

RUSTON HIGH SCHOOL

2009-2010



Tradition, Pride, Bearcat

Student Handbook and Planner

**900 Bearcat Drive
Ruston, LA 71270
Office: (318) 255-0807
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<http://rustonhigh.lincolnschools.org>

MISSION STATEMENT

Ruston High School is committed to fostering academic potential and individual growth in an environment of rigor, relevance, and relationships.

HONOR CODE

Honesty, Integrity, Respect, Responsibility

PARENTS' RIGHT TO KNOW

As a parent of a student in the Lincoln Parish School System, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's teachers, and requires us to give you this information in a timely manner if you ask for it.

EQUAL OPPORTUNITY STATEMENT

In compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy:

THIS IS AN EQUAL OPPORTUNITY SCHOOL AND IS DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT OR TRAINING. QUALIFIED STUDENTS, APPLICANTS, OR EMPLOYEES WILL NOT BE EXCLUDED FROM ANY COURSE OR ACTIVITY BECAUSE OF AGE, RACE, CREED, COLOR, SEX, RELIGION, NATIONAL ORIGIN, OR QUALIFIED HANDICAP. ALL STUDENTS HAVE EQUAL RIGHTS TO COUNSELING AND TRAINING.

MESSAGE FROM THE STUDENT COUNCIL PRESIDENT, Carlos Wilson II

As your 2009-2010 student council president and student body leader, I would like to cordially welcome you to Ruston High School; home of the infamous and prestigious 'Bearcat Nation'. I would also like to express my excitement about your becoming a new member of this immense, yet close-knit Bearcat family.

This 2009-2010 shall bring many improvements (academically, socially, and athletically) as well as a plethora of great addendums to Ruston High. We will be extending the newly instituted freshman academy into [a] new 10th grade sophomore academy to help insure and reinforce the family-like atmosphere that has been set here at Ruston High School. We also will be expanding our Dual Enrollment, AP, and Honors programs to better equip our students for the next academic level as well as to help secure a more prosperous future for our students fueled by preparation, inspiration, and the sheer foundation of a solid education.

Here at Ruston High, we are most profoundly known statewide for our excellence and diversity as not only the academically and athletically elite, but for our balanced combination of the two.

We strive for nothing short of excellence in the classroom as well as on the court, field, diamond or wherever the competition may take place. Moreover, we teach well our students and coach well our athletes, but we teach emphatically our athletes to be better students as do we coach passionately our students to be better athletes!

To My fellow students, pupils, friends, teammates, and sisters and brothers of this mighty and proud bearcat nation, I would like to present you with a challenge: Do not settle for mediocrity, do not achieve 'just enough to get by, and do not accept 'ok'. I challenge you, as do I challenge myself, to compete, to settle for nothing less than the best, to give nothing short of our best, to try nothing short of our hardest at any and everything we participate in whether in athletics, academics, or, in both. Let us deny sufficiency and strive for proficiency and have fun doing it!

Lastly, let us enjoy our high school years. We shall waste not a moment but cherish every last minute. Make memories, meet friends, live a healthy and joyous young life; for we are blessed to have it - these are the days we will never forget!

MIKE MILSTEAD, Principal

David Crowe

12th Grade Assistant Principal

Dr. Larry Lewis

11th Grade Assistant Principal

Rik Cason

10th Grade Assistant Principal

Kay White

Registrar

Catherine Letendre

Initiatives Facilitator

Pam Pruden

Freshmen Academy Coordinator

Guidance Counselors

9th Grade – Kellye Ratcliff

10th Grade – Dawna Keys

11th Grade – Diana Humphries

12th Grade – Kay White

900 Bearcat Drive

Ruston, LA 71270

Office: (318) 255-0807

<http://rustonhigh.lincolnschools.org>

**LINCOLN PARISH SCHOOL CALENDAR
2009 - 2010**

Parish-wide staff workdays	Monday – Wednesday, August 10 – 12, 2009
RHS Staff Development/Workday	Thursday, August 12, 2009
Students - ½ day, 9 th grade only	Friday, August 14, 2009
Students - first full day	Monday, August 17, 2009
Labor Day Holiday	Monday, September 7, 2009
Open House	Thursday, September 17, 2009
Staff Development	Tuesday, Wednesday, September 8, 9, 2009 (no students attend)
Columbus Day Holiday	Monday, October 12, 2009
End 1 st 9 Weeks	Friday, October 16, 2009
1 st 9 Weeks Report Cards Issued	Friday, October 23, 2009
Thanksgiving Holiday	November 23 – 27, 2009
Last day of School before Christmas – ½ day	Friday, December 18, 2009
Christmas/New Year Holidays	Monday, December 21 – Friday, January 1, 2010
Students Return to School	Monday, January 4, 2010
End of 1 st Semester	Friday, January 8, 2010
2 nd 9 Weeks/Semester Report Card Issued	Friday, January 15, 2010
Martin L. King Day Holiday	Monday, January 18, 2010
Presidents' Day Holiday	Monday, February 15, 2010
End 3 rd 9 Weeks	Friday, March 12, 2010
3 rd 9 Weeks Report Card Issued	Friday, March 19, 2010
Spring Break/Easter Holiday	Monday, March 29 – Monday, April 5, 2010. Students return Tuesday, April 6, 2010
GEE and ILEAP	Monday, April 12 – Friday, April 16, 2010
Last day for Seniors	Thursday, May 6, 2010
Senior Final Exams	Friday, May 7 – Tuesday, May 11, 2010
Graduation at Thomas Assembly Center	Monday, May 24, 2010
Final Exams	Thursday, May 21 – Monday, May 24, 2010
Students' Last Day – ½ day	Tuesday, May 25, 2010
9 Month Staff Last Day – ½ day	Wednesday, May 26, 2010

BELL SCHEDULES for RHS

REGULAR BELL			
7 Period Day			
1 st Period	7:50 a.m.	-	8:45 a.m.
2 nd Period	8:50 a.m.	-	9:45 a.m.
3 rd Period (includes announcements)	9:50 a.m.	-	10:50 a.m.
1 st Lunch Shift	10:50 a.m.	-	11:20 a.m.
4 th Period (1 st Lunch Shift)	11:25 a.m.	-	12:20 p.m.
4 th Period (2 nd Lunch Shift)	10:55 a.m.	-	11:50 p.m.
2 nd Lunch Shift	11:50 a.m.	-	12:20 p.m.
5 th Period	12:25 p.m.	-	1:20 p.m.
6 th Period	1:25 p.m.	-	2:20 p.m.
7 th Period	2:25 p.m.	-	3:20 p.m.

30 Minute Homeroom Schedule			
7 Period Day			
Homeroom (includes announcements)	7:50 a.m.	-	8:20 a.m.
1 st Period	8:25 a.m.	-	9:15 a.m.
2 nd Period	9:20 a.m.	-	10:10 a.m.
3 rd Period	10:15 a.m.	-	11:05 a.m.
1 st Lunch Shift	11:05 a.m.	-	11:35 a.m.
4 th Period (1 st Lunch Shift)	11:40 a.m.	-	12:30 p.m.
4 th Period (2 nd Lunch Shift)	11:10 a.m.	-	12:00 p.m.
2 nd Lunch Shift	12:00 p.m.	-	12:30 p.m.
5 th Period	12:35 p.m.	-	1:25 p.m.
6 th Period	1:30 p.m.	-	2:20 p.m.
7 th Period	2:25 p.m.	-	3:20 p.m.

Pep Rally Schedule			
7 Period Day			
1 st Period	7:50 a.m.	-	8:40 a.m.
2 nd Period	8:45 a.m.	-	9:35 a.m.
3 rd Period (includes announcements)	9:40 a.m.	-	10:35 a.m.
1 st Lunch Shift	10:35 a.m.	-	11:05 a.m.
4 th Period (1 st Lunch Shift)	11:10 a.m.	-	12:00 p.m.
4 th Period (2 nd Lunch Shift)	10:40 a.m.	-	11:30 p.m.
2 nd Lunch Shift	11:30 p.m.	-	12:00 p.m.
5 th Period	12:05 p.m.	-	12:55 p.m.
6 th Period	1:00 p.m.	-	1:50 p.m.
7 th Period	1:55 p.m.	-	2:45 p.m.
Pep Rally	2:50 p.m.	-	3:20 p.m.

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INTRODUCTION

The student handbook is designed for students' awareness of the policies, procedures and rules that are part of life at RHS. It also lists information about activities, schedules and opportunities. Ruston High School offers many opportunities for success for those who are willing to participate in a responsible manner. This handbook is a valuable aid in helping students become a BEARCAT. All students are responsible for information contained in the handbook.

ACADEMIC AWARDS

The Lincoln Parish School Board (LPSB) holds a banquet each year to recognize the academic achievement of its high school students. To be eligible one must have a minimum GPA of 3.5 for the previous year, taken six academic classes that year (five during senior year), and have been a student of the Lincoln Parish School System for at least one academic year. Traditionally the banquet is held one evening in November at the Ruston Civic Center. Each student is recognized with a certificate and award. Senior year recognition will be given at graduation.

ACTIVITIES AND ATHLETICS

RHS provides students the opportunity to broaden their learning through curricular-related activities. The school has many student groups that are authorized by the school. The only authorized groups are those approved by and scheduled through the principal's office. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

We at RHS encourage the growth of the whole person, and we believe that one of our goals is to help you become a good citizen of this community, this country, and this Bearcat family. Colleges and employers are looking for well-rounded individuals who have a good academic record, a good attitude and the ability to think. Co-curricular activities will help you meet these goals. If you have any questions about activities at RHS, do not hesitate to ask a club member, the faculty sponsor, or any teacher or counselor. We want you to be a vital part of life at your high school. RHS will maintain its reputation of excellence only if each of us participates and contributes.

Guidelines

1. All students interested in extracurricular activities such as athletics, clubs, pep squad, band, choir, etc. are encouraged to participate but should check membership requirements for eligibility.
2. All student activities must be approved by and scheduled through the principal's office.
3. All initiation plans must also be approved by the club sponsor and the principal. No hazing activities will be permitted. Any initiations which involve the slightest element of physical danger or poor taste will not be permitted.
4. All signs placed in the school must be approved and signed by the principal.
5. All events in which the school will participate must be listed on the calendar in the office of the principal. In case of conflicts between two or more activities, priority will be given to the activity first on the calendar.

Club Meetings (A complete listing of clubs and activities can be found on page 34)

1. Our student activity program is designed to make available as many different types of clubs and activities as possible to meet the interests of the student body. Various clubs will meet during the activity period on a selected Wednesday of each month at designated times on a rotating schedule. Each club is required to perform at least one public or school community service.
2. Students may request a new club or activity if enough interest is found and a faculty sponsor is available. Clubs and organization must meet the approval of the principal.

Athletics (General Rules and Regulations for RHS Athletics can be found on page 39)

All athletic programs at RHS are sanctioned by the Louisiana High School Athletic Association. Students showing athletic ability are encouraged to participate in school sports and should contact the coach of the sport for details. Students interested in athletics are reminded that eligibility rules exist for age and scholastic achievement. To be eligible to play ball a student must pass five subjects and have a 1.5 grade point average. Student athletes are reminded that each time they play they represent our school. Therefore, athletes are expected to exhibit behavior of the highest order and serve as an appropriate

example for other students. As a RHS athlete you will be challenged to become a more disciplined individual and you will be asked to make sacrifices for something you profess to believe in. We hope that you find the RHS Athletic Program a totally rewarding experience. Each athlete will be given a complete Athletic Handbook prior to participation. For further information, contact the athletic director.

APPLICATION OF POLICY

Students are held accountable for their actions at school and all school-sponsored events whether on or off the school campus and are under the direct authority of the administrators/teachers/chaperones in charge. Therefore, all school policies apply at school-related functions whether they occur on or off school grounds.

ATTENDANCE

Attendance policies which govern attendance at Ruston High School are established by the State Board of Elementary and Secondary Education (BESE) and are as follows:

1. RHS students must be present a minimum of 160 days per year (36 weeks) in each class to be eligible to receive credit for the course taken. This translates into maximums of 16 absences per year (36 weeks) for 1 credit courses and 8 absences per semester (18 weeks) for ½ credit courses.
2. All absences, excused or unexcused, count toward the total of 16 absences per class per year and 8 per semester for ½ credit courses. Excused absences permit students to make up work. They do not remove the day or days absent from the record.
3. If a student has reached his/her 16 day limit of absences, he/she may ask for extenuating circumstances on all absences that have been excused by a doctor. If approved as extenuating circumstances, these days will be counted as absences, but will not affect his/her 16 day status and he/she will receive credit.
4. Students participating in school approved activities away from the campus are not counted as absent and makeup work will be allowed. (A student shall not be allowed to miss any class he/she is currently failing. This does not render the student ineligible but he/she shall be released early only from classes he/she is passing. This rule applies to any co-curricular activity including athletics or any school approved field trip)
5. Parents must call the school office (255-0807) to report a student's absence(s). Upon returning to school the student must come to the office to pick up an excuse. Teachers will not allow a student to stay in class unless he/she has gone by the office and received an admission slip and/or excuse. Students who qualify for an excused absence must get their excused absence sheet from the front desk: This should be done within 3 days upon returning to school. The front desk opens at 7:25 a.m. Students must come by before attending class. Students must present the excused absence sheet to each teacher for an absence to be excused. This excuse will allow them to make up work in that class.
6. Work may be made up for the following extenuating circumstances:
 - a. Medical appointments for physical or emotional illness as verified by a physician (documentation necessary)
 - b. Hospital stay as verified by a physician (documentation necessary)
 - c. Recuperation from an accident as verified by a physician (documentation necessary)
 - d. Contagious disease within a family as verified by a physician (documentation necessary)
 - e. Prior school system approved travel or activities for educational purposes (documentation necessary)
 - f. Death in family (not to exceed one week) verified by documentation
 - g. Natural catastrophe and/or disaster
 - h. Recognized religious holidays verified by the school
 - i. All other excused absences must be approved by the school principal in advance.

Note: All doctors' excuses or any material used to excuse an absence must be filed with the Director of Attendance. It is the responsibility of the student or parent to file this material. Appeals may be made to the school attendance committee. The committee is made up of 1 teacher, 1 counselor, and 1 assistant principal.

7. Recreational activities are not considered extenuating circumstances and will not be excused. This includes, but is not limited to vacations, hunting or fishing trips, sporting events, and shopping sprees.
8. Non-School Sponsored Group Trips: Group trips or vacations during the school year which are sponsored by non-school groups will not be counted as excused absences.
9. Students shall not be excused from school to work on any job including agriculture and domestic services.
10. Attendance Appeal Process: The parent may request a hearing before the School Attendance Committee concerning the attendance policy as it applies to his/her child. The Committee will consist of a teacher, an assistant principal, and a counselor. The Committee will examine the specific conditions related to the individual case. The Review Committee may extend the absence limit, continue the student's enrollment in the class on a probationary basis, or recommend that no credit be given because of the nature and number absences. The parent will be informed in writing of the results of the hearing. All appeals must take place within a ten day period after the parent has been notified of the attendance problem.
11. Any student who is absent from class a ninth (9) time for ½ credit courses or a seventeenth (17) time for full credit courses and fails as a result of these absences shall be removed to ISS for that period for the remainder of the semester.

Absence Reporting

Letters reporting student absences are sent to the home address after a student has missed 4 days for a ½ unit course or 8 days for a 1 unit course (excused or unexcused). It is the responsibility of the parent and the student to keep up with absences. Absences are also reported on each report card and parents should consider this report official. Any questions should be addressed to the Director of Attendance.

Check-In Check-Out Procedure

1. All students checking in after 8:10 A.M. (20 minutes late) must report to the office. Students checking in between 7:50 and 8:10 should report to their first period class and sign the tardy sheet. **Failure to check-in/check-out properly will result in detention.**
2. A student may check out of school if:
 - a. The parent/guardian comes for him/her.
 - b. Parents call an administrator and send a note requesting that he/she be allowed to check out and the reason for the check out.
 - c. A student will not be allowed to call home to check out unless it is evident that the student is ill. Administrative approval is necessary.
 - d. All check outs must go through the office administration.
 - e. If a student is checked out to go to the doctor a note must be presented by the parent or doctor upon returning to school.
3. Upon returning to school after having checked out earlier in the day, students must report directly to the office.
4. The same rules apply for check out or absences as it relates to whether they are excused or not.

Closed Campus

Ruston High is a closed campus. All students are to remain on campus for the entire school day and may not leave to run errands, eat lunch, or go home and return. Students may not have visitors on campus.

Make-Up Work

1. Students who meet the criteria for excused absences and extenuating circumstances may make up work. Students have the same number of days to make up work as they were absent, unless other arrangements are made with the teacher. Students will not be allowed to go to class until they have received an admission slip from the office. It is the student's responsibility to contact the teacher for all assignments missed during the period of absence.
2. If a student is absent for any extended medical reason for more than 3 consecutive school days, the student must make arrangements to get assignments from teachers and to return these on a regular basis. If medical conditions prevent the completing of assignments, the school administration should be contacted to work out a solution.
3. Incomplete nine weeks grades become "F's" if missed work is not completed in two weeks after the end of the grading period unless verified and prior approval is given for extenuating circumstances.

4. The days a student misses school as a result of any suspension **shall** be counted as unexcused absences.

Tardy Policy

1. Students of Ruston High School are expected to come to school on time and to be on time for each class. Tardies are recorded for students who are not in the classroom when the tardy bell rings. Five minutes are allowed between classes.
2. Any student less than 20 minutes late to school during first period will report to his/her first period class and be given a tardy. Students arriving after more than 20 minutes must check-in through the front desk BEFORE reporting to class. **If a student is 20 or more minutes late for a class, the student will be considered absent for that class.** The absence will count toward the total number of absences for that class in determining failure for excessive absences.
3. If the tardy, or resulting absence, is unexcused, the student will not be allowed to make up any work missed.
4. Students who have a legitimate excuse for morning tardiness may schedule a conference with an assistant principal through the front desk prior to the next detention period held. Tardies are excused only for the same reasons as absences. Legitimate reasons include car trouble and car accidents, but they must be verified. Over sleeping, missing the bus, and parental blame are not legitimate.

Tardy Penalties

1. During each semester, for the first, second, third, and fourth unexcused tardies to any class, the student will be required to attend detention.
2. The fifth, sixth, and seventh unexcused tardies will require a one day in-school suspension (ISS).
3. The eighth or ninth unexcused tardies will require Saturday school or extended school.
4. The 10th tardy is a one day out-of-school (OSS) suspension.

BOOK BAGS

Book bags are not allowed during instructional time. Students may bring their books to school in their book bag, but then the bag must be stowed in their locker. Students may carry their book bag from their locker to their 7th period class. Ample time will be given for students to go to their lockers.

BUILDING HOURS

The school is officially open in the morning at 7:20 a.m. and closes at 3:30 p.m. Any student or group of students remaining in the building after 3:30 must be supervised by a member of the faculty.

BUS POLICY

Transportation is provided for all Lincoln Parish students. All students must follow the rules of conduct set down by the Lincoln Parish School Board. Each year all students are given a copy of these rules. These rules are reviewed and explained by the homeroom teacher and sent home to the parents for a signature.

When the bell rings at 3:08 p.m., all students may go to their lockers and then to the proper bus loading area. Students who do not ride the bus will be picked up by their parents at the main entrance (by the flagpole) or go to their car and leave immediately.

Standards of Safety and Conduct

The privilege of all students riding school buses in Lincoln Parish is conditional based upon their behavior regarding observance of prescribed safety regulations and rules of conduct. The driver is in full charge of the bus and occupants at all times and has the authority to make necessary adjustments to maintain proper control, such as assigning seats as necessary. Students will be expected to follow guidelines listed below and show proper respect toward the driver and duty personnel assigned to supervise the loading and unloading of buses. Students may not be assigned to more than ONE bus. If your child must ride a bus other than his assigned bus, you must write a note requesting permission to ride and the note must be signed by the principal or authorized office personnel. Your child must give the signed note to the bus driver. **No additional riders will be allowed on overcrowded buses.**

I. While waiting for and boarding the school bus:

- a. Arrive at the bus stop prior to the designated time for bus to arrive.
- b. Wait on the sidewalk or stand well back from the road while waiting for the bus to arrive.
- c. Avoid pushing, shoving, scuffling, and other forms of horseplay at the bus stop.
- d. Respect private property and avoid unnecessary noise that may disturb nearby residents.
- e. Form single line. Avoid pushing, shoving, or breaking in line.
- f. Use caution when boarding the bus. Watch for slippery steps. Use handrails when available.
- g. Accept responsibility for bus cleanliness. Do not enter the bus with a bottle or canned drink, candy, popcorn, etc. Do not litter seats or floor of the bus.
- h. Locate a seat and promptly sit down.

II. While riding the school bus:

- a. Students should remain seated at all times while the bus is in motion.
- b. Do not mar or deface the bus in any manner.
- c. Keep all aisles clear of feet, books, and other objects that might obstruct passage.
- d. At all times keep head, arms, and body inside the bus.
- e. No objects should be thrown inside, outside, or at the bus.
- f. Avoid any unnecessary disturbing noises or activities that may distract the driver from his major responsibility of driving.
- g. No alcoholic beverages, drugs, tobacco, and profane language will be allowed on the bus.
- h. Report to the bus driver any behavior which is unsafe, harmful, obscene, or offensive.
- i. Eating and drinking are not allowed on any bus.
- j. Do not abuse your privilege to ride a school bus. Be courteous, mannerly, and understanding of one another. The school bus is a classroom on wheels, and your behavior should be the same as that expected in the classroom. Show proper respect toward the bus driver, occupants of other vehicles, and pedestrians encountered on the bus route as well as other students on the bus. ***Students who do not cooperate are subject to disciplinary action, suspension, or expulsion from riding the bus.***

III. While exiting the school bus:

- a. Remain seated until the bus comes to a complete stop.
- b. Leave the bus promptly and orderly at your bus stop. Do not run.
- c. Students who must cross the road in front of the bus should cross far enough in front of the bus so that the driver can easily see the smallest child. (Students should wait for the bus driver to motion them across the road. Students should walk, not run, and also watch for traffic in both directions.)
- d. Walk directly home by the safest route. Always let parents know if you stop at another location other than your home.
- e. Avoid trespassing on private property.
- f. Beware of drivers and pedestrians exhibiting unusual behavior.

IV. Emergency Situations While on School Bus:

- a. Report any emergency to the bus driver.
- b. In case of an accident, remain seated until the driver tells you what to do or until you are sure of what is the safest move to make.
- c. Don't touch emergency equipment or safety releases unless told to do so by driver, except in cases of extreme emergency and you are the closest to the door.
- d. Remain calm and encourage others to do so.
- e. Never move an injured person unless absolutely necessary.

V. Evacuation Situations While on School Bus:

- a. Know where emergency exits are that could be used.
- b. Passengers closest to the door should exit first.
- c. Duck your head as you go out.
- d. Kick windows out if the doors are stuck.
- e. Wrap loose clothing around you so it won't get snagged or caught by rough metal edges.
- f. Keep your hands free. Leave everything behind. (Your life is worth more than your lunch box or books.)
- g. If there is a need to jump from the bus, bend your knees to cushion the jump.
- h. Older students should assist younger students when exiting.

- i. Clear the exit area so others can follow.
- j. Get off the roadway or street after exiting.
- k. If the driver or riders are injured, seek help.

CHANGE OF ADDRESS

Students must inform the guidance office if there is a change of address or phone number in order to help in mailings and in case of an emergency.

CHEATING/PLAGIARISM

Bearcats do not lie, cheat, or steal; we do not honor those who do!

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes but is not limited to:

- copying someone else's work, including homework;
- working with others on projects that are meant to be done individually;
- looking at or copying another student's test or quiz answers;
- allowing another student to look at or copy answers from your test or quiz;
- using any method to get/give test or quiz answers;
- taking a test or quiz in part or in whole to use or to give to others;
- taking papers from other students, publications or the Internet;
- copying information from a source without proper attribution;
- using sources during a test that have not been authorized by the teacher;
- any attempt to receive credit for work that is not original to that student.

Plagiarism is considered cheating. Plagiarism is defined as to steal or pass off the ideas or words of another as one's own or to use the ideas or words of another without crediting the source. Students who knowingly or willfully allow others to use their work will be considered cheating. Students guilty of cheating will be given a zero for that assignment including tests, reports, or term papers.

- 1st offense: A grade of zero, notification of office, and notification of parent by the teacher.
- 2nd offense: A grade of zero, a one day Out-of School Suspension, notification of parent, and ineligible for or expulsion from honorary service organizations.
- 3rd offense: A grade of zero, two day Out-of School Suspension, and notification of the parent.

CLASS SCHEDULE CHANGES

1. Student must sign in at the guidance office requesting to see a counselor.
2. The counselor will call the student from class for a meeting to discuss the schedule change.
3. The student will continue to meet the assigned schedule until the change has been made.
4. All changes must be made within five days after the first full day of class each term.
5. Seniors have until the end of the first nine weeks grading period to drop a course.

Reasons For Granting A Schedule Change Are:

1. To correct errors.
2. To make proper adjustments for graduation.
3. To avoid taking a class previously passed or failed.
4. Verifiable extenuating circumstances.
5. Course prerequisite has not been met.
6. Verifiable health reasons.

COLLEGE VISIT DAYS

Seniors are allowed two days for visiting colleges. Any senior wishing to be excused from class to visit a college must:

1. Complete a College Visit Day Form, and submit to senior counselor **two days prior** to absence.
2. Have college official verify his/her attendance and submit to the office upon returning to RHS.

COMMUNICABLE DISEASES

The Lincoln Parish School Board follows the policies and guidelines set by the Louisiana DHH (Department of Health and Hospitals), Office of Public Health. The Lincoln Parish School Board also follows the Universal Precautions and Bloodborne Pathogen Standards set by OSHA (Occupational Safety & Health Administration).

COMPUTER/INTERNET USAGE

Lincoln Parish School Board Policy IFBGA,

Acceptable Use Policy for School Computer Systems and the Internet - Student Use

In an effort to provide students the vast resources accessible through a computerized information resource system such as the Internet, the Lincoln Parish School Board believes it is necessary for all persons to become aware of acceptable uses of computers. The academic benefit of having access to resources from all over the world must be weighed against objectionable materials found on the Internet.

Internet Safety

The Lincoln Parish School Board shall incorporate the use of Internet protection measures, either hardware or software, that are designed to restrict or filter access to specific areas or sites on the Internet. Such measures provide protection against access by minors or adults to Internet resources that are or contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing, or material harmful to minors (with respect to Internet access by minors), or are otherwise inappropriate in an educational environment.

It is the policy of Lincoln Parish School Board that all Internet access from within Board facilities be filtered with no exceptions. In the case of Internet access by minors, the filtering mechanism may not be disabled for any reason. However, the School Board does not prohibit employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1000, for legitimate scientific or educational purposes approved by the Board. For access by adults, the filtering mechanism may be, but is not required to be disabled, to enable bona fide research.

The Board recognizes that filtering or blocking technology is not 100% effective. School administrators may request the blocking of additional sites that are deemed inappropriate for their students. This request shall be in writing to the district technology coordinator. The possibility exists that all inappropriate content may not be blocked or that a determined person may find a method to partially or completely circumvent the filtering or blocking method.

If a person feels an Internet site has been blocked in error, a written request from the school or central office department head must be submitted to the District Technology Coordinator, who will review the site in question. If it is deemed that the site is wrongly blocked, the site will be opened. If there is any question about the appropriateness of the site, the Coordinator shall make a recommendation to the Superintendent for a final decision.

In addition to filtering requirements, the Board shall maintain regulations which:

- Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
- Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as *Instant Messaging*;
- Prohibit unauthorized access, including what is now known as *hacking*, and other unlawful on-line activities by minors online;
- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors;
- Institute measures designed to restrict minors' access to materials harmful to minors.

Guidelines are provided so that Internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of network resources. The student and parent or guardians shall sign an *Acceptable Use of Computers and Internet Agreement*, which shall be required before any student shall be allowed to use school system computers. The student and/or parent/guardian signatures shall be legally binding on all parties and shall indicate they have read the terms and conditions carefully and understand their significance.

Accountability

Student use of school computers or the School Computer System (SCS) shall be reserved for academic purposes only. All students using a school computer or a computer network located on school property, or computers accessing the Internet shall be accountable for its use. This shall include, but not be limited to (a) unauthorized use resulting in expenses to the school; (b) equipment damage; (c) use of unauthorized software; (d) privacy and copyrights; (e) tampering; (f) accessing obscene and objectionable materials; (g) sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language; and (h) any action that is deemed inappropriate by the supervisory personnel. Student or class files on the network are analogous to school lockers, that is, these accounts will be treated as district property subject to control and inspection, rather than private property which cannot be searched without just cause. Access codes or passwords shall be assigned by the teacher if and/or when it is needed. The teacher shall keep a record of these accounts in case an inspection is warranted. Use of the Internet and/or the SCS is considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet and the SCS. No student will be allowed to use the Internet and/or the SCS unless a signed consent form is on file.

Unauthorized and Illegal Use

Students must be under the supervision of a teacher, monitor, principal, librarian, or supervisor while using the School Computer System (SCS) or any school computer. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the SCS that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, the computer system shall not be used for commercial, political or religious purposes.

Use of the network for any illegal activities shall also be prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

Privacy and Copyrights

All students must adhere to the Copyright Law of the United States (P.L. 94-553), and to the Congressional Guidelines that delineate it regarding software, authorship, and copying information. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. Reposting personal communications without the original author's prior consent shall be prohibited. To do this is a violation of the author's privacy. All persons who willfully violate copyright laws do so without the sanction of the Board and at their own risk and assume all liability and responsibility. However, all messages posted in a public forum such as news groups or list serves (a means of broadcasting an E-mail message for the purpose of maintaining a discussion list) may be copied in subsequent communications, so long as proper attribution is given. The School Board directs that:

1. Unlawful copies of copyrighted materials shall not be produced on Board-owned equipment or within Board-owned facilities.
2. Unlawful copies of copyrighted materials shall not be used on Board-owned equipment, within Board-owned facilities, or at Board sponsored functions.
3. Information about copyright law and guidelines shall be made available to all employees.

Installing Prank Software

Students should avoid the knowing or inadvertent spread of computer viruses and/or worms. Computer viruses and/or worms are programs that have been developed as pranks, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus and/or worm, students shall not import files or programs from home or from unknown or disreputable sources. If a student obtains software or files from remote sources, proper procedures should be followed to check for viruses and/or worms before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or any spreading of computer viruses and/or worms shall be considered criminal activity under state and federal law. No software shall be loaded without the permission of the administration.

Objectionable Materials

Profanity or obscenity shall not be tolerated on the network. All users should use language appropriate for school situations as indicated by school codes of conduct. Offensive or inflammatory speech should be avoided. The rights of others must be respected both in the local network and the Internet at large. Personal attacks are an unacceptable use of the network. If a user is the victim of a flame, a harsh critical or abusive statement, the user should bring the incident to the attention of a teacher or system administrator. It is usually better not to respond. Furthermore, retrieving and/or viewing pornographic or obscene materials shall not be allowed.

The SCS shall be used for academic purposes only. Conduct that is in conflict with the responsibilities outlined in this document will be subject to loss of network privileges. Special restrictions by the school or district may be implemented in order to meet special needs provided that School Board policy is not violated.

Use of the Internet

The Internet is a vast global computer network that provides access to major universities, governmental agencies, other school systems, municipalities, commercial providers of data banks, and marketing services. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the Lincoln Parish School Board. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner and must have a consent form on file. The Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

1. Appropriate language and manners which demonstrate honesty, ethics and respect for others shall be required.
2. Individual students shall not be permitted to have E-mail accounts. Only classes as a whole or teachers and administrators may be permitted to have an E-mail account. Only appropriate teacher or class messages shall be allowed.
3. No personal addresses, personal phone numbers, or last names shall be permitted on the Internet. Only first names and last initials shall be used to identify students and/or faculty in photographs posted on the Internet. Schools must obtain parental permission prior to posting student photographs on the Internet. Pseudonyms, impersonations, and anonymity are not permitted.
4. Illegal activities, including copyright or contract violations, shall not be permitted on the Internet.
5. Students shall not be allowed access to online instant messenger programs, chat rooms and/or other forms of online communication.
6. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
7. Threatening, profane, harassing, or abusive language shall be forbidden.
8. Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.
9. No user is permitted to knowingly or inadvertently load or create a computer virus and/or worm or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software shall be installed without the consent of the assigned administrator.
10. Resources offered by the Internet and paid for by the Board may not be willfully wasted.
11. A student may not attempt to access any Internet resource without the prior consent of the teacher.
12. Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
13. Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.
14. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
15. Any subscription to list serves, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.

Use of the Internet is a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet. Disciplinary action may include but is not limited to loss of computer use, monetary reimbursement, suspension, detention, or suspension room assignment. This shall apply to all students.

DANCES (SCHOOL SPONSORED)

Ruston High School sponsors several dances during the school year including: Homecoming, Jr./Sr. Prom, and Pepette Formal. The following rules and policies will apply for all RHS dance

1. Attendance – Ruston High School sponsored dances are for high school students only. RHS students are allowed to invite a student from another high school in the area. No junior high students, college students or individuals not enrolled in high school will be allowed. Students must present their ID with their tickets to enter dances.
2. Dress Code – Sponsors will announce what the appropriate dress will be before each dance. Indecent, suggestive or obscene clothing are not permissible. Violators will be asked to leave the dance.
3. Music – Sponsors will inform D.J. in advance of each dance that music selections should be varied and appeal to all students. Songs that contain profane or sexually explicit lyrics will be prohibited.
4. Dancing – Sponsors will announce in advance that students who engage in dancing that is viewed as indecent, suggestive or explicitly sexual in nature will be asked to leave the dance and not allowed to participate in the next school-sponsored dance. A signed contract will be required for participation in all school dances. Students and Parents must sign the contract.
5. Using tobacco, alcoholic beverages, illegal drugs, or any dangerous substance governed by the Uniform Controlled Dangerous Substance Law in any form in school building, on school grounds, or at any school sponsored event is prohibited. Violators will be asked to leave the dance will face the maximum penalty under the law. Possible penalties include suspension, expulsion, and legal action.

DISCIPLINE

All students are to understand clearly that in order to maintain high standards of behavior, the school reserves the right to take appropriate disciplinary action in the case of any student guilty of misconduct, whether occurring on or off the school campus at school sponsored events. When a student enters RHS, he becomes identified with the school—the school is judged by the way that a student conducts himself. A student's conduct must reflect favorably on the student and the school at all times.

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. Discipline is defined as training that develops self control, character, orderliness, and efficiency. The ultimate objective of school discipline is to help prepare and support young people in establishing an acceptable standard of self-discipline.

Students are trained to take responsibility for their own conduct. However, there are times when direction and enforcement in the area of school policy is necessary. The Principal is charged with the final responsibility to see that students abide by the school's standards. Minor infractions are to be handled by the teacher. The Principal or his designee handles more serious violations or repeated violations.

Disciplinary action will be administered as uniformly and consistently as possible. While at the same time, we recognize that each student and each incident must be assessed individually in regard to background, attitude, and repetition. Above all other factors it must be stressed that any student requested to appear before the administration should be prepared to offer, without hesitation, the fullest possible completely truthful statement.

Code of Student Conduct

Education is a shared responsibility, part of which is delegated to the school. In order to help create an atmosphere which encourages learning, it is necessary that certain levels of conduct and discipline be maintained. If a student's attitude toward school is directed toward learning, serving, and being involved in school activities, he/she will probably never have serious attendance or discipline problems. The faculty and administration expect all students to obey the rules, to show respect for authority, (teachers, administrators, cafeteria staff, custodians, bus drivers, superintendent, i.e. all school board employees); to maintain integrity and a high standard of individual honor in scholastic work, in personal interaction at school, and at all school related functions. Violations of these expected behaviors will cause consequences appropriate to the offense.

Some of the expected behaviors are as follows:

1. Upon arrival, students must move directly into the building. Loitering is not allowed in the parking area, in cars, in surrounding neighborhoods or any part of the school campus.
2. Student behavior will show respect for physical well-being or rights of others. No acts of physical, mental, or sexual aggression are allowed.
3. Students should walk to the right side of the hallway when passing to/from classes.
4. Students are to eat and drink only in the boulevard and cafeteria.
5. Students are to be in assigned areas at all times.
6. Students are not permitted in the halls during the class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.
7. Students are not allowed in the staff areas, the lounge, or parking lots, nor may they go to their car after arriving at school.
8. Students are not permitted on campus before or after school unless supervised by a teacher, club sponsor, or coach.
9. Each student will assume responsibility for the care of all school property. Damage of school property must be repaired or replaced at the expense of the student(s) at fault.
10. Students are cautioned not to bring large amount of money to school. Students are responsible for their property, and should not leave valuables unattended. All valuables and books should be secured in the locker provided.

Disciplinary Action

According to Louisiana law, students may be suspended for any of the following:

1. Fighting for any reason is automatic suspension. Students will be instructed that they must avoid fighting, and that the correct procedure is to report bullying or other hostile behaviors against them to the teachers or administrators. **Once a physical fight takes place, the police may be called.** Each participant found guilty of starting the fight may be arrested. Those acting in self-defense will not be arrested. Students found standing in the hall preventing the staff from breaking up a fight or running to a fight will be dealt with accordingly. **Every effort will be made to contact a parent before the student is arrested in a fight. If after all effort to contact a parent or legal guardian has failed, the officer will then contact the parent from the police station.** Suspended students as a result of a fight will not be allowed to make up work.
2. Possession of fake gun or fake knife; could result in recommendation for expulsion
3. Willful disobedience or committing an act of defiance or refusing to comply with a reasonable request of any school authority
4. Disrespect to a teacher, principal, superintendent, member or employee of the local school board
5. Making an unfounded charge against anyone or using forged notes or forged official forms
6. Using unchaste or profane language
7. Immoral or vicious practices
8. Conduct or habits injurious to his/her associates
9. RHS is a smoke and tobacco free facility. Using tobacco, alcoholic beverages, illegal drugs, any dangerous substance governed by the Uniform Controlled Dangerous Substance Law in any form in school building or on school grounds... this includes ANY school sponsored event or refusing to take a breath test for alcohol. (*The Ruston High School administration will randomly use a trained drug dog to check lockers, halls, parking lots, buses, and any area deemed necessary in the search for illegal drugs.*)

10. Disturbing the school and habitually violating the rules
11. Cutting, defacing or injuring any part of public school buildings, or any property belonging to the school.
12. Writing profane or obscene language or drawing obscene pictures in or on any school material or on any public school premises, or any fence, pole, sidewalk, or building on the way to or from school
13. Possession of firearms, knives, or other implements which can be used as weapons. (*The Ruston High School administration will randomly use portable metal detectors to search for firearms, knives, or other metal weapons.*)
14. Throwing any objects on the school grounds
15. Habitually violating the school dress code or not having I.D. badge worn properly.
16. Violating traffic and safety regulations
17. Leaving the school premises without permission, or his/her classroom or detention room without permission
18. Habitual tardiness or absenteeism
19. Abusing locker privileges
20. Stealing, cheating, or gambling
21. Bringing stolen property on school grounds
22. Extortion or acts of intimidation toward any person
23. Habitually violating any school rule
24. Sexual Harassment.
25. Committing any offense as deemed serious by the school administration.

Mandatory Suspensions

Mandatory suspensions will be imposed for the following:

1. Receiving five (5) behavior referrals: automatic suspension for one (1) day.
2. Possessing weapons or use of any tool or instrument to do bodily harm. ***Possession of a weapon is an automatic expulsion.***

Firearms/Knives Act 620 states:

1. Any student 16 years of age or older found guilty of being in possession of a firearm or knife on school property **shall be expelled** from school for minimum of twelve (12) calendar months.
2. Any student under 16 years of age in grades 6-12 found guilty of being in possession of a firearm or knife on school property **shall be expelled** from school for a minimum period of six (6) calendar months.
3. Striking a teacher or any other school personnel: recommended expulsion
4. Initiating or instigating a fight: arrested by police (see #1 under discipline)
5. Possessing, using, or under the influence of narcotics, tobacco, lighter and/or matches, or alcohol on any school campus or school bus or at school-sponsored events. ***Possession of narcotics is an automatic expulsion.***

Narcotics Act 609 states:

1. Students 16 years of age or older found guilty of possession, dealing, distributing, having intent to distribute a controlled narcotic substance on school property will be expelled for 24 calendar months.
2. Students under the age of 16 found guilty of the same offenses as listed in item (a) will be expelled for 12 months.
3. Willfully defacing, stealing, or destroying school or personal property. (The student and/or his/her legal guardian will be required to pay the cost of repairs or replacements.)
4. Willfully initiating any false alarms: Student will be arrested and possibly expelled.
5. Threatening a teacher or any other school personnel
6. Involvement with any recognizable gang activity or wearing any gang-identifying symbols. Expulsion can be recommended

Student Alcohol and Drug Use

The Lincoln Parish School Board is dedicated to providing a drug-free learning environment for the students attending public schools. The Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substances. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Any student who distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

The principal shall immediately notify the parents or guardian, by telephone, of any student found in violation of this policy. If the parents or guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

Reports of Substance Abuse

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal and the Student Assistance Team in the school. The principal must report each case of possession, distributing, sales or manufacturing to the proper law enforcement authority. Reports shall also be made to the Student Assistance Team at each school, who shall investigate, research, and report on instances or reports of possession of prohibited substances or beverages. Designated personnel shall report its findings along with the recommendation for treatment, counseling or other appropriate action to the principal.

Drug-Free Zones

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 1000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as Drug-Free Zones. The School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark Drug-Free Zones which surround all schools and school property.

Appropriate Measures of Discipline (Not necessarily in order of use)

1. Referral (Each student who receives a referral will be given a written statement pertaining to the details concerning the referral including his/her disciplinary status.)
2. Detention
 - a. Before School Detention - Parents are responsible for getting their child to school at 7:00 a.m.
 - b. After School Detention - Parents are responsible for picking their child up at school at 4:20 p.m.
3. Extended School- Parents are responsible for picking their child up at school at 5:00 p.m.
4. In-School Suspension
5. Saturday School
6. Out-of-School Suspension
7. Expulsion from school

Student Searches

The Lincoln Parish School Board is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the School Board, having a reasonable belief that any public school building, desk, locker, area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law, School Board policy, or school rule, may search such building, desk, locker, area or grounds of said public school. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel.

Any teacher, principal, administrator, or school security guard employed by the School Board, may search the person of a student or his/her personal effects when based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, School Board policy, or a school rule. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and the nature of the suspected offense. Such factors to be considered in determining the manner in which searches may be conducted are:

1. Age and sex of student
2. Behavior record of student
3. Need for search
4. Purpose of search
5. Type of search
6. Reliability of the information used to conduct search
7. The relative importance of making the search without delay
8. Nature and severity of problem in overall school environment

Random searches with a metal detector of a student or his/her personal effects may be conducted at any time, provided such searches are conducted without deliberate touching of the student.

Any search of student's person shall be done privately by a teacher, administrator, or security guard of the same sex as the student to be searched. At least one witness who is of the same sex as said student shall be present throughout the search. Detailed documentation shall be made of all searches. If requested, notification of the search shall be sent to the parents of the student involved.

Any automobile parked on School Board property by a student may also be searched at any time by school officials who have articulable facts which lead them reasonably to believe that items in violation of state law, School Board policy or school rule are contained therein. If the automobile is locked, the student shall unlock the vehicle. If the student refuses to unlock the vehicle, proper law enforcement authorities shall be summoned and the student shall be subject to disciplinary action.

No actions taken pursuant to this policy by any teacher, principal, administrator, or school security guard employed by the School Board shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

Upon proper school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the appropriate law enforcement officials. Any implement or material confiscated shall be retained, catalogued, and secured by the principal so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement personnel for disposal. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to law enforcement personnel or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Superintendent and/or Board.

If any teacher, principal, administrator, or school security guard employed by the School Board should be sued for damages by any student, the parent of such student or by any other person on behalf of such student, based upon a search conducted in compliance with this policy, the School Board shall provide such teacher, principal, administrator, or school security guard with a legal defense thereto, including reasonable attorney's fees, investigative costs and other related expenses. In such suit, the School Board shall indemnify him/her fully against said judgment including principal, interest and costs.

If in any suit brought against any teacher, principal, administrator, or school security guard employed by the School Board, as stated above, there is a specific finding that the action of the teacher, principal, administrator, or school security guard was malicious and willfully and deliberately intended to harass, embarrass or intimidate the student, the School Board shall not indemnify such teacher, principal, administrator, or school security guard in the event a judgment for damages shall be rendered against him/her. Whenever any search is conducted pursuant to this policy, a written record shall be made thereof by at least two (2) adult employees of the Board who conducted the search and shall include names of the persons involved, the circumstances leading to the search and the results of the search.

Detention and Extended School

Tuesday, Wednesday, and Thursday morning detention will be held from 7:00 - 7:43 a.m.

Monday, Tuesday, and Wednesday afternoon detention will be held from 3:30 - 4:20 p.m.

Thursday afternoon extended school will be held on from 3:30 – 5:00 p.m.

Saturday School: 8:00 – 10:00 or 8:00 – 12:00

(Early morning detention will not be held the week of GEE testing.)

Detention Room Rules:

1. There will be no sleeping, talking, or any form of communication.
2. Students must bring books, supplies, and assignments to work on in detention. Constructive use of detention time is required.
3. If a student does not report to detention on the day he is assigned or if he is late reporting to detention, a referral will be written and the Assistant Principal will assign whatever is deemed appropriate.
4. If a student is absent from school, detention, will be re-assigned.
5. If a student is absent or tardy to extended school or Saturday school, he/she will be suspended for one day.

In-School Suspension: This discipline is utilized to isolate a student but not send him/her home. Students are supervised, may do homework, and will receive credit for their work. Tests are allowed to be taken, and attendance is counted. There will be specific ISS assignments that must be completed before any makeup testing or work is done.

Out-of-School Suspension: A short term suspension may be for a period of from 1-9 days. The length of a suspension is determined by recommendation of the Assistant Principal and approval of the Principal. Long term suspensions in excess of 9 days will be given when necessary. When a student is suspended a reasonable effort will be made to contact a parent by phone. In any case, suspension forms will be mailed to parents. Grades shall not be automatically lowered because of suspension; however, students absent from school as a result of any suspension shall be counted as absent, shall be given failing grades for those days suspended, and shall **not** be given an opportunity to make up work.

Steps Regarding Second, Third and Fourth Suspensions:

- Upon **second** suspension, the principal or his designee shall hold a conference with parent/guardian and student will be referred to the School Building Level Committee (SBLC). Principal or his designee shall advise student and parent/guardian that any further suspension shall warrant a **recommendation for expulsion** and a mandatory disciplinary hearing at LPSB.
- Upon **third** suspension, the student and a parent must meet with the Parish Discipline Coordinator before re-entering school.

- Upon **fourth** suspension, student shall be **suspended pending a hearing with recommendation for expulsion** from RHS until the beginning of the next school year; subject to the review and approval of the LPSB. To return to school a student will have to be reinstated by the superintendent or his designee. The Principal or his designee shall immediately contact parent/guardian of this action and will notify the appropriate supervisor at the LPSB.
Note: Student may be recommended for expulsion at any time on any suspension that warrants such action.

Expulsion from school: Any student recommended for expulsion will be removed from the public schools of the parish wherein he resides for a period of time to be set by the hearing officer (two weeks to two years). Student expulsions are subject to the review and approval of the local school board.

Zero Tolerance Offenses: Will result in an immediate suspension and legal charges if warranted. These offenses include starting a fight, acts of intimidation towards any person, sexual harassment, use or possession of any contraband, any gang related incidents.

Major Offenses: Such as disrespect, not responding, profanity, obscenity, defacing school property, stealing, etc. will result in a disciplinary referral with punitive consequences.

Other Offenses: Such as talking, not having classroom materials, distracting other students will initially be handled by the teacher including a call to parents/guardian.

Classroom Conduct

A student shall not disrupt a class by making unnecessary noise, talking without permission, keeping others from doing assigned class work, sleeping, refusing to keep his/her head up off the desk top, refusing to pay proper attention to teacher or being a participant in any action that will distract from a learning atmosphere. Students are expected to work with faculty in maintaining a classroom atmosphere conducive to learning. A student will be in class on time and have the material needed for that class. This means the proper textbook, paper, pencil, and other items designated by the teacher.

Classroom/Teacher Conflicts

Many student referrals result from students disrupting class because they disagree with a teacher or with the way they have been treated in class. It is important that students handle these problems by following the procedure outlined below. If this procedure is followed, **legitimate** student complaints will be investigated. Procedure to follow:

1. Maintain your composure and show respect at all times.
2. Following the incident, remain after class and seek an appointment with the teacher. Do not attempt to discuss the problem during class time.
3. If the problem is not resolved in step 2, have your parents call the school (255-0807) and seek a conference involving the student, parent, and teacher.
4. After seeking a conference and satisfaction is not obtained, the administration should be notified.

Crime Stoppers

As part of our crime prevention process RHS will at times offer a reward to persons who can identify the person or persons who have committed unlawful acts while at school or at any school function. The amount of the reward will depend upon the severity of the act. The person found guilty of the act will have to pay the amount of the reward as well as any other restitution or penalty.

Senior Pranks

Any graduating senior, who after having taken his/her final test is found guilty of school vandalism, violence, disorderly conduct, defacing property or any rude or unaccepted behavior may be barred from participation in the graduation ceremony. This includes but is not limited to graffiti, littering school property, defacing grounds with vehicles, smoke bombs, stink bombs, pepper spray, rude or obnoxious behavior, and disrespect to any staff member.

Tangible Courtship

Students should conduct themselves in a dignified manner at all times. To preserve this dignity, it is considered inappropriate for students to have their hands on each other or to hug or kiss in public.

Disciplinary Action:

1st offense:	Warning
2nd offense:	Weekday detention
3rd offense:	Extended School or Saturday School
4th offense:	Suspension

Gang Activity

It is the policy of the Lincoln Parish School Board to prohibit the existence of gangs and gang activities within its schools, on school property, and at any school-related function. "Gang" means a group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity.

Gangs that initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with such a group, present a clear and present danger to the school environment and educational objectives of the community, and are therefore forbidden.

Gang activities are forbidden, including, but not limited to, incidents involving initiations, hazing, intimidation, and/or activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students.

It shall also be prohibited for any student to wear, carry, or display gang paraphernalia, or exhibit behavior or gestures which symbolize gang membership, or to cause and/or participate in activities which intimidate or affect the attendance of another student. Any student exhibiting such activities shall be subject to disciplinary action, including suspension and expulsion.

The Superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk, and to promote membership in authorized school groups and activities as an alternative. The Superintendent may further exchange information and establish mutually supportive efforts with local law enforcement authorities to assist with preventing the influence of gangs in schools.

Due Process

Prior to any suspension, the school principal, or his/her designee, shall advise the pupil in question of the particular misconduct of which he or she is accused as well as the basis for such accusation, and the pupil shall be given an opportunity at that time to explain his or her version of the facts to the school principal or his/her designee. A student whose presence in or about a school poses a continued danger to persons or property of an ongoing threat of disruption to the academic process may be immediately removed from the school premises without the benefit of the procedure described hereinabove; providing that the necessary procedure shall follow as soon as is practicable. Notice in writing of the suspension and the reasons therefore shall be given to the parent or parents of the pupil suspended. Any parent, tutor or legal guardian of a pupil suspended shall have the right to appeal to the parish Superintendent of schools, who shall conduct a hearing on the merits. The decision of the Superintendent of schools on the merit of the case, as well as the term of suspension, shall be final, reserving the right to the Superintendent of schools to remit any portion of the time of suspension. A pupil suspended for damages to any property belonging to the school system shall not be readmitted until payment in full has been made for such damage or until directed by the Superintendent of schools.

Student Due Process Rights:

- Must be informed of accusations against them
- Must have the opportunity to accept or deny the accusations
- Must have explained to them the factual basis for the accusations
- Must have a chance to present an alternate factual position if the accusation is denied.

DRESS CODE AND UNIFORM POLICY

The purpose of a dress code is to ensure an effective learning environment, to maintain a favorable school image, and promote positive self image among students. Cleanliness and neatness are key elements to an effective dress code and are vital to a student's preparation to learn. It is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of the school. It is the opinion of the school that extremes in style, lengths, and fittings of clothing are inappropriate for school. Cleanliness is a basic consideration. Students are requested to use good judgment in choice of clothing, paying special attention to proper length and proper fit – not too tight – not too short. Any form of dress that disrupts, distracts, is revealing, concealing, unsafe, or obscene will not be permitted.

General Dress Code Rules

The RHS Dress Code includes but is not limited to the following:

1. Apparel should be worn as designed, i.e. belts buckled, pants at waist, shoestrings tied, etc. Clothing should be clean and free of holes and tears.
2. There will be no mutilation including tearing, ripping, or cutting of hems, cuffs, sleeves, or body of any of the coordinates. **NO OVER SIZING!** The uniform must be in the correct size to avoid any sagging. Excessively tight clothing or pants are not allowed.
3. All shirts and blouses must have sleeves. Undershirts, tank tops, halter tops, low-cut blouses, crop-tops, and spaghetti straps are not acceptable.
4. Clothing that allows the showing of undergarments shall not be worn. See-through apparel cannot be worn.
5. Socks are to be a solid color. No multi-colored socks are permitted
6. Slogans or pictures on clothing must be free of obscenity, profanity, alcohol or tobacco ads, and any statement or symbol that might be considered disruptive, distracting, prejudicial, or gang-related.
7. Sunshades are not permitted.
8. Necklaces with large medallions may not be worn.
9. Costume jewelry must be red, white, or black.
10. Body or face glitter is not allowed.
11. **No** baseball style caps, hats, sweat bands, bandannas, or tied head coverings allowed on campus or on the bus, all will be taken and not returned. Students may wear toboggan caps to school during cold or inclement weather provided they are not worn inside any school building.
12. No picks, combs, gloves, or wallets with chains are to be worn.
13. Male students are not allowed to wear earrings. Female students may wear one set of appropriate earrings. All other visible body- piercing jewelry is not allowed. This includes nose, lip, tongue, eyebrow, etc. piercing.
14. Hair designs which cause undue attention, distracting from the educational environment as determined by the administration, are not allowed. Unnatural hair color is not permitted, i.e. blue, purple, green, etc.

SCHOOL UNIFORM POLICY: (All clothing must be appropriately sized, not oversized or too tight.)

Students are to follow the Ruston High School's uniform dress code policy without exception. The dress code will begin the first day of school and will be enforced all year. Students may be sent to In School Suspension or home for dress code violations. There will be zero tolerance for dress code violations.

Shirts:

- Colors: Solid red, white, or black
- Style: Polo style, long or short sleeve with collar and buttons (No ties, zippers, or snaps, etc.)
- No logo (except RHS endorsed logos)
- Shirt must be neatly tucked into pants at all times; shirt tails must be long enough to remain tucked with arms raised above the head. (Bare midriffs are not allowed)
- If an undershirt or turtleneck is worn under the polo shirt, it must be solid white, red, black, or grey. It must be logo and emblem free and free of writing.

Pants/Shorts/Capris/Skirts/Skort: (Must be of uniform style)

- Colors: Khaki / tan and RHS plaid skirts
- Fabric: Cotton or cotton polyester twill (no knit, rayon, denim, corduroy, etc.)
- Mid-calf pants (Capris) for girls are allowed.
- Uniform Length: Skirts, skorts, and shorts (boys and girls) must be no shorter than two inches above the kneecap and must be the same length in the back as the front. Side, front, or back slits must be no higher than 2" above the knee. (Examples of any easy way to measure---take a dollar bill and lay across the top of the kneecap and clothing should come to the top of the dollar bill.)
- Must be hemmed at the bottom with no holes, cuts, or rips anywhere.
- Must be of appropriate size and length, worn properly and fit at the mid-section and the crotch.
- Belt must be worn if item is designed for belt loops.
- No jeans will be worn in navy, khaki, or any other color. Jeans are not a part of the uniform.
- No draw strings, cargo pants or shorts, carpenter pants, bell bottoms, hip huggers, or "jeans style" pants are permitted
- No sweatpants, wind suit pants, tear or zip away pants are permitted
- Pants, sweatpants, etc. may not be worn under skirts.
- No chains or extra accessories.
- Sagging is a violation of uniform policy. It will result in a referral. 1st offense – detention; 2nd offense – ISS; 3rd offense – 1 day suspension

Belts:

- Must be worn at the waist in belt loops, visible, and buckled at all times.
- No excess length; belt is not to hang down excessively past belt loop.
- Colors: Solid brown, black, or khaki with a standard buckle are required.
- Belt buckles must be plain and not oversized.

Shoes:

- Shoes must be worn at all times.
- Footwear must have soles and restraints for the foot.
- NO rubber or foam swim footwear, beach or pool sandals, shower shoes, athletic flip-flops or house shoes will be allowed.
- **Sandals must be close-toed.**
- Shoes must be laced or securely fastened at all times.

Sweatshirts/Sweaters:

- Colors: Solid red, white, grey or black
- May be worn as a uniform shirt
- No company logos or emblems are allowed (except RHS endorsed logos)
- RHS organizational hooded sweatshirts may be worn. (hoods are not to be worn in the building)
- No oversized sweatshirts

Coats/Jackets/Cold Weather Gear:

- Jackets must be of wind breaker or traditional short (waist or hip length) coat style.
- If students wear any type of jacket that will remain on during the day, it must be solid red, white, or black and logo free or be an approved RHS organizational jacket.
- Must fit properly; oversized coats and trench coats are not to be worn while at school.

- No company logos or emblems are allowed. No additional decorations shall be added.
- Starter jackets with logo (i.e. New Orleans Saints, Dallas Cowboys, etc.) are not allowed.
- Teacher may ask student to remove jacket while in the classroom.

Spirit Day Attire:

- Students will be allowed an appropriate club polo shirt on days designated by the administration.
- Members of the dance line, cheerleaders, athletic teams, and extracurricular activities will be allowed to wear their designated uniforms on game day at the discretion of the principal.

If you have any questions about what is allowed, please check with the office at RHS first. Keep all receipts in case an item of clothing is not acceptable. Anything deemed inappropriate by the RHS staff and faculty will result in parental contact so that the student may be brought a change of clothing.

Students failing to follow the appearance guidelines will be asked to change or correct the situation or the student will be sent home. Students will not be allowed on campus if they are in violation of the dress code. Any attire or accessories which are deemed questionable by a teacher will be reported to the office. **Students sent home for dress code violations will be unexcused for classes missed.**

Students who violate the dress code policy will be subject to the following actions:

- 1st Offense: One weekday detention
- 2nd Offense: One weekday detention
- 3rd Offense: One weekday detention
- 4th Offense: One day extended school; this begins the referral process
- 5th Offense: One day In-School suspension
- 6th Offense: One day Out-of-School suspension

Any subsequent offenses will result in more severe disciplinary action.

ELECTRONIC TELECOMMUNICATION DEVICES (LPSB Policy)

No student, unless authorized by the school principal or his/her designee, shall use, operate, or have in their possession, any electronic telecommunication device including facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any elementary or secondary building, or on the grounds (except if stored in a motor vehicle) thereof, or on any school bus used to transport public school students during the instructional day.

The principal or his/her designee shall not impose on a student any disciplinary actions when any electronic telecommunication device is stored in a motor vehicle and there is not evidence of the student's intent to use or operate the device during the **instructional school day**.

If a student needs a cellular phone because of participation in an **after school** sponsored activity/event, to contact a parent or guardian, he/she **may** possess such a device on a **school bus or vehicle used to transport** the student to and from the activity/event.

Neither the school nor the school system will be responsible for any electronic device that may be stolen or destroyed.

A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school.

If a student has authorization from a physician to wear a medical alert device, the student may wear the device and not be in violation of this policy.

Cell Phone Policy

If a student's cell phone is seen or heard before or during the school day, the teacher of record will take the phone and turn it in to the appropriate administrator. Students may only have their phone returned by contacting the appropriate assistant principal and paying the designated fee. Phones may only be retrieved before or after school or at lunch and then at the convenience of the assistant principal.

- (1) First offense: Student pays \$10 fee to assistant principal only
- (2) Each subsequent violation: fee charge increases by \$5 to a maximum of \$25
- (3) Phone is kept until the fee is paid.
- (4) Refusal by a student to give a phone to administrators or teachers shall result in a suspension.

Electronic Communications Between Employees and Students

The Lincoln Parish School Board is aware that changes in technology have revolutionized the methods and devices now available to communicate with others. While these changes have expanded the ability to communicate, the Lincoln Parish School Board is concerned about inappropriate use of these communication devices between school employees and students. It is the intent of the Lincoln Parish School Board to make all employees and students aware of the expectations and procedures of the school system and the School Board in regard to proper use of all telecommunication devices and computers if used to communicate with one another. The policy is not intended to limit the use of technology as an effective teaching tool.

Definitions

Computers - pertains to both personal and school computers.

Cell phones/other telecommunication devices - any device used to transfer signs, signals, writing, images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School Board issued devices.

Social networks - locations on the Internet where users may interact with other users - examples are Facebook, MySpace, YouTube, and other social networks sites available on the internet.

Electronic mail - the transmission of information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or other electronic means sent to a person identified by a unique address or address number and received by that person.

Improper communications - any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

Proper communications - any verbal, written, or wireless communication that would be viewed by any reasonable person to be harmless, wholesome, and void of wording that may be considered questionable in content.

Regulations

All electronic or other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

Employees shall be required to have a clear understanding and adhere to Board policy concerning the use of personal and/or Board-issued cell phones and computers, as well as any other telecommunication or electronic device.

Employees are required to report to their supervisor at the first opportunity available, any student-initiated communication that may be construed as inappropriate in content as outlined in this policy.

Any employee who has a legitimate need to communicate with students by any means of electronic and/or telecommunication devices shall be required to request from their supervisor the necessary form for approval. The supervisor will approve or deny the written request as indicated on the form with his/her signature. If permission is denied, the supervisor will retain the denied request for documentation. If approved, the employee will be given the approved form. The employee will then make copies of this approval and will proceed with obtaining the required signatures from students and parents. The signatures indicate that all parties who sign are in agreement with the stipulations listed on the form. The completed forms are to be kept on file by the supervisor for the duration of the school year in which it is signed.

If at any time, a parent wishes to rescind approval of this agreement, the parent must contact both the approving supervisor and the employee. The request must be in writing, dated, signed by the parent, and given to the supervisor to void the agreement. The supervisor will file the parent request with the original authorization form for documentation. At this point in time, the employee/student shall be required to cease all telecommunications with one another.

EMERGENCY / CRISIS INFORMATION

Safety of the students is a major priority. In case of an emergency always follow the directions of the teacher and the administration. Do not panic, scream, run, or lose control. The proper plan will be implemented immediately.

Action Steps for Students

There is much students can do to help create a safe school. Talk to you teachers, parents, and counselor to find out how you can get involved and do your part to make your school safe. Here are some ideas:

1. Listen to your friends if they share troubling feelings or thoughts. Encourage them to get help from a trusted adult—such as a school psychologist, counselor, social worker, leader from the faith community, or other professional. If you are very concerned, seek help for them. Share your concerns with your parents. Break the “Code of Silence.”
2. Create, join, or support student organizations that combat violence.
3. Work with local businesses and community groups to organize youth-oriented activities that help young people think of ways to prevent school and community violence. Share your ideas for how these community groups and businesses can support your efforts.
4. Organize an assembly and invite your school psychologist, school social worker, and counselor-in addition to student panelists—to share ideas about how to deal with violence, intimidation, and bullying.
5. Participate in violence prevention programs such as peer mediation and conflict resolution.
6. Employ your new skills in other settings, such as the home, neighborhood, and community.
7. Work with your teachers and administrators to create a safe process for reporting threats, intimidation, weapon possession, drug selling, gang activity, graffiti, and vandalism. Use the process. Break the “Code of Silence.”
8. Help to develop and participate in activities that promote student understanding of differences and that respect the rights of all.
9. Know you school’s code of conduct and model responsible behavior. Avoid being part of a crowd when fights break out. Refrain from teasing, bullying, and intimidating peers.
10. Be a role model—take personal responsibility by reacting to anger without physically or verbally harming others.
11. Seek help from your parents or a trusted adult—such as a school psychologist, social worker, counselor, teacher—if you are experiencing intense feelings of anger, fear, anxiety, or depression. Break the “Code of Silence.”

Disaster Drills

Disaster drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys the following directions promptly:

<u>Signal</u>	<u>Designates</u>	<u>Instructions</u>
Continuous Short Signal	FIRE	Everyone leaves the building and assembles 75 yards away

Long Sustained Signal TORNADO from the structure
 Face wall on knees with head to knees, cover head with hands. Get as near to your classroom as possible and away from glass doors or windows.

In the event of a drill or disaster that would require the evacuation of Ruston High School, we will report to either James Field or Joe Aillet Stadium. Please do not report to the school to pick up your child. Stay tuned to KNOE-TV, KTVE-TV, KTBS-7V, KSLA-TV, KPCH-FM 99.3, KXKZ-FM 107.5, or KRUS-1490 AM for details on when and where to pick up your child. Please follow all directions and instructions for lining up and the release of your child. Please bring valid identification and be patient as the authorities address the situation.

EMERGENCY SCHOOL CLOSINGS

Occasionally school may be closed because of poor weather or other unusual circumstances. Please do not call the school or school personnel. The following TV/radio stations will be notified by school officials: KNOE-TV, KTVE-TV, KTBS-TV, KSLA-TV, KPCH-FM 97.7, KXKZ-107.5 FM, and KRUS-1490 AM.

FEES

A school fee of \$15.00 is collected from each student at registration. This money is placed in the school student services account and is used to offset the cost of I.D.'s, supplies, handbooks, sending transcripts, and other student services. There are other dues and fees to be paid to specific organizations or classes for membership, instructional supplies, etc.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without a signed parent consent form. All school attendance and disciplinary rules apply to all field trips.

FUND RAISING

There are many demands made upon the students and community during the school year relative to fund raising projects by the classes and clubs. These activities must have a worthy goal, be approved by the principal, and then scheduled by the Director of Student Activities. There is a two week limit for each fund raising activity.

GRADING SYSTEM

Grading Scale				Quality Points for Grades	
Standard/College Prep		Honors, Dual, AP			
94-100	A	90-100	A		A = 4
86-93	B	80-89	B		B = 3
76-85	C	70-79	C		C = 2
67-75	D	60-69	D		D = 1
0-66	F	0-59	F		F = 0

Numerical Grade Value System

All teachers at Ruston High School will determine the mid-term and/or final grade for his/her students by nine weeks using the numerical grade averages only. If a student transfers from an honors class to a CP class, each 9 weeks grade will be determined by using the CP grading scale.

Final Test

Final Test (end of course) exemptions are allowed for seniors only. Seniors who have a 93.5 average

(Standard/College Prep) or 90 average (Honors) or higher are exempt from final tests. This provision does not apply to dual-credit classes. The final is very significant for a dual-credit class. No student may take a final test early or late unless the reason for missing the test meets the guidelines for extenuating circumstances. Requests must be made in writing to the principal. All students are required to participate in the final review periods if scheduled. Final tests will be given in all academic subjects. The final exams count as 1/7 of the student's final grade. The final grade will be the average of the two semester grades. The exam will cover the entire 2nd Semester of the class.

GRADE CLASSIFICATION

A student's grade and homeroom classification is determined by the number of units earned by the beginning of a school year. The classification is not changed during a school year for 9th, 10th, or 11th graders unless an error is made in the original classification. Only those 11th grade students who will be graduating in the spring will be reclassified at mid-term. Grade classification according to number of credits is as follows:

<u>Grade Level</u>	<u>Credits</u>
9 th	0 - 5
10 th	5.5 -11
11 th	11.5 - 17
12 th	17.5+

GRADE REPORTING

Report Cards

Report cards are issued at the end of each nine weeks' session. The report card contains letter grades that are used to designate a pupil's progress and the absences of the student. The local media will carry announcements that report cards have been issued. The last report card at the end of the year is mailed.

<u>Nine weeks grading periods ending dates</u>	<u>Report Card issued dates</u>
1. Friday, October 16, 2009	1. Friday, October 23, 2009
2. Friday, January 8, 2010	2. Friday, January 15, 2010
3. Friday, March 12, 2010	3. Friday, March 19, 2010
4. Tuesday, May 25, 2010	4. (Report cards will be mailed)

Progress Reports

Progress reports will be issued to students approximately halfway through a nine weeks grading period. These reports are for parents to assess their student's progress before the end of the nine weeks. Parents may access student grades and conduct report online @ www.lincolnschools.org by going to the parent command center.

GRADUATION POLICY

Any senior who has successfully completed all Louisiana graduation requirements of Carnegie units and passed the Graduate Exit Exam is considered eligible to participate in the graduation ceremony of the high school in which he is enrolled. Students who attain a 4.0 GPA will be given the option of speaking at the graduation ceremony.

Any senior who has not successfully completed all Louisiana graduation requirements will not be considered a graduate and will not participate in any Lincoln Parish high school graduation ceremony.

Participation in a graduation ceremony is a privilege, and **students who have met graduation requirements but have discipline infractions can be barred from the ceremony.**

Decisions about a student's participation in graduation will be made by school administration and the Lincoln Parish School Board. Neither the high school nor the Lincoln Parish School Board will be held financially responsible for any expenses incurred for graduation if a student is deemed ineligible due to a discipline infraction. In addition, neither the high school nor the Lincoln Parish School Board will be held

financially responsible for any graduation items that are purchased before graduation requirements are successfully completed.

GUIDANCE

Students are encouraged to use the guidance department for concerns or receive information related to personal problems, academics, careers, scholarships, and testing. The guidance office will be open from 7:30 a.m. to 3:30 p.m. The schedule for the ACT, SAT, PSAT/NMSQT, ADVANCED PLACEMENT, GRADUATE EXIT EXAM, AND ASVAB are found on page 33.

HALL CONDUCT

Students should talk in a normal tone of voice, move to the right, and not stop or congregate in groups. No student will be allowed to sit in the halls before school or between classes.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher, have an official hall pass, or note from a teacher, administrator, or counselor. Locker and restroom passes will be written only in case of emergencies.

HOMEWORK POLICY

Ruston High School recognizes that a reasonable amount of study and preparation is essential for the scholastic growth of the child. It is also aware, because of the individual differences and needs of pupils, that it is unsound to require or expect all pupils to be assigned the same kind of homework in connection with their school instruction. Purposeful homework varies from day to day with each pupil, depending on his/her educational capacity, potential and need. Homework should supplement, complement, and reinforce classroom teaching and learning.

HONOR GRADUATES

To be designated as an Honor Graduate a student must have earned a minimum of 17 Carnegie units of honors courses, have a minimum GPA of 3.50. Highest Honor Graduates will be the top 5% of the graduating class.

HONOR ROLL

Principal's List	4.0 – 3.90
Honor Roll	3.89 - 3.50
Academic Achievement	3.49 - 3.00

I.D. BADGES

All students will be issued identification (I.D.) badges upon registration at no cost to the student.

1. I.D. badges are to be worn on a lanyard provided by the school on the front of the upper body. They must be worn at all times while on campus. The name and picture must be visible.
2. Students will have to purchase a new badge if they arrive at school without their badge. Lost or defaced badges must be replaced at a cost of \$2.00 for the first badge and \$5.00 thereafter. Students will be allowed on campus but must pay for the I.D. at the time the new one is issued.
3. A student must present the badge for identification upon request by any school district official. This includes, but is not limited to, administrators, teachers, counselors, lunchroom workers, bus drivers, and secretaries.
4. The badge may be required for library transactions.
5. The badge must be used to purchase a school lunch.
6. Disciplinary action will be taken for losing multiple badges, defacing a badge, or covering a badge. This will be treated as a disciplinary referral.
7. I.D. badges are nontransferable and may not be used or possessed by any one other than the owner.
8. I.D. checks will be done periodically.

INSURANCE FOR STUDENTS

There are no provisions for the Lincoln Parish Schools or Ruston High School to carry general medical payments insurance on its students at taxpayer's expense. However, Lincoln Parish Schools provides a student accident insurance program for all students at the parents' expense. Student insurance may be purchased by parents at low cost through a private company approved by the LPSB. This program, if purchased, will pick up the cost of accidental injuries sustained by the student at school or school-related activities. Any student athlete must have purchased the student accident insurance or have on file in the Athletic Director's office a waiver form which verifies adequate coverage by the family or group policy.

IMMUNIZATIONS

The Louisiana State Legislature passed a law concerning immunizations for school age children. (RS 17:170) The Lincoln Parish School Board requires every child to have a current immunization record to comply with this law. These immunization requirements must meet the standards set by the Louisiana DHH (Department of Health and Hospitals), Office of Public Health.

LATE REGISTRATION

Students who have not previously attended any school during the current school year must register within 8 days after the beginning of each semester to receive credits. These days of absence prior to registration will be counted as part of the 8 allowed absences.

LIBRARY

The library is open from 7:30 a.m. to 3:30 p.m. daily. Regular fiction and nonfiction books are checked out for 2 weeks and may be renewed. Reference books, magazines, and vertical file materials are checked out overnight. A fine of \$.05 per day per book is charged for all overdue materials. Lost or damaged books must be paid for.

If a student owes any fine or obligation at the end of a grading period, he/she will not receive a report card or be allowed to check out library materials until his/her obligations are cleared.

LOCKERS

Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. Inspection of lockers may be conducted by school authorities without student consent at any time, for any reason, and without a search warrant.

The lockers at RHS are assigned to students for their convenience and the security of their textbooks and personal belongings. Book bags must be stored in lockers after arriving to school and can be removed only to leave the campus. Book bags and valuables should not be left unattended.

Students may have to share lockers during construction time at RHS. If a student's locker is broken into or another student has learned the combination, the incident should be reported.

Because the lockers belong to the school and their proper use is the responsibility of the administration, only the lock issued by the school may be used. The school administration reserves the right to determine when a locker search will be conducted. Every student shall be responsible for books and other articles issued to him/her by the school. The administration will accept NO responsibility for loss from a locker through theft or vandalism.

No contraband, electronics, or food items (except lunch) are to be stored in lockers at any time. If prohibited items are found in lockers, the student to whom the locker is assigned is subject to disciplinary action.

It is the student's responsibility to see that his locker is kept locked and in order at all times. Since lockers are a permanent part of the building, students will keep them in good, usable condition or lose their locker privilege. Students are not to put writing or stickers on or inside lockers. Lockers will be inspected for damage at the end of school session, and the student will be liable for needed repairs.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where they may be claimed by the owner.

LUNCH

Lunch payment accounting is managed by computers. Each student is assigned a lunch number that must be scanned from I.D. or given to the clerk at the time of payment. We encourage paying students to prepay their lunch. This will allow the students to go through the lunch line faster. When a student has run out of money, he/she will be notified. No charging for lunch is allowed. Any money left over at the end of the school year will be refunded. Applications for free or reduced lunch will be handed out the first day of school. Students have until the Friday before Labor Day to return the application to the cafeteria. After that time, students must pay for their lunch until the application has been approved. Students MAY NOT leave campus for lunch, except for extenuating circumstances as approved by the principal or his designee. Students will not be allowed to go to their lockers after lunch until the bell rings ending their lunch shift. Students may bring their lunch and eat in the cafeteria or the boulevard. No carbonated beverages are allowed in the cafeteria. Lunches may not be brought to the office and left for distribution.

MEDICATION POLICY

The Louisiana State Legislature passed a law concerning medication administration in public schools. (R.S. 17:436, Act 87) The Lincoln Parish School Board adopted its Medication Policy to comply with this law.

Medications at school:

- Will be restricted to those which cannot be administered before or after school.
- Must be transported to and from school by a parent or guardian. (*DO NOT SEND MEDICATION WITH YOUR CHILD*)
- Must be in a pharmacy-approved container **with a prescription label**. This label should include a prescription number, child's name, name of medication, dosage and frequency, physician's name, date, and pharmacist's name.
- Will be restricted to a 30 day supply.
- Must be in correct dosage form. If a child is to receive a ½ pill, the pills must already be cut in half.
- Must have the first dose given at home.

No OTC (Over-The-Counter) medication will be given at school.

No antibiotics will be given at school.

PARENTS: If your child is taking medication during school hours, *YOU MUST HAVE A MEDICATION FORM ON FILE AT SCHOOL.*

The Lincoln Parish School Board Medication Form includes:

- a **MEDICATION ORDER** from a LA licensed physician or dentist
- a **PARENTAL CONSENT**

These Medication Forms are available at schools and at local physician's offices.

If you bring medication to give to your child at school, you must check in with the school office.

FIRST AID: First aid will be limited to the use of ice, water, and band-aids. *NO MEDICATION, orally or topically, WILL BE USED.* Students may self-medicate only if Parental Consent Form and Medication Order Form are completed.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers or counselors by telephoning or e-mailing. These conferences must be scheduled during the teacher's planning period, before school, or after school.

PARKING REGULATIONS/MOTOR VEHICLES

Driving is a Privilege - Student Disciplinary Action

Act 732 of the 2003 Legislative Session provides for the suspension of driving privileges of a student who is expelled or suspended from school for ten or more days for committing certain infractions or who withdraws from school under certain circumstances. The infractions are as follows: the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff.

In accordance with R.S. 17:416(D), the principal must notify the Department of Public Safety and Corrections, Office of Motor Vehicle, of any student between the ages of fourteen and eighteen who has been subjected to a disciplinary action as defined in this statute. Therefore, Ruston High School will abide by this legislative act and notify the appropriate officials should this situation arise.

Students are given the **privilege** of driving their cars to and from school. Students who drive must accept the obligation for being punctual, **parking properly** in certain parking areas, and following the rules of safe driving around school. To help promote safety for students and vehicles, all laws and traffic regulations enforced in the city of Ruston will be strictly enforced on the campus. Students who fail to comply with the following parking lot regulations will be subject to disciplinary action.

1. All automobiles parked on the RHS campus will be registered and have a visible RHS parking sticker. If a vehicle hasn't been registered by the deadline (2 weeks after school begins), the price for the permit increases to \$10. (beginning August 31)
2. To receive a parking tag, the student must produce a valid driver's license, proof of liability insurance, and a request form filled out in advance. The first tag costs \$5.00. A \$10.00 fee is charged for the second tag. All stickers must be visible on cars beginning August 31, 2009.
3. Student drivers will park their vehicle, secure it, and leave the parking lot immediately. Lounging or loitering in or around the parking lot will not be allowed. Students are not to go their vehicle during the school day.
4. The student driver assumes responsibility for the conduct of those who ride with him.
5. Parking at RHS will be reserved in the following ways:
 - a. Teachers have priority in all lots on a first come basis.
 - b. The back boulevard will be reserved for faculty-staff parking; no student automobiles will be allowed to enter or park there unless for repair at the shop. Students parking in the back boulevard will be charged the maximum fine.
6. PENALTIES
 - a. Illegal parking, going the wrong way on a one way, or parking without a permit will be a \$5.00 fine. If the fine is not paid within a 2 week period, the fine goes to \$10. Unauthorized vehicles must be accounted for, and may be subject to police removal of vehicle and/or driver.
 - b. After three (3) parking/traffic violations, a mandatory parent conference will be required. Failure to comply could result in suspension of driving privileges to school.
7. All students driven to school by a non-student **MUST** load and unload in front of the main building by the flag pole or in front of the boys' gym.
8. All seniors must pay parking fines before graduation. Undergraduates must pay fines before registering the following year.

RELEASE OF PERSONAL STUDENT INFORMATION BY THE SCHOOL

Personal information, which includes a student's name, address, telephone number, date and place of birth, major field of study, participation in official activities, weight and height of members of athletic teams, dates of attendance, degrees and awards, and the most recent previous educational institutions attended may be released by Ruston High School without written prior consent.

SAFETY

Students have the right to expect that school will be a safe place to obtain an education.

Responsibilities

In order to ensure the safety of others, students must follow established rules and regulations and conduct themselves in accordance with the rules.

The parent/guardian is responsible to provide the student's school current working telephone numbers and any change in status concerning family information.

Students have the responsibility to alert the teachers and school administrators about any hostile attempts made to a student, as well as any information about possible violations of the Code of Conduct especially matters involving drugs and weapons.

SEXUAL HARASSMENT

Harassment on the basis of sex is a violation of state and federal law. Ruston High School will not tolerate any sexual harassment on the part of any student towards another student or staff member. Sexual harassment is defined as any unwanted sexual advance, implied or overt, of a verbal, visual, or physical nature. Incidents may include verbal harassment such as derogatory comments, jokes or slurs, or remarks or questions of a sexual nature; physical harassment such as unnecessary or offensive touching; and visual harassment such as derogatory or offensive posters, cards, cartoon, graffiti, drawings, looks, or gestures. It not only depends on the perpetrators intention, but also upon how the person who is the target perceives the behavior or is affected by it. If a student has a concern or a complaint about the nature of any conduct or physical contact by another student or any other person, he/she should report it immediately to the administration. Conduct in violation of this prohibition will result in severe disciplinary measures.

Examples of Verbal Sexual Harassment

- Referring to an adult as girl, hunk, baby or honey
- Whistling at someone, making cat calls or kissing sounds
- Making sexual comments about a person's body
- Making sexual innuendos
- Telling sexual jokes or stories
- Asking about sexual fantasies, preferences or history
- Asking questions about a person's social or sexual life
- Repeatedly asking out a person who is not interested
- Telling lies or spreading rumors about a person's sex life
- Asking for sexual favors
- Name calling of a sexual nature (hey baby, bitch, etc.)

Examples of Non-Verbal Sexual Harassment

- Looking a person up and down (elevator eyes)
- Staring at someone
- Blocking a person's path
- Standing too close
- Preventing someone from leaving an area
- Having sexually suggestive materials at school (posters, calendars, etc.)
- Making facial expressions, winking, throwing kisses, licking lips
- Making sexual gestures with hands or through body movements

Examples of Physical Sexual Harassment

- Touching a person's clothing, hair or body
- Constantly hanging around a person
- Hugging, patting, kissing or stroking
- Touching or rubbing oneself sexually around another person
- Standing close or brushing up against another person
- Spiking (pulling down someone's pants)
- Giving "wedgies" or "snuggies" (pulling underwear up between the buttocks)

These actions in and of themselves are not always considered sexual harassment. If these actions are unwelcome, AS DETERMINED BY THE RECIPIENT, that's the key test as to whether a given behavior constitutes sexual harassment! When violations of the Lincoln Parish School Board Sexual Harassment policy have been validated, appropriate disciplinary action such as reprimand, suspension, or termination proceedings shall be taken.

TEACHER BILL OF RIGHTS **(LA—R.S. 17:416.18)**

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents and students are fully informed of the various right conferred upon teachers. Those rights, the Teacher Bill of Rights, are established as follows:

1. A teacher has the right to teach free from fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5 and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and through 416.6 and any city, parish, or other local public school board regulation.
3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(l)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(l)(c).
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.6.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

*No city, parish or other local public school board shall establish policies that prevent teachers from exercising the rights provided herein. The provisions of the Teacher Bill of Rights shall not be construed to supersede any other state law, BESE Policy, or city, parish or other local public school board policy enacted or adopted relative to the discipline of students.

TELEPHONES

Telephone calls may be made to the school office 255-0807, between 7:30 a.m. and 3:30 p.m. The office is not open on Saturday, Sundays, or holidays. Students will be called to the phone only in extreme emergencies. Only in the event of an emergency may a student use the telephone in the office. Only administrators may permit a student to use a school phone. See "Electronic Devices" for information on use of cellular phones. (Also see cell phone info on pages 21 and 22)

TEXTBOOKS

Textbooks are the responsibility of the student. Prior to or at the beginning of each semester, students are given an opportunity to visit the Textbook Room and check out any needed textbooks. Each of these books has a numbered bar code in it. Students should neatly write their names in their textbooks. The student is responsible for returning textbooks to the Textbook Room on or before the due date. There is a \$5.00 fine for each textbook returned after the due date. If a student loses a book, he/she will not be given another book until the lost book is paid for. If the book is found, the payment will be refunded. All fines and fees for textbooks must be paid for by the student in order for him/her to receive report cards, transfer credit, register at another school, or participate in graduation ceremonies.

TOPS

Louisiana's Tuition Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships. To be eligible for TOPS, students must meet the criteria as set by the State of Louisiana. There are four award components in the TOPS Program. See your counselor for more information.

TRANSCRIPTS

Transcripts may be obtained in the Guidance office from one of the counselors. A request form must be completed at least 24 hours before the transcript is issued.

TRUANCY / LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

When a student is absent from school without the knowledge and consent of parents/guardians and/or a school official, the student is truant. Students will not be allowed to leave school during the school day without the written, faxed, or face-to-face request of the parent or guardian. In addition, students who leave the school grounds at any time must have the permission of the principal, the principal's designee, or the attendance secretary. Students without the proper permission, as stated above, will be considered truant. Any absence because of truancy or skipping counts as an unexcused absence and will not be allowed to make up missed work. Students who are truant will be subject to the following actions:

1st offense: Written referral, one day In-School Suspension, and notification of parent.

2nd offense: Written referral, one day Out-of-School Suspension, and notification of parent.

3rd offense: Written referral, two days Out-of-School Suspension, and notification of parent.

Any subsequent offenses will result in more severe disciplinary action.

VALUABLES

Students are cautioned not to bring large amounts of money, radios, or cameras or any type of electronic equipment or games to school. If eye glasses or watches are worn keep track of them at all times. Students, not the school, are responsible for their personal property. Do not leave it or any other valuables in your lockers. Games, toys, radios, telephones, electronic equipment, and the like may be confiscated and returned at the end of the day or year.

VISITORS

The Lincoln Parish School Board welcomes and encourages parents and other school patrons to visit the schools at appropriate times; in fact, special programs and visiting days may be planned throughout each school year to provide opportunity for such visits.

Principals shall be responsible for establishing procedures that ensure the proper protection of instructional time and the welfare of the students and employees. In accordance with state law, no person is allowed on school grounds or in school buildings or facilities without authorization from the appropriate school official. Therefore, all visitors shall report to the principal's office immediately upon coming onto school grounds for their visit. Office personnel, principal, counselor, etc., shall be made aware of the purpose of the visit. If at all possible, all visits should be pre-arranged. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

The Board, in accordance with state law, shall authorize principals, school administrators, or school security guards to search the person, and any item in the possession of a person who is not a student enrolled in school, or any school employee, while in or on any school property. The search may be conducted at random with a metal detector, or physically when there is reasonable suspicion that such

person has any weapons, illegal drugs, alcohol, stolen goods, or other materials which violate Board policy.

Students may not bring visitors, relatives (including their own children) or anyone who is not registered as a student at RHS on campus at any time unless permission is obtained from the administration. This also applies to former students, as well as non-students.

All visitors must report to the school office to receive a visitor's I.D. badge which must be worn while on campus. After one warning, repeat offenders will be treated as trespassers and the police will be contacted.

VOLUNTEERS

RHS recognizes that volunteers can make many valuable contributions to the school. Therefore RHS endorses a Volunteer Program in the school, subject to suitable regulations and safeguards, to be promulgated by the Principal or staff, in cooperation with the school.

WITHDRAWAL AND TRANSFER

The procedure for withdrawal and transferring is as follows: (1) Secure authorization for withdrawal or transfer note from your parent or guardian and a counselor; (2) Obtain appropriate forms from the guidance office; (3) Have the forms filled out by teachers (4) return all school books, property; (5) pay debts; (6) Take completed forms to the guidance office. **The withdrawal date cannot be made retroactive.** Transfer students from within the United States must have verification of grade placement from their previous school to register at Ruston High School. Students must complete an enrollment form prior to attending RHS classes. All transfer students must register through the Lincoln Parish School Board.

2009-2010 TESTING SCHEDULE

ACT

Test Dates

September 12, 2009
October 24, 2009
December 12, 2009
February 6, 2010
April 10, 2010
June 12, 2010

Graduation Exit Exam

October 19-23, 2009	Fall Administration (Retest)
February 9-12, 2010	GEE Retests – Seniors Only
April 12-16, 2010	Spring LEAP 21
June 28-30, 2010	Summer Administration

Integrated Louisiana Educational Assessment Program (iLEAP)

April 12-16, 2010	9 th Grade Only
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SAT Program

TEST DATES

October 10, 2009
November 7, 2009
December 5, 2009
January 23, 2010
March 13, 2010
May 1, 2010
June 5, 2010

TEST

SAT and Subject Tests
SAT and Subject Tests
SAT and Subject Tests
SAT and Subject Tests
SAT only
SAT and Subject Tests
SAT and Subject Tests

PSAT/NMSQT

Wednesday, October 14, 2009

ASVAB

November, 2009

Advanced Placement (AP)

May, 2010

College Spring Testing

Seniors are to follow the same procedure for testing as college visit days. See the section on College Visit Days.

College Career Day

Tuesday, September 22, 2009, at Louisiana Tech University Student Center

CLUBS AND ORGANIZATIONS

The organizations mentioned in this section are called "co-curricula", meaning that they are designed to compliment and expand upon the lessons learned in the classroom. We at RHS encourage the growth of the whole person, and we believe that one of our goals is to help you become a good citizen of this community, this country, and this Bearcat family.

Art Club

The purpose of the Art Club is to offer art students an opportunity to work together to promote interest in the art community of the school. Students must be enrolled in or have already passed Art I or Fine Arts. Members will have an opportunity to participate in and art-centered trip to nearby galleries during the school year. The dues are \$15 which includes a shirt.

Bearcat Belles

The Bearcat Belles is a group of dedicated young ladies willing to promote school spirit and a feeling of loyalty to RHS through the beautiful art of dance. Being a part of Bearcat Belles allows each young lady to develop and maintain a spirit of fair play and good sportsmanship during sporting events and at any other time when called upon for other school activities. To become a Bearcat Belle, tryouts are held before a panel of judges in the spring. Candidates must be a Pepette/Band member (special circumstances may apply) in good standing and have a 2.0 grade point average and no more than one out-of-school suspension for the current school year. It is strongly recommended that candidates have private dance training prior to try-outs. There is a \$35 transportation fee, a monthly fee for a choreographer, camp attendance, and uniforms are required.

BUMS

Bearcat United Making Spirit (BUMS) raise spirit for all RHS sports by decorating or sponsoring spirit activities. Membership is open to any Sophomore, Junior, or Senior girl with a minimum 2.0 GPA who is willing to work at least one afternoon per week during football season and whenever called upon by the president or sponsor during the remainder of the year. Dues are \$10.00.

Chatterbox

The Chatterbox is the RHS newspaper. The objectives of the members of the staff are to publish the school newspaper and to publicize the Ruston High events in the local paper. Applications for the staff are available in the spring from the adviser. Juniors and Seniors with a "B" average in English may apply. Students must be willing and able to learn all aspects of journalism. This includes writing, editing, layouts, and selling ads. There are no dues; however, students must purchase staff t-shirts at a cost of about \$15.

Cheerleaders

Ruston High has three (3) cheerleading squads: Freshmen, Junior Varsity (JV), and Varsity. They are part of the Pepette organization. The primary goal of the Ruston High Cheerleading program is to promote school spirit and loyalty throughout the school and the community. Freshmen Cheerleaders are 9th graders. JV Cheerleaders are 10th graders. Varsity Cheerleaders are 11th-12th graders. Cheerleaders may play another sport, but must fully uphold their responsibility to cheerleading. Cheerleader tryouts are held in the spring. Candidates must have a 2.0 GPA and no more than one out-of-school suspension for the current school year. Candidates must complete an application and may be required to get teacher recommendations prior to tryouts. Candidates must abide by the Pepette Constitution and meet all financial obligations. There may be the opportunity for cheerleader competitions during the school year. Basic requirements of each squad include but are not limited to:

- Freshmen Cheerleaders—cheer at freshmen football and basketball games; cheer at varsity football games and designated varsity basketball games; practice weekly, participate in summer camp, Mini-Clinic, pep rallies, and fundraisers
- Junior Varsity Cheerleaders—cheer at JV football and basketball games; cheer at varsity football games and designated varsity basketball games; practice weekly; participate in summer camp, Mini-Clinic, pep rallies, and fundraisers

- Varsity Cheerleaders—cheer at all varsity football and basketball games; cheer at other sporting events as designated by sponsor; practice multiple times weekly; plan and participate in pep rallies, Mini-Clinic, fundraisers, send-offs and other activities as designated by sponsor; participate in summer camp

Debate Club/Team

The objectives of the Debate Club are to foster leadership qualities and to learn skills such as public speaking, research, logical thinking, reasoning, application of information, thinking on one's feet, etc. through competition in debate tournaments. Meetings are conducted during debate class. Students must have a 3.0 grade point average, and must sign a contract outlining membership details. The Debate Club is composed of the Debate Team which is actually an academic team of competitors rather than a club. Members must "try-out" for the team to become a member. Dues are \$20 which includes membership fees to two national debate organizations.

Fellowship of Christian Athletes (FCA)

The purpose of FCA is to unite athletes in a Christian way. Meeting times include activity periods during school and occasionally school nights. Students must be a member of at least one athletic organization. Dues are \$3.

4-H

4-H joins the home, the school, and the church to develop young men and women into useful citizens. Members "learn by doing". Meetings are conducted one hour during school each month. 4-H is open to students in Grades 9-12 who are willing to work on a 4-H project during the year. Dues are \$2.

French Club

The purpose of the French Club is to learn about the customs and culture of the French speaking countries. Activities include preparing a French meal, earning money to buy videos for the French classes, serving the school and presenting a French language film. All French students, present and past, with a 2.0 grade point average are eligible for membership. Dues are \$2 annually.

Future Business Leaders of America (FBLA)

The purposes of FBLA are to provide opportunities for students in business to develop vocational and career competencies, and to promote civic and personal responsibility. Students must be currently or previously enrolled in a business course. Dues are \$15.00. All members are encouraged to purchase an FBLA school polo shirt.

Family, Community and Career Leaders of America (FCCLA)

The purpose of FHA is to help youth assume active roles in society through home economics education in areas of personal growth, family life, vocational preparation, and community involvement. All home economics students, past and present, are eligible for membership. There is a \$20 membership fee.

Future Farmers of America (FFA)

FFA is a vital component of the Agriscience Education Program. Leadership is provided by student officers and advisor who guide the chapter activities. FFA provides many opportunities for students to travel, compete, and associate with young people of similar interests. The organization motivates young people to make positive contributions to their home, school, community, and country.

German Club

The purpose of the German Club is to learn about the customs and culture related to Germanic countries. All German students are encouraged to become members. All present and past German students are eligible for membership. Dues are \$5.00 annually.

GPA Club

The GPA Club strives to accept and promote service to the school and community, to maintain an abstinent lifestyle and encourage others to do the same, to cooperate with the school principal, to

promote higher standards in social conduct and behavior, and to create and maintain a sound public opinion that abstinence is the only guarantee to remain free from contracting a STD or becoming pregnant out of wedlock. Members of the GPA Club must sign an abstinence pledge card, maintain an abstinent lifestyle, be approved by faculty sponsor, and attend at least three of every four meetings during one school semester.

Junior-Senior Prom Committee

Junior-Senior Prom committee is in charge of all aspects of the prom. Officers are selected by the committee. All juniors are encouraged to help with decorating. Fees collected to fund the event are not refundable.

Key Club

Key Club is a service organization for high school students that operates under school regulations and is sponsored by the local Kiwanis Club. Key Club objectives include development of initiative, leadership ability, and good citizenship practices. The primary theme of the club is service to the school and the community. New members are selected by the current membership from the student body. Dues are paid at the first official meeting.

Keywanettes

The purpose of Keywanettes is to provide special services for the school and the community. Keywanettes are involved in four service projects during the year. The Keywanettes also sponsor the Homecoming Dance. They have adopted the Service Road South for litter clean up. The Club meets once a month during the activity period. Students must have a 3.25 grade point average and no suspensions or excessive behavior referrals for the previous year. Students must apply by application in the spring. Dues are \$25.00 annually and members must assist the Sunrise Kiwanis Club in their fundraising projects.

National Honor Society

The purpose of the National Honor Society shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage development of character in the students of RHS. Meetings are held during Activity Period. There are a number of membership requirements. Membership is granted only to juniors or seniors selected by the faculty advisory council and based upon outstanding scholarship, character, leadership, and service. To be considered, students must have a cumulative 3.5 or above grade point average, enrolled in at least one advanced class per year, have had no at-home suspensions or been involved with no serious violations of civil law, belonged to at least three clubs, organizations, or special rallies. All eligible interested students are given a Student Activity Information Form to be completed. Candidates become members when inducted at a special ceremony. Dues are \$15.00 which are to be paid before induction.

Pepettes

The Pepette organization is composed of the cheerleaders, Pom Pon girls, Bearcat Belles, and mascot. The purpose of Pepettes is to promote school spirit and loyalty to Ruston High throughout the school and the community. Pepettes is open to all female students, grades 9-12. Tryouts for cheerleader, Belle and mascot are held in the spring. Membership applications for Pom Pon Girls are taken in the spring. Transfer students may join Pom Pon Girls upon registration at Ruston High. All Pepettes must have a 2.0 GPA to participate and no more than one out-of-school suspension for the current school year to tryout or apply. Specific responsibilities and requirements of Pepette groups are found in the Pepette Constitution. Members in good standing are eligible to attend Pepette Formal.

Pom Pon Girls

The Pom Pon Girls are a pep squad and are part of the Pepette organization. The purpose of the group is to promote school spirit and loyalty throughout the school and the community. Pom Pon Girls is open to all female students at Ruston High, grades 9-12. Members must 2.0 GPA and no more than one out-of-school suspension for the current school year upon time of application. Members must complete the application process and agree to abide by the Pepette Constitution. They must meet the required financial obligations. Pom Pon Girls will cheer at all varsity football games and designated varsity basketball

games. They will participate in pep rallies, Mini-Clinic, and other spirit activities with the Cheerleaders. Pom Pon Girls will be asked to attend meetings and practices after school. Pom Pon Girls may play another sport but must fully uphold their responsibilities to the squad.

Quiz Bowl/Academic Competition

The Quiz Bowl Team promotes academic excellence at RHS by representing Ruston High in scholastic competition. The competition team is selected by the coaches to compete in several tournaments throughout the year. If the team wins a tournament, they are eligible for the National Academic Competition at the University of New Orleans. The team practices for an hour and a half each week. The practice time is determined by the team members. The team is open to any student. The team will be selected by the coaches. Dues are \$10.00 annually.

The Resume (Yearbook)

Members of the Resume staff compile the school yearbook. Students must enroll in Journalism II (Yearbook) as a class. Other outside meeting times are set as deadlines require. Applications for the staff are available in the spring from the advisor. Juniors and seniors may apply. Students must be willing and able to learn all aspects of publishing the yearbook. This will include drawing layouts, writing copy, selling ads, and subscription drives. There are no dues; however, students purchase staff t-shirts at a cost of about \$10. They will attend camp at a cost of approx. \$50.00.

SADD

Students Against Drunk Driving works to persuade young adults not to drink alcoholic beverages and to always have a designated driver if anyone is drinking. Membership is open to any RHS student, but all are required to pay \$1.00 in dues.

Science Club

The Science Club objectives are to further the interest of science at RHS; to urge members of this club to enter the annual Science Fair; to encourage juniors and seniors to present papers to the Louisiana Junior Science and Humanities Symposium; to present programs to the club members which will feature a speaker from some area of science; and to sponsor the RHS Science Fair. Meetings are during Activity Period, and membership is open to any high school student who has an interest in science. Dues are \$3.00 annually.

Spanish Club

The objectives of the Spanish Club are to deepen knowledge of language and culture, to interest students to take the language, and to serve school and community. Meetings are during Activity Period. Membership is open to all Spanish students, past and present, with dues being \$5.00.

Student Council

The objectives of the Student Council are to instill American ideals and promote democratic principles in the students of the school; to promote student participation in school activities; to act as a clearing house for student problems; to promote a spirit of cooperation among the students; and to promote the highest ideals in scholarship, athletics, and extracurricular activities in the school. Meeting times are during Activity Periods. Six representatives from each class are elected in the spring of the previous year of service. Freshman representatives are elected in the fall. To become a candidate for election, each person must submit a written petition of at least 25 supporters to the Student Council advisor within a designated time limit. Students must have a 2.5 grade point average and he/she must have had no at-home suspensions. There are no dues.

Young Lawyers

Young Lawyers is an organization of students who are interested in pursuing any career in the legal field, not just becoming lawyers. They participate in one or two community service projects during the school year. The most important undertaking is preparing for the Mock Trial competition that is held in February and March. This requires students on the Mock Trial team to learn about and present a particular case that has been created by lawyers in the state of Louisiana. Students must learn both sides of an issue, prosecution and defense, to be prepared for the competition. Enrollment fee is \$5.00.

Mr./Miss RHS

This title is reserved for two RHS senior students, one male and one female. Nomination and voting for this honor is by faculty/administrators/guidance only. To be nominated, a senior student must have a 3.0 cumulative GPA, no major discipline referrals, no out-of-school suspensions while in high school, and be a current member of at least two (2) school organizations one of which must be a club.

Homecoming Court

To be a member of the RHS Homecoming Court a student must have an RHS cumulative 2.5 GPA and no out-of-school suspensions. 10th, 11th, and 12th grade nominees must have been an RHS student for the entire previous school year. 9th grade students' GPAs are based on their 8th grade final GPA.

ATHLETICS

Ruston High School Athletic Rules and Regulations

Ruston High School believes that the athletic program should be an integral part of the total educational process. The mission of the Athletic Department is to ensure and enhance the quality of life for youth by providing competitive activities. Good contests, properly supervised, give youthful competitors the opportunity to gain self-confidence, improve skills, exhibit good sportsmanship, ethical behavior and integrity. Sports programs help the participant to develop physically, morally and mentally. Athletic offerings are competitive and diversified, thereby allowing students the opportunity to realize their full potential relative to growth and development. All programs are designed not only to teach athletic skills, but also to instill good character and teach sound values. It is felt that the success of the athletic program sets the tone for the entire school. It builds a positive self image of the team, the school, the community and, more importantly, the individual athlete. It is our final goal that sports activities will produce young men and women who will be able to enter the community and become constructive, contributing members of society: citizens that will leave their mark on this world by making it a better place for future generations. In the best of competition, there are no losers.

General Statement: Interscholastic athletics is a voluntary program. Students are not obligated to participate and participation is not a requirement for graduation. Competition in high school athletics is a PRIVILEGE, not a right. Accompanying that privilege is the responsibility of the student to conform to the standards established by the school. Athletics are conducted subject to the rules and regulations of Ruston High School, the Lincoln Parish School Board, and the Louisiana High School Athletic Association.

Because inter-scholastics are voluntary and because those participating represent their school, we expect the behavior of those who try out and participate to be of the highest order. This is particularly true of academic requirements, honesty, school citizenship, and sportsmanship. The dignity of the school is reflected in its athletic/activity program. Since it is a privilege to participate and represent the school, it is logical that the school has the authority to revoke the privilege for those who do not conduct themselves in a responsible manner. This sense of responsibility extends to the activity as well as to conduct inside and outside the school.

General Policies and Rules for Behavior: A student athlete must observe the following:

- Shall be held responsible for all rules and regulations covered in the Ruston High School Student Handbook.
- Guidelines are for the school year and refer to infractions which occur in or out of season. Guidelines also apply during the calendar year when the student is actively engaged in school-associated activity. This includes but is not limited to summer athletic camps, summer league play, and weight-training.
- Any conduct in or out of school that is determined by the Ruston High School administration to be unbecoming of a participant in Ruston athletics will not be tolerated, and the violator will be subject to disciplinary action.
- Shall conduct himself/herself in a sportsmanlike manner at all times. This includes, but is not limited to disrespect for school personnel, profanity, vandalism, stealing, or destruction of school property or school equipment. Offenses will be considered and consequences administered on an individual bases by the Coach, Athletic Director, or Principal.
- Must show support for fellow teammates in a positive manner on and off the court and show good sportsmanship on and off the court to referees and the opposing teams. Any violation of these rules will result in suspension from the team based on the coach's decision.
- Must abide by any general team rules instituted by an individual coach (provided that such rules are deemed appropriate and reasonable by the Athletic Director and/or Principal).
- Hazing/Harassment/Bullying in any athletic/activity program or outside the program is unacceptable. Student involvement in hazing/harassment/bullying may be suspended from athletic/activity contest/events or removed from team.
- The Principal, Athletic Director, and Head Coach will deal with any irregularities that may occur or any situation not covered by policy.

Disciplinary Actions: Disciplinary measures for any action detrimental to the Athletic Program of Ruston High School and/or violation of team rules will be handled by the coach of the sport. Appeal procedures to disciplinary actions by coaches must be directed to the Athletic Director who will render a decision to any appeal.

Athletics are an extension of the educational process for its student-athletes. In order to enjoy the privilege of participating in athletics at Ruston High School, each student-athlete and parent/guardian should read and understand the following stipulations. No student will be permitted to participate in any athletic practice, scrimmage, or contest until copies of the following are on file with the coach and/or Director of Athletics:

1. Proof of age on file at the school office. (Birth Certificate)
2. Pre-participation Physical Evaluation - Medical History and Physical Examination signed by a physician, or nurse practitioner, and parent or guardian and student. This exam must be current, i.e. dated less than one year from the end of the season in which the student-athlete is to participate.
3. Signed Athletic Parental Permission Form.
4. Proof of Insurance - Ruston High School does not carry insurance for personal injury of athletes. The student athlete must have purchased the student accident insurance or have on file in the Athletic Director's office a waiver form which verifies adequate coverage by a family or group policy.
5. Signed Substance Abuse Form: (Both Parish and LHSAA)
6. Academic Requirements: All student athletes must pass a minimum of 5 classes per year and maintain a minimum of a 1.5 GPA.

Alcohol Use/Possession: RHS has a significant interest in discouraging the use of prohibited substances to provide a safe and healthy environment conducive to learning. The use of alcohol is detrimental to health and conditioning and it is considered a violation of the athletic code if a student possesses or uses alcoholic beverages. All student-athletes' use or possession of alcoholic beverages will not be tolerated, and the violator will be subject to disciplinary action. In addition, the athlete will remain on probation for one calendar year from the date of the offense.

- Voluntary Admission of a 1st Offense: A student may admit that he/she violated the code provisions regarding alcohol only one time in his/her high school career. The voluntary admission to the coach or athletic director must occur on the first school day following the rule violation. Parents/guardians will be notified of the admission. The coach or athletic director may suspend the student from one or more contests.
- 1st Violation: A conference will be held including the student-athlete, the parents/guardians, any coaches involved, and the Athletic Director. A two-week suspension where, for the first week the athlete will be banned from all team functions. For the second week, the athlete will practice but will not participate in any contest or scrimmage.
- 2nd Violation: A conference will be held including those same parties who met as a result of the first violation. An athlete must complete a chemical-dependency education program and will be suspended for four weeks from all athletic participation. It is the responsibility of the student to provide the athletic director with evidence of the required assessment/evaluation prior to reinstatement of athletic privileges.
- 3rd Violation: Suspension from all sports programs for the remainder of the student's high school career. If the student successfully completes a drug-and alcohol treatment program, the student may petition the Superintendent for a hearing on reinstatement. However, the minimum suspension from all extra-curricular activities for the 3rd violation shall be one calendar year.
- 4th Violation: Expulsion from participation in any and all extra-curricular activities for the remainder of the student's high school career with no options for appeal.
- Out-of-Season: Same policy as above with the suspension to be served in first interscholastic contest of next season.

Attendance: A student/athlete cannot participate or compete on a day in which you were absent or suspended from your regular classes. Field trips and similar school-related functions are not considered an absence. On any given day, you must be in attendance for 4 of the 7 periods to be eligible for practice or competition on that day. An exception may be granted if the principal or the athletic director is informed prior to the absence and it is considered legitimate. (doctor's appointment, dentist's appointment, funeral attendance) Prior notice is required for exceptions. It is the responsibility of the student athlete/parent to see that his/her absences are properly explained to the Athletic Office

A student who is absent on Friday may participate on Saturday or Sunday only at the discretion of the principal or athletic director. Athletes who violate this rule will be suspended from the next competition following the discovery of the violation.

Banquet - Athletic: If an athlete has quit a sport the athlete will not be given the privilege to attend the banquet. If an athlete has been suspended from a sport and the sport banquet falls within the suspension period, the athlete will not be given the privilege to attend.

Class Cuts: The focus of school is learning. A student belongs in class. Any student-athlete guilty of cutting class during his/her sport season will be subjected to disciplinary action by the coach.

Criminal Action: When the school has substantiated knowledge that a student has been charged with a criminal offense, he/she will immediately be temporarily suspended from participation in all extracurricular activities. The high school administration and athletic director will consider duration of the suspension and reinstatement of the student to a program based upon a review of the information. A student convicted of a misdemeanor or felony that results in probation or parole will be suspended from all athletic events for the duration of the probation or parole.

Drugs: Refer to Lincoln Parish School Board Policy

Detention / Extended School: Athletes assigned to detention or extended school will serve the same duration as any student.

Multiple Sports: The RHS Athletic Department supports the concept of participating in more than one sport. Coaches shall not establish expectations "out of season" which would prohibit or restrict a student's participation in another sport which is "in season". When an athlete competes in more than one sport, until a student is cleared from a sport by the head coach, he/she is not eligible for another sport. Clearance would include but is not limited to payment of bills, return of uniform and equipment, and the ending of the season of the sport. An athlete will not be allowed to participate (practice or contest) on another team during the same season if he/she quits a team without permission from the head coaches and the A.D.

Suspensions from School: A student suspended from school for any reason is ineligible to participate in athletics (practice or contest) until he/she has been reinstated in school and has attended regular classes for one full school day.

Suspensions (In-School): A student assigned to in-school suspension for any reason is ineligible for athletics (practice or contest) until he/she has attended regular classes for one full school day. Athletes assigned to In-School Suspension will serve the same duration as any student.

Tobacco Products (including smokeless tobacco): The use of tobacco in any form, at school or any school activity is prohibited. The use of tobacco products (cigarettes, cigars, snuff, chewing tobacco, etc.) is detrimental to health and conditioning and not consistent with the goals and philosophy of athletics. Any athlete found using or in the possession of tobacco products will receive counseling by the coach or athletic director and the parents/guardians will be notified. In addition the violator will be subject to disciplinary action.

Transportation: Team members must ride to and from activities on school provided transportation under the supervision of school personnel. EXCEPTION: Students may return on other than school provided

transportation with their own parent/guardian if the parent/guardian is at the event and personally informs the coach/sponsor in writing. However, the coach maintains the right to deny any or all such requests.

Conclusion: Please understand that this handbook is not all inclusive. There are rules and regulations that are not included and, of course, each coach has the right to make reasonable rules that are more stringent than those outlined in this document. These rules will be communicated verbally and in writing to the student-athletes and will be on file in the Athletic Director's office.

All athletic programs at RHS are sanctioned by the Louisiana High School Athletic Association. Students showing athletic ability are encouraged to participate in school sports and should contact the coach of the sport for details. Every school wants to field a team of its best athletes. Students interested in athletics are reminded that eligibility rules exist for age and scholastic achievement. To be eligible to play ball a student must pass five subjects and have a 1.5 grade point average. Student athletes are reminded that each time they play they represent our school. Therefore, athletes are expected to exhibit behavior of the highest order and serve as an appropriate example for other students. Since participation in athletics is a privilege, athletes who encounter disciplinary problems with any teacher or the office may be subject to removal from the athletic team.

Parent Procedural Form

Parents, to obtain information or discuss concerns related to your child's education at Ruston High School, please contact the individuals outlined in the steps below:

Step 1

Your child's teacher

Call the school secretary @ 255-0807 or e-mail your child's teacher (*see RHS website*) to find out when your child's teacher has a planning period or to set up a conference after school.

Step 2

Call or e-mail Appropriate Assistant Principal (255-0807 or e-mail – see RHS website)

Or

Counselor (255-0807 or e-mail - see RHS website)

Step 3

Call or e-mail Mike Milstead, Principal at 255-0807 or mmilstead@lincolnschools.org

Step 4

Ricky Edmiston, Secondary Supervisor (*secondary*)

Lincoln Parish School Board Office

410 S. Farmerville St.

Ruston, LA 71270

redmisto@lincolnschools.org

(318)255-1430

Signature Page

This handbook and the Internet Acceptable Use Policy are presented to each Ruston High student and parent/guardian. Please read and become familiar with the rules and regulations that govern student behavior at **Ruston High School**.

Questions concerning this 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.

Students and parents are requested to sign this form and return it to their homeroom teacher. Students will not be allowed to use the school's computers until this page is signed and returned to the school.

STUDENT SECTION:

I have read the information in the Ruston High School Handbook. I understand the policies on discipline, electronic devices, dress code, bus safety and conduct, computer use, family involvement, and the school rules and regulations.

I have read the Lincoln Parish School Board policy IFBGA, Acceptable Use Policy for School Computer Systems and the Internet - Student Use (Page 7). I agree to follow the rules contained in these policies, I understand that if I violate the rules, my Internet privileges can be terminated and I will be subject to suspension and/or other disciplinary measures.

Student Signature _____

PARENT SECTION

I have read the information in the Ruston High School Handbook. I understand the policies on discipline, electronic devices, dress code, bus safety and conduct, computer use, family involvement, and the school rules and regulations.

I have read the Lincoln Parish School Board policy IFBGA, Acceptable Use Policy for School Computer Systems and the Internet - Student Use (Page 7). I hereby release the Lincoln Parish School Board, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's misuse, or inability to use, the Lincoln Parish School Board's system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Parent/Guardian Signature _____

Date _____