is prohibited.** All cars should be locked after arrival in the morning.
3. Students **must exercise extreme caution** when driving on school grounds. **MAXIMUM SPEED LIMIT IS 10 MPH!**
4. Cars should not be used during school day unless permission has been granted by an administrator.
5. 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 an administrator.
6. Students are not to loiter by or in the cars at the beginning or end of the school day. Students are to leave their cars immediately upon arrival to school and are to leave the school grounds immediately when school is dismissed.
7. Reckless operation of vehicles on campus will result in loss of driving privileges and/or suspension from school. No passing vehicles on school campus.
8. Driving privileges may be revoked for students not following policies.

**ALL LOUISIANA MOTOR VEHICLE LAWS APPLY ON SCHOOL GROUNDS.**

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

**BUILDING HOURS AND USE**

The school building is officially opened at 7:20 a.m. and closed at 3:10 p.m. Any student or group of students in the building before 7:30 a.m. and after 3:10 p.m. must be supervised by a member of the faculty. Maintenance personnel will not assume this responsibility. Students must be out of the building by 4:00 p.m.

Groups using the building for supervised activities should leave all rooms and equipment that they use in the proper condition. Any damage rooms or equipment should be reported to the principal.

**STUDENT PICK-UP/DROP-OFF**

1. Car drop off and walkers enter the building from the East Entrance by the Auxiliary Gym.
2. Pick- ups are on the North Entrance of the building by the Freshmen Academy.

**RICHWOOD HIGH SCHOOL  
BELL SCHEDULE 2018-2019**

| <b>Period</b>  | <b>Start Time</b> | <b>End Time</b> |
|--|-------------------|-----------------|
| Early Morning  | 6:55              | 7:45            |
| Early Bell   | 7:45              | 7:50            |
| Period 1   | 7:50              | 8:46            |
| Period 2   | 8:51              | 9:54            |
| Period 3   | 9:59              | 10:52           |
| Period 4   | 10:57             | 11:50           |
| Period 5   | 11:55             | 12:48           |
| Lunch Shift 1 <sup>st</sup>  | 11:50             | 12:16           |
| <small>Top, Bottom, Floor T-Buildings</small><br>Period 5                                  | 12:21             | 1:14            |
| Lunch Shift 2 <sup>nd</sup><br><small>Freshman Academy, P.E. Area, Band Choir, Art</small> | 12:48             | 1:14            |
| Period 6   | 1:19              | 2:12            |
| Period 7   | 2:17              | 3:10            |
| Teachers Dismissed   |                   | 3:25            |

**\*All students not participating in school-related activities should be out of the building by 4:00 p.m.**

**\*Students not following a full schedule MUST leave the campus immediately upon completion of classes for the school day, failure to do so will be treated as a disciplinary problem.**

**Students not leaving the campus immediately will be scheduled in a full schedule of classes.**

**CAFETERIA**

The cafeteria is offered as 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 CAFETERIA**

**CONCESSIONS**

The concessions 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 **servicing** lines. **NO FOOD OR DRINK SHOULD BE TAKEN OUT OF THE CAFETERIA.**

***STUDENTS ARE NOT ALLOWED TO ORDER OR HAVE FOOD DELIVERED TO THE SCHOOL.***

**CLUBS AND ORGANIZATIONS**

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

## **ELEVATOR**

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

1. Maintenance of the school building.
2. Emergencies (Transporting persons because of illness, accidents, or injuries.)
3. Access to the 2<sup>nd</sup> floor by any handicapped person (s).
4. Students are not allowed to use the elevator.
5. Students disobeying this policy will be disciplined accordingly.

## **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 of actual emergency.
2. Walk. No talking. Move quickly and quietly to designated area.

## **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.

Failure to attend will result in students not able to participate in the extracurricular activity.

**Students who have not paid their school fees will not be allowed to participate in scheduled activities.**

## **FACULTY LOUNGE, RESTROOMS, ELEVATOR**

The lounge facility, restrooms, and elevators are to be used only by faculty members. These areas are off limit to students at all times (during the school day or after school hours when students are participating in extracurricular events and/or practicing). Faculty members are not to provide soft drinks or food articles from the vending machines to students. Faculty members are not to allow students to purchase sodas or food articles for them.

## **FUND RAISING**

**ALL FUND-RAISING PROJECTS MUST BE APPROVED BY THE PRINCIPAL PRIOR TO THE START OF THE ACTIVITY.**

*Any fees charged to students must be approved by the Principal prior to collection.*

## **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 7:30 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 for reading pleasure. Copying services are available a charge of ten cents per page. Fines are charges 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 in the library atmosphere.

## **LOCKERS**

1. Each student will be assigned a locker upon receipt of paid school fees (\$25.00)
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 minimum.
4. There should be no sharing of lockers.

**SCHOOL FEES:** Each student will pay a \$25.00 General School Fee. Fees are non-refundable.

| Student Fees will cover the following:                |  |                          |
|---|--|--------------------------|
| Honors Breakfast                                      | NO Tardy Party                           | Honor Program/Awards     |
| Student of the Week/Month Program                     | School-Wide Positive Behavior            | Lockers                  |
| Student Incentives                                    | Industry Based Certifications Incentives | Student IDs and Lanyards |
| Expenses for mailing report cards and other mail outs | Testing Rally                            | Testing Incentives       |

**Students who have not paid School Fees will not be eligible to participate in school sponsored activities (Field Trips, Pep Assemblies, Prom, Graduation, Homecoming, or any other extracurricular activities).**

**LOST AND FOUND**

Students who lost or misplaced personal items or school materials should check with Student Services. You must provide verification that the item belongs to you. All unclaimed items will be given to the Salvation Army at the end of each six weeks period.

**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 recommendation 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 9<sup>th</sup> grade.
2. Scoliosis screenings on 6<sup>th</sup> and 8<sup>th</sup> grade students or by request.
3. Pediculosis (head lice) checks on elementary students per parish protocol.
4. Personal hygiene classes taught to 5<sup>th</sup> 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 7<sup>th</sup> -12<sup>th</sup> grade.

**IF YOU DO NOT WANT YOU CHILD TO PARTICIPATE IN ANY OF THE ABOVE, THEN YOU MUST LET THE SCHOOL NURSE KNOW IN WRITING TO THE SCHOOL NURSE EACH YEAR.**

**OUACHITA PARISH SCHOOL NURSES  
701 ST. JOHN ST.  
MONROE, LA 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) 432-5330.**

**REQUIRMENTS 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:**

- 1Tdap –(Tetanus, Diphtheria, & Pertussis) \*New
- 1 MCV 4 ( Meningitis Vaccine)\*New
- 2 Varicella- (Chicken Pox Vaccine)\* Must have 2<sup>nd</sup> vaccine if only 1 noted on record.
- 3 HBV’s –(Hepatitis B Vaccine) \*Should already have Kindergarten
- 2 MMR’s- (Measles, Mumps & Rubella) \*Should already have Kindergarten

**CURRENT FACILITIES OFFERING SHOTS ARE:**

- GRMC – Medical Mall 329-8590
- P & S Surgical 998-7333
- Ouachita Parish Health Unit 361-7281
- Northeast Rural Health Center 387-4878

**Please check with 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.**

## RHS Student Handbook 2018-2019

### 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. Medications must be brought to the school by the parents 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. (Aspirin, Tylenol, cough syrup, cough drops, antacids, etc.)
4. Students are not allowed to have any medications in their possession with the exception on an inhaler and epic-pen. Additional paperwork would need to be completed with these exceptions.
5. A parent may administer any medication at any medications at any time to their child without meeting requirements.

### POSTERS AND ADVERTISEMENTS

All posters, announcements or advertisements to be displayed anywhere in the building or on the school grounds must be approved by 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 Student Services. In the event that a student receives a call, he/she will be called out of class only for an emergency.

**Students must have a pass from the teacher in order to use the office telephone.**

### VISITORS

**PARENTS ARE ALWAYS WELCOME AT RICHWOOD!!!!** 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 should report to Student Services and present a valid Driver's License.
3. All visitors must have & display a visitor's pass.
4. Visitors are expected to leave promptly when they have completed their business.
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.

### 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 visitor. Otherwise, meal service is prohibited for "passers-by".
- Parents are encouraged to visit the school board 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.
- Meals are priced as whole unit. State regulations do not allow "a la carte" (by the item) sales. The charge for visitor's meals in Ouachita Parish is \$5.00 per plate. **PRICES ARE SUBJECT TO CHANGE.**
- Elderly persons (60 years and older) may eat in the school cafeteria on a daily basis if they live in the neighborhood. They pay the visitor price of \$5.00 **PRICES ARE SUBJECT TO CHANGE.**
- All foods and beverages available to adults shall be a part of the regular meal served to 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.



RHS Student Handbook 2018-2019

**2018 - 2019 OUACHITA PARISH SCHOOL CALENDAR Board Approved February 13, 2018**

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

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 Free Gift 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,

Dr. Sharilynn Loche  
Principal

## 2017-2018 PARENT STUDENT HANDBOOK LETTER

Dear Parents,

This 2017-2018 Richwood High School Student Handbook is presented to each RHS student and parent/guardian to inform the concerned parties of activities, policies, regulations, and procedures at RHS. It is the responsibility of each student and parent to become familiar with the rules and regulations that govern student behavior at Richwood 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.

***RICHWOOD HIGH SCHOOL FACULTY AND ADMINISTRATION***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
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 can 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.

**Communication on the Internet may be scrutinized by the teacher or the System Administrator. 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 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 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.

**Richwood High School**

**School-Wide Positive Behavior Support**

Richwood High School believes each member of our school community is responsible for maintain an educational environment that promotes quality teaching and learning for all. Based on this belief, we have attempted to clearly define acceptable versus unacceptable conduct, and ensure that interventions are applied fairly, promptly, and appropriately.

**Code of Conduct**

Our “Student Code of Conduct” applies to **all** students who are on school property, in attendance at school or at any school-sponsored activity, whether on-campus or off-site, or whose conduct at any time or place directly impacts the operations and/or general welfare of our school community.

**Ram Expectations**

There are three expectations by which everyone supports. They are:

- **Respect all people**
- **Answer To Authority**
- **Maintain Self control**

Students will be recognized for positive behavior with both verbal and tangible reinforcements.

**Rams Classroom Expectations**

All Richwood High School students are expected to adhere daily to the following classroom rules

- Report to you assigned seat and prepared to work before tardy bell rings
- Bring all books and materials to class and take them with you after class
- Follow directions immediately
- Treat each person with dignity and respect
- Follow all RHS policies and procedures in the student handbook.

**Level of Interventions**

**Level I Infractions**-Discipline incidents that should be managed by the teacher and do not warrant a standard discipline referral or administrative assistance.

**Possible corrective strategies:**

- Re-teach behavior expectations
- Letter of warning
- Teacher/Student Contracts

**Repeated Infractions**

- Conference/communication with parent
- Infraction Assignment
- Detention

**Level II Infractions**- Discipline incidents that should be managed by the teacher and may possibly warrant a standard discipline referral and administrative assistance.

**Possible corrective strategies:**

- Re-teach behavior expectation
- Letter of warning
- Student/Teacher contracts

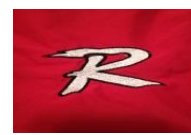
**Repeated Infractions**

- Conference /communication with parents
- Infraction assignment
- Detention
- Saturday Seminar

**Level III Infractions**- Discipline incidents that warrant a standard discipline referral and administrative assistance/interventions possible corrective strategies:

**Repeated Infractions**

- **Communication with parent**
- **Conference with parent**
- **Detention**
- **Saturday Seminar**
- **In-School Suspension**
- **Out of School Suspension**
- **Alternative Placement**
- **Expulsion**



**RICHWOOD RAMS**

**2018 VARSITY FOOTBALL SCHEDULE**

|                 |                                      |                    |                  |
|-----------------|--------------------------------------|--------------------|------------------|
| <b>AUG. 17</b>  | <b>MANGHAM</b>                       | <b>AWAY</b>        | <b>6:00 p.m.</b> |
| <b>AUG. 24</b>  | <b>RAYVILLE</b>                      | <b>TBA</b>         | <b>6:00 p.m.</b> |
| <b>AUG. 31</b>  | <b>OUACHITA</b>                      | <b>AWAY</b>        | <b>7:00 p.m.</b> |
| <b>SEPT. 7</b>  | <b>NORTHWOOD</b>                     | <b>HOME</b>        | <b>7:00 p.m.</b> |
| <b>SEPT. 14</b> | <b>FRANKLIN PARISH</b>               | <b>HOME</b>        | <b>7:00 p.m.</b> |
|                 | <b>(HOMECOMING)</b>                  |                    |                  |
| <b>SEPT. 21</b> | <b>BASTROP</b>                       | <b>AWAY</b>        | <b>7:00 p.m.</b> |
| <b>SEPT. 28</b> | <b>RED RIVER</b>                     | <b>AWAY</b>        | <b>7:00 p.m.</b> |
| <b>OCT. 5</b>   | <b>UNION PARISH</b>                  | <b>AWAY</b>        | <b>7:00 p.m.</b> |
| <b>OCT. 11</b>  | <b>CARROLL (Thurs.)</b>              | <b>HOME</b>        | <b>7:00 p.m.</b> |
| <b>OCT. 19</b>  | <b>WOSSMAN</b>                       | <b>AWAY</b>        | <b>7:00 p.m.</b> |
| <b>OCT. 26</b>  | <b>MADISON PARISH</b>                | <b>HOME</b>        | <b>7:00 p.m.</b> |
|                 | <b>***SENIOR NIGHT***</b>            |                    |                  |
| <b>NOV. 1</b>   | <b>STERLINGTON (Thurs.)</b>          | <b>AWAY</b>        | <b>7:00 p.m.</b> |
| <b>NOV. 9</b>   | <b>1<sup>ST</sup> ROUND PLAYOFFS</b> | <b>TBA</b>         |                  |
| <b>NOV. 16</b>  | <b>2<sup>ND</sup> ROUND PLAYOFFS</b> | <b>TBA</b>         |                  |
| <b>NOV. 23</b>  | <b>QUARTER FINALS</b>                | <b>TBA</b>         |                  |
| <b>NOV. 30</b>  | <b>SEMI FINALS</b>                   | <b>TBA</b>         |                  |
| <b>DEC. 6-8</b> | <b>STATE CHAMPIONSHIPS</b>           | <b>NEW ORLEANS</b> |                  |

Principal: Dr. Sharilynn Loche  
 Athletic Director/Head Football Coach: Robert Arvie  
 Assistant Principals: Alvin Fields, Joshua Spikes, Donald Winn  
 Admin. Assistant: Dexter Houston

**Richwood H.S. Mighty Rams & Lady Rams Basketball 2018-2019**

|                  |   |         |                  |     |
|------------------|---|---------|------------------|-----|
| Oct.23           | WOHS scrimmage                                  | Home    | JVG, JVB, VG, VB | 5pm |
| Oct.30           | Ruston scrimmage                                | Home    | JVG, VG          | 4pm |
| Nov. 3           | Parkway(officials) scrimmage                    | Away    | VG (only)        | TBA |
| Nov. 8           | JAMBOREE @ Neville                              | Home    | VG, VB           | 6pm |
| Nov. 13          | Franklin Parish                                 | Home    | JVB, VG, VB      | 5pm |
| Nov.14-16        | Caldwell Tournament                             | Away    | VG (only)        | TBA |
| Nov. 17          | Hall of Fame                                    | Wossman | VG, VB           | TBA |
| Nov. 19          | Ouachita  | Away    | FB, JVB, VB      | 5pm |
| Nov.19-21        | Marksville Tournament                           | Away    | VG (only)        | TBA |
| Nov. 21          | Rod Jenkins Memorial Shootout                   | Home    | VB (only )       | TBA |
| Nov. 29 – Dec 1  | <b>Bossier Tournament</b>                       | Away    | VG (only)        | TBA |
| Nov. 29 - Dec. 1 | Lake Charles, LA.                               | Away    | VB (only)        | TBA |
|                  | <b>(Dr. David Moore/Shawn Edwards Memorial)</b> |         |                  |     |
| Dec. 3           | West Monroe                                     | Away    | VG, VB           | 6pm |
| Dec. 4           | Franklin Parish                                 | Away    | JVB, VG, VB      | 5pm |
| Dec. 5 -8        | Tioga Tournament                                | Away    | VG (only)        | TBA |
| Dec. 5-8         | Wossman Tournament                              | Away    | VB (only)        | TBA |
| Dec. 11          | Neville   | Home    | FB, VG, VB       | 5pm |
| Dec. 13-15       | <b>Ferriday Tournament</b>                      | Away    | VG, VB           | TBA |
| Dec. 18          | Ouachita  | Home    | FB, JVB, VB      | 5pm |
| Dec. 21          | Ferriday  | Home    | VG, VB           | 6pm |
| Dec. 27-29       | <b>Sterlington Tournament</b>                   | Away    | VG ,VB           | TBA |
| Jan. 2-5         | Bossier tourney                                 | Away    | VB (only)        | TBA |
| Jan. 8           | *Wossman  | Away    | JVB, VG, VB      | 5pm |
| Jan. 11          | *Union  | Home    | JVB, VG, VB      | 5pm |
| Jan. 15          | *Madison  | Home    | JVB, VG, VB      | 5pm |
| Jan. 18          | *Carroll  | Away    | JVB, VG, VB      | 5pm |
| Jan. 22          | *Sterlington                                    | Away    | JVB, VG, VB      | 5pm |
| Jan. 25          | *Wossman  | Home    | JVB, VG, VB      | 5pm |
| Jan. 26          | Parkway Tourney                                 | Away    | <b>FG</b> (only) | TBA |
| Jan. 29          | *Union  | Away    | JVB, VG, VB      | 5pm |
| Feb. 1           | *Madison  | Away    | JVB, VG, VB      | 5pm |
| Feb. 5           | *Carroll  | Home    | JVB, VG, VB      | 5pm |
| Feb.8            | *Sterlington(Sr.Night)                          | Home    | JVB, VG, VB      | 5pm |
| Feb. 12          | Neville   | Away    | JVB, VB          | 6pm |

**Boys Head Coach:** Terry Martin Sr.

**Asst. Coaches:** Ronnie Brothers, Michael Hunter Sr..

Demonk Greely, Lavelle Wilson Jr., Keldrick Martin

Richard Anderson

**Girls Head Coach:** Jalena Sanders

**Asst. Coaches:** LaQuinnia Brandy-Mitchell

**Principal:** Dr. Sharilynn Loche

**Assistant Principals:** Alvin Fields, Joshua Spikes, Donald Winn

**Administrative Assistant:** Dexter Houston

**Athletic Director:** Robert Arvie

### **Parental/Students and Former Students (Age of Majority) Notification Regarding the Destruction of Educational Records**

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

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

### **FERPA**

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

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

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