

2024-25

Student Handbook



RUSTON

HIGH SCHOOL

BEARCATS

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**2024-2025 SCHOOL CALENDAR
RUSTON HIGH SCHOOL**

9th Graders Only - first full day	Thursday, August 15, 2024
All Students	Friday, August 16, 2024
Labor Day – CLOSED	Monday, September 2, 2024
College and Career Fair	Tuesday, September 10, 2024
Open House	Tuesday, September 24, 2024
Staff Development - No Students	Friday, October 4, 2024
Fall Break – CLOSED	Monday, October 7 - Friday, October 11, 2024
1 st Nine Weeks Ends	Friday, October 25, 2024
Report Cards issued for 1 st Nine Weeks	Thursday, October 31, 2024
Election Day – CLOSED	Tuesday, November 5, 2024
Thanksgiving Holiday Break – CLOSED	Monday, November 25 – Friday, November 29, 2024
Staff Development - No Students	Friday, December 20, 2024
Christmas/New Year’s Break – CLOSED	Monday, December 23, 2024 – Friday, January 3, 2025
Staff Development - No Students	Monday, January 6, 2025
2 nd Nine Weeks/1 st Semester Ends	Friday, January 17, 2025
Dr. Martin Luther King, JR Day – CLOSED	Monday, January 20, 2025
Report Cards Issued for 2 nd Nine Weeks/1 st Semester	Thursday, January 23, 2025
Staff Development- No Students	Friday, February 14, 2025
Presidents’ Day – CLOSED	Monday, February 17, 2025
Spring Break – CLOSED	Monday, March 17– Friday, March 21, 2025
3 rd Nine Weeks Ends	Friday, March 28, 2025
Report Cards Issued for 3 rd Nine Weeks	Thursday, April 3, 2025
Easter Break - CLOSED	Friday, April 18 - Monday, April 21, 2025
Last day for Seniors	Friday, May 8, 2025
Graduation	Tuesday, May 20, 2025
Students’ Last Day/4 th Nine Weeks Ends – full day	Friday, May 22, 2025
Report Cards Issued for 4 th Nine Weeks	Report Cards will be mailed

RUSTON HIGH SCHOOL

900 Bearcat Drive
Ruston, LA 71270
Office: (318) 255-0807
Fax: (318) 251-2202
<http://rustonhigh.lincolnschools.org>

MR. DAN GRESSETT, PRINCIPAL

ASSISTANT PRINCIPALS

Mrs. Katie Walker – Academic Assistant Principal
Ms. Alecia Gix – 12th Grade Assistant Principal
Mr. Wendell Crowe – 11th Grade Assistant Principal
Mr. Dustin Serpas – 10th Grade Assistant Principal
Mr. Ryan Bond – 9th Grade Assistant Principal

COUNSELORS

Mrs. Erin Henderson – Registrar and 12th Grade Counselor
Mrs. Diana Humphries – 11th Grade Counselor
Mrs. Tatum Mitchell – 10th Grade Counselor
Mrs. Kellye Ratcliff – 9th Grade Counselor
Mrs. Kourtney Smith – Mental Health Counselor

CAREER CENTER

Mrs. Monika Locke – Testing Coordinator

MISSION STATEMENT

Nurturing students 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 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.

STUDENT HANDBOOK POLICIES

Updates to the RHS Student Handbook may occur throughout the school year. Any changes/additions will be updated on the Ruston High School website monthly to include necessary revisions. You may access the school website at <http://rustonhigh.lincolnschools.org>.

Additional information regarding policies are located in the District Student Handbook.

MESSAGE FROM THE 2024-25 STUDENT COUNCIL PRESIDENT Trenton Richard

Welcome back, Bearcats!

For those who don't know me my name is Trenton Richard, and I am thrilled to serve as your 2024-2025 Student Council president. The truth is you're probably sitting here questioning what is this guy saying or why I do have to be here? I was in this same spot four years ago, but I quickly learned these four years are something you can't waste. One of the special things about Ruston High is that there is a place for everyone. Whether that's on the court, in the pool, on the track, in the studio, in the stands, in the gym, on the golf course, on the field, in the band, or in one of the many clubs Ruston High has to offer, I challenge every student to get involved and make the most out of these four years.

On top of these great opportunities, we are truly blessed to have the best faculty and staff around, and I hope you will take the time to build personal relationships with your teachers and counselors. Coming off of a state championship year, Ruston football is the team to beat in the state. We need our students to be loud and proud in the CatBox. The CatBox is an important Ruston High tradition, which I hope grows throughout the year at every sport.

Lastly, remember your voice matters. If you have any ideas or suggestions, please don't hesitate to stop me or any other member of the Student Council. I look forward to meeting all of you throughout this year. Together we can make this school year a year to remember!

Thank you and Go Cats,

Trenton Richard
RHS Student Council President
#firmlyfounded

2024–2025 RHS BELL SCHEDULE

Regular Schedule (Monday–Friday)		
1 st Period	7:50 a.m.	- 8:43 a.m.
2 nd Period	8:47 a.m.	- 9:40 a.m.
3 rd Period (<i>announcements @ end</i>)	9:44 a.m.	- 10:40 a.m.
Advisory	10:44 a.m.	- 11:08 a.m.
(1 st Lunch Shift)	11:08 a.m.	- 11:32 a.m.
4 th Period for 1 st Lunch	11:36 a.m.	- 12:29 p.m.
4 th Period for 2 nd Lunch	11:12 a.m.	- 12:05 p.m.
(2 nd Lunch Shift)	12:05 p.m.	- 12:29 p.m.
5 th Period	12:33 p.m.	- 1:26 p.m.
6 th Period	1:30 p.m.	- 2:23 p.m.
7 th Period	2:27 p.m.	- 3:20 p.m.

Pep Rally Schedule (on designated days)		
1 st Period	7:50 a.m.	- 8:43 a.m.
2 nd Period	8:47 a.m.	- 9:40 a.m.
3 rd Period (<i>announcements @ end</i>)	9:44 a.m.	- 10:40 a.m.
(1 st Lunch Shift)	10:40 a.m.	- 11:04 a.m.
4 th Period for 1 st Lunch	11:08 a.m.	- 12:01 p.m.
4 th Period for 2 nd Lunch	10:44 a.m.	- 11:37 a.m.
(2 nd Lunch Shift)	11:37 a.m.	- 12:01 p.m.
5 th Period	12:05 p.m.	- 12:58 p.m.
6 th Period	1:02 p.m.	- 1:55 p.m.
7 th Period	1:59 p.m.	- 2:52 p.m.
Pep Rally	2:56 p.m.	- 3:20 p.m.

Alternate Schedule (as needed)		
1 st Period	7:50 a.m.	- 8:47 a.m.
2 nd Period	8:51 a.m.	- 9:48 a.m.
3 rd Period (<i>announcements @ end</i>)	9:52 a.m.	- 10:52 a.m.
(1 st Lunch Shift)	10:52 a.m.	- 11:16 a.m.
4 th Period for 1 st Lunch	11:20 a.m.	- 12:17 p.m.
4 th Period for 2 nd Lunch	10:56 a.m.	- 11:53 a.m.
(2 nd Lunch Shift)	11:53 a.m.	- 12:17 p.m.
5 th Period	12:21 p.m.	- 1:18 p.m.
6 th Period	1:22 p.m.	- 2:19 p.m.
7 th Period	2:23 p.m.	- 3:20 p.m.

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.

ACCIDENTS/ILLNESS

If a student becomes sick or is injured, he/she should let a teacher/administrator know if possible. If not possible, the student should let another student know so that he can report the situation. Once administrators know about the situation, appropriate action will be taken. That action may include notifying certified school/athletic trainers for immediate attention if necessary, parents/guardians, parish/school nurse, and/or emergency services. If a student requests to call home, he/she will be allowed to do so in order for parents to make a decision about checking out. Students who become ill or are hurt will remain in the office area until a decision is made about checking out or returning to class.

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.

At RHS, we 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.

Student Organizations

The Lincoln Parish School Board, recognizing the importance of worthwhile organizations in the school, encourages all students to participate in student organizations and club activities. Students shall have the right to form organizations within the school for cultural, social, athletic, and other authorized purposes which will enrich and extend their education. Such groups shall follow administrative regulations and procedures developed and maintained by the Superintendent and staff governing the creation and operation of student organizations and clubs in accordance with School Board policy.

Student organizations or clubs shall not deny membership to any student because of race, color, creed, sex, national origin, or disability.

Principals shall be responsible for approving or authorizing any student activity and/or organization and shall also be responsible for the operation and oversight of all student activities or organizations to assure compliance with administrative regulations. Requests for new clubs or charters must be submitted to the school principal on the School Board's *Student Organization Charter Application* at least one (1) year in advance. The principal's decision regarding the request for the new club or charter shall be **final**.

EQUAL ACCESS

As provided by the Federal *Equal Access Act*, any school which allows non-curriculum related groups access to school facilities during non-instructional time must adhere to the following criteria:

1. Equal access will not be denied on the basis of religious, political, philosophical or other content of such meetings or organizations;
2. The meetings are voluntary and student-initiated;
3. There is no sponsorship of the meetings by the school, the government, or its agents or employees;
4. Employees or agents of the school or government are present at religious meetings only in a non-participatory capacity;
5. The meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school;
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups; and
7. If access is given to school media such as bulletin boards, newspapers, or public address systems, it must be given to all non-curriculum related clubs on an equal basis.

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 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

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 monthly on a designated club day on a rotating schedule. Each club is required to perform at least one public or school community service activity.
2. Students may request a new club or activity if enough interest is found and a faculty sponsor is available. Clubs and organizations must meet the approval of the principal.

Athletics (General Rules and Regulations for RHS Athletics can be found in the appendix)

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 participate in RHS Athletics, a student must pass six subjects and have a C 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 an RHS athlete, students will be challenged to become more disciplined and to make sacrifices. We hope that students 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.

ADVANCED PLACEMENT COURSES

The Advanced Placement (AP) courses, sponsored by the College Board, allow students the opportunity to earn college credit in addition to high school credit. An AP course is a special college-level learning experience. It is challenging, stimulating, requires more work, gives greater opportunity for progress, and goes into greater depth than other high school courses.

At the conclusion of the course, the student is required to take a 3-hour College Board AP exam*, for a fee of approximately \$98. Exams, which include multiple choice and essay sections, are given at school during a designated testing period in May. Grading on a scale of 1 - 5 is done by the College Board. Scores that qualify for college credit are determined by the college. Advanced Placement will be noted on transcripts of students who take the AP exam. Ruston High presently offers the following advanced placement courses: American History, English Literature, English Language/Composition, Calculus, Biology II, Human Geography, Statistics, and Environmental Science.

APPLICATION OF POLICY

Students are held accountable for their actions at school and at 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 161 days per year (36 weeks) in each class to be eligible to receive credit for the course taken. This translates into maximums of 10 absences per year (36 weeks) for 1 credit courses and 5 absences per semester (18 weeks) for ½ credit courses.
2. All unexcused absences count toward the total of 10 absences per class per year and 5 per semester for ½ credit courses. Students will not be allowed to make up work for unexcused absences.

3. Absences excused by parent contact only permit students to make up work. They do not remove the day or days absent from the record.
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 should bring a doctor's excuse to the office if applicable. Students who qualify for an excused absence may get their excused absence sheet from the front desk upon return to school. **All doctors' excuses must be submitted to the office within 3 days upon returning to school.** The front desk opens at 7:25 a.m. Students should come by before attending class. This excuse will allow them to make up work in that class.
6. Forged doctors' excuses/forms may result in out of school suspension.
7. 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 Main Office. It is the responsibility of the student or parent to file this material within 3 days of the absence. Appeals may be made to the school attendance committee. The committee is made up of 1 teacher, 1 counselor, and 1 assistant principal.

8. Recreation activities that are not school-sponsored are not considered extenuating circumstances and will not be excused. This includes, but is not limited to vacations, hunting or fishing trips, dance programs, sporting events, and shopping sprees.
9. Group trips or vacations during the school year that are sponsored by non-school groups will not be counted as excused absences.
10. Students shall not be excused from school to work on any job including agriculture and domestic services.
11. Mental or behavioral health absences: A student may be absent for up to three (3) days in any school year related to the student's mental or behavioral health, and such absences shall be excused if certification is provided in writing in accordance with the student handbook. The student shall be given the opportunity to make up any school work missed during such absences. Following the second day of absence in any school year, the student shall be referred to the appropriate school support personnel for help addressing the underlying issue, which may include referral to medical services outside of the school setting.
12. 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 of 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.
13. **Students with attendance issues (seat time hours and/or more than 10 unexcused absences) will not be allowed to participate in extracurricular activities including but not limited to athletics, clubs, organizations, dances, field trips, etc.**

Absence Reporting

Letters reporting student absences are sent to the home address after a student has missed 3 days for a ½ unit course or 5 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.

Attendance Recovery Hours

The maximum number of seat time hours a student is allowed to make-up during a school year is 10 hours per high school course. Students missing more than 10 seat time hours may be subject to failure of the course, unless seat time hours have been made up prior to the end of the academic year. Seniors who need to make up hours from the 4th 9 weeks grading period must have all hours completed by their last day of school to participate in the graduation ceremony.

Check-In and Check-Out Procedures

1. All students checking in after 7:50 A.M. must report to the office to obtain a tardy slip.
2. **Failure to check-in/check-out properly will result in a disciplinary referral.**
3. A student may check out of school through the methods detailed below.
 - a. The parent/guardian must come into the office to sign out a student.
 - b. 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.
 - c. A student must report to the main office when checking-out or checking-in to school and sign the list.
 - d. 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.
4. Upon returning to school after having checked out earlier in the day, students must report directly to the office.
5. 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/unexcused with parent contact 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. 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 completion of assignments, the school administration should be contacted to work out a solution.
3. Incomplete nine weeks grades become F's if previously assigned 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. However, suspended students will be allowed to make up work for 100% credit.
5. For information about absences for virtual students, please see the virtual school policies for the district.

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. Four minutes are allowed between classes.
2. Any student less than 20 minutes late to school during first period will report to the office to be given a tardy slip. 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 student's first period, 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 be allowed to make up work missed at a rate of 50% of the value of the total assignment. If assigned work is not turned in within a 24 hour period per day missed, then there will be zero assigned for the missed work.
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 upon arrival to school and are limited to one excused tardy per school year. Over-sleeping, missing the bus, and parental blame are not legitimate. Students receive one free tardy each semester, but they must see their administrator in order to get the tardy excused. No free dress code violations.

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. For the fifth, sixth, and seventh unexcused tardies the student will be required to attend extended school.
3. The eighth, and ninth unexcused tardies will require a one day in-school suspension (ISS).
4. The tenth tardy will require a one day out-of-school (OSS) suspension.

BATHROOM

Appropriate bathroom facilities are available to all students. Students should use time between classes to use the bathroom when necessary. Bathroom usage during instructional time will be at the discretion of the teacher unless a medical issue is noted. In the bathroom, students should adhere to the following guidelines:

- Respect others right to privacy, including no cell phone use
- Be quiet and polite
- Finish and get back to class
- Only one (1) student allowed per stall
- Leave walls and counters unmarked
- Use equipment as intended
- Clean up after yourself

BICYCLES

If you allow your child to ride a bike to school, please discuss the route he/she should travel and safety issues. Parents should be aware that students will be sharing the road with car pick up, school buses, and other traffic surrounding the school.

BOOK BAGS

Students **will not** be allowed to carry books from class to class in a backpack. **No bookbags will be allowed in the classrooms.** Every student will be issued a locker and book bags will be stored in the student's locker. All bags should be free of inappropriate writing/slogans/symbols/pictures. No personal item including but not limited to purses, totes, lunchboxes, etc. should exceed 8in x 11in sheet of paper.

BUILDING HOURS

The school is officially open in the morning at 7:25 a.m. and closes at 3:30 p.m. Any student or group of students remaining in the building after 3:30 p.m. must be supervised by a member of the faculty or they will be subject to disciplinary action.

BULLYING, INTIMIDATION, HARASSMENT, AND HAZING

The Lincoln Parish School Board is committed to maintaining a safe, orderly, civil, and positive learning environment so that no student feels threatened while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of a bullying, (sexual, racial, etc.) intimidating, threatening, harassing, hazing, or any other violent nature made on campus, at school-sponsored activities, on school buses, at school bus stops, and en-route from home to the bus stop and from the bus stop home shall not be tolerated. Even if made in a joking manner, these statements or actions threatening other students, school personnel, or school property shall be unacceptable.

All students, teachers, and other school employees shall take prompt responsible measures within the scope of their individual authority to prevent violations of this policy.

BULLYING, INTIMIDATION, HARASSMENT

Bullying, intimidation and harassment shall mean any intentional gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his/her property or placing a student in reasonable fear of harm to his/her life or person or damage to his/her property and is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

Threats, harassment, intimidation, and bullying, including cyberbullying, shall also include anything maliciously written, printed, or communicated through the use of a computer or other electronic means, any verbal or physical act to the person, property, or reputation of another, with the intent to compel the person so threatened or any other person, to do any act, or refrain from doing any act, against his or her will.

HAZING

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

REPORTING PROCEDURES

Any student who believes he or she has been the victim of bullying, intimidation, threatening behavior, harassment or hazing by a student, teacher, administrator or other school personnel, or by any other person who is participating in, observing or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school district or a school within the school system, is encouraged to immediately report the alleged acts to any appropriate school district officials.

Any teacher, administrator, or other school personnel who has or receives notice that a student has or may have been the victim of bullying, intimidation, threatening behavior, harassment, or hazing at school or any school activity shall be *required* to immediately report the alleged acts to an appropriate school district official.

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 3:20 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 NOT be allowed in the boulevard after school. Drivers should report to designated parking lot. Car riders should report to the front of the school to the carline area. They should be picked up by their parents at the main entrance (by the flagpole) or go to their car and leave immediately.

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. Rules that apply at school also apply on the school bus. 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 if necessary. Students will be expected to follow the 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 a student must ride a bus other than his assigned bus, their parent/guardian must write a note requesting permission to ride and the note must be signed by the principal or authorized school personnel. Students must give the signed note to the bus driver. **NO ADDITIONAL RIDERS WILL BE ALLOWED ON OVERCROWDED BUSES.**

THE SAFE OPERATION OF THE SCHOOL BUS, DEPENDS ON STUDENTS BEING AWARE OF AND OBEYING THE FOLLOWING SAFETY RULES

1. Cooperate with the driver: your safety depends on it.
2. Be on time: the bus will not wait. Allow for a 10 minute window: 5 minutes before and/or 5 minutes after the appointed bus stop time.
3. Cross the road cautiously under the direction of the driver when boarding and leaving the bus.
4. Follow the driver's instructions when loading, unloading, and crossing the street.
5. Remain quiet enough not to distract the driver.
6. Have written permission and be authorized by the principal to get on or off at a stop other than the designated stop.
7. Remain seated at all times when the bus is in motion.
8. Keep arms, head, and other objects inside the bus at all times.
9. Refrain from throwing objects in the bus or out of the windows or doors.
10. Refrain from eating or drinking on the bus.

11. Avoid the use or possession of tobacco, matches, cigarette lighters, obscene materials, weapons, drugs, or other prohibited items on the bus.
12. Take no glass objects or other objects on the bus, if prohibited by state, federal, or other local school board policies.
13. Take no band instruments, projects and other projects too large or too hazardous to be held by the passenger or stowed safely under the seat.
14. Refrain from damaging the bus in any way. (Student will have to pay for damages)
15. Show proper respect toward the bus driver, occupants of other vehicles, pedestrians encountered on the bus route, as well as other students on the bus
16. Understand that the bus is an extension of the school, and many of the school rules apply to the bus as well.
17. Students will be allowed to bring a cell phone on buses but they must be turned off and not used. Also, cell phones must be stored in the student's backpack, purse or pocket.
18. AirPods, smart watches, and similar devices will not be allowed on any school bus.
19. Protect your personal riding privilege, and enjoy the ride

Emergency situations while on school buses:

1. Report any emergency to the school bus driver.
2. Beware of drivers and pedestrians exhibiting unusual behavior and report this to the bus driver.
3. Remain seated until the driver tells you what to do or until you are sure of the most safe move to make in case of an accident.
4. Do not touch emergency equipment or safety releases unless told to do so by the bus driver, except in an extreme emergency.
5. Remain calm and encourage others to do the same.
6. Never move injured persons unless absolutely necessary.

Evacuation situations while on school buses:

1. Know where emergency exits are that could be used.
2. Passengers closest to the door should exit first.
3. Duck your head as you go out.
4. Kick windows out if the doors are stuck.
5. Wrap loose clothing around you so you won't get snagged or caught by rough metal edges.
6. Keep your hands free - leave everything behind.
7. Bend your knees to cushion the jump if you must exit the back of the bus.
8. Assist younger students when exiting.
9. Clear the exit area so others can follow.
10. Get off the roadway or street after exiting.
11. Seek help if the driver or riders are injured.

Riding the school bus is a privilege. Students who do not cooperate are subject to disciplinary action including suspension from the bus, school, or removed from the bus for the remainder of the school year.

CAR LINE

When the bell rings at 3:20 p.m., all students may go to their lockers and then promptly report to the front of the school to the carline area. They should be picked up by their parents at the main entrance (by the flagpole) or go to their car and leave immediately.

CHANGE OF ADDRESS

Students must inform the counseling department 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

1. Copying someone else's work, including homework;
2. Working with others on projects that are meant to be done individually;
3. Looking at or copying another student's test or quiz answers;
4. Allowing another student to look at or copy answers from your test or quiz;
5. Using any method to get/give test or quiz answers;
6. Taking a test or quiz in part or in whole to use or to give to others;
7. Taking papers from other students, publications or the Internet;

8. Copying information from a source without proper attribution;
9. Using sources during a test that have not been authorized by the teacher;
10. Any attempt to receive credit for work that is not original to that student;
11. Cell phone out during testing or used during any graded assignment.

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, office referral, and notification of parent by the teacher.
- 2nd offense: A grade of zero, a one day In-School Suspension, notification of parent, and ineligible for or expulsion from honorary service organizations.
- 3rd offense: A grade of zero, one day Out-of School Suspension, and notification of the parent.
- Cheating on the EOC, ACT, or any other standardized tests will minimally result in a 2 day suspension.

All English papers submitted for grading at Ruston High School must be submitted to Turnitin.com unless specified otherwise by the teacher of record.

CLASS SCHEDULE CORRECTIONS

Schedule corrections will only be considered in the 1st week of school for extenuating circumstances. Freshmen can request level changes in core classes through August 30. Semester level changes will only be considered for students with a D or F for the 1st semester grade. The procedure for possible changes is as follows:

1. Complete the schedule correction Google Form located on student's schedule and RHS website.
2. The student will continue to follow the assigned schedule.
3. If a correction is made, the grade level counselor will notify the student about the correction and provide an updated schedule.
4. All changes must be made within five days after the first full day of class each term.

Reasons for Granting a Schedule Change

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.

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 the senior counselor **two days after** to absence with appropriate documentation.
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 and the CDC (Centers for Disease Control and Prevention). The Lincoln Parish School Board also follows the Universal Precautions and Blood borne Pathogen Standards set by OSHA (Occupational Safety & Health Administration).

COMPUTER/INTERNET USAGE Lincoln Parish School Board Policy

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

In an effort to provide students with 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.

Age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, interacting with other individuals on social

networking websites and in chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law.

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:

- o Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
- o Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as *Instant Messaging*;
- o Prohibit unauthorized access, including what is now known as *hacking*, and other unlawful on-line activities by minors online;
- o Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- o 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. All users, including students, employees, or any other users of School Board computers, hardware, and Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

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.

Students shall not use any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a netbook, IPod, iPhone, iPad, etc. on the network or accessing the internet from any device not owned by the school district.

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 Material

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 Email accounts. Only classes as a whole or teachers and administrators may be permitted to have an Email 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. Photographs shall be posted provided that parental permission is obtained prior to posting the photograph. Only first names and last initials shall be used to identify students in photographs posted 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.

CREDIT RECOVERY

Credit recovery is offered to students who have failed a semester or full credit course. Students will have a class period of "credit recovery" during their regular school day. Credit recovery cannot be completed outside of the school day.

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 dances:

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 over the age of 20, or individuals not enrolled in high school will be allowed. (Homecoming dances may be attended by RHS graduates.) Students must present their ID with their tickets to enter dances.
2. Arrival/Departure: When students arrive, they should enter the event immediately. Students may not stay in the parking lot or cars at the event. Once a student decides to leave the event, they will not be allowed re-entry and must leave the premises.
3. 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.
4. 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.
5. 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. Students should remain upright and facing their partner.
6. A signed contract will be required for participation in all school dances. Students and parents must sign the contract.
7. 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 and 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); and 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 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. Students may not return to their vehicle after arriving at school.
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 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 staff lounge, or parking lots.
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 a 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 minimally an automatic 4-day suspension, recommendation for expulsion for first offense. Second fighting offense is suspension and placement at alternative site.** Any student who videos a fight or any other inappropriate activity and/or posts that fight/inappropriate activity to any web page, web site, etc. will be suspended. 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, law enforcement will be called. RHS reserves the right to drug test students involved in a fight. If the drug test (which involves collection of a urine sample) proves positive, Lincoln Parish School Board policy will be followed.** Any participant found guilty of participating in a fight will be arrested. Those acting in self-defense may or may not be arrested. If self-defense cannot be proven beyond reasonable doubt, the student will 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, up to and including suspension. **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. Disciplinary infractions for fighting/instigating from previous school years will be considered when making recommendations for suspensions/expulsions.**
2. Suspended students as a result of a fight will be allowed to make up work at 100% value.
3. Possession of fake gun or fake knife could result in recommendation for expulsion.
4. Willful disobedience or committing an act of defiance or refusing to comply with a reasonable request of any school authority.
5. Disrespect to a teacher, principal, superintendent, member or employee of the local school board.
6. Making an unfounded charge against anyone or using forged notes or forged official forms.
7. Using inappropriate or profane language.
8. Immoral or vicious practices.
9. Conduct or habits injurious to his/her associates.
10. RHS is a smoke and tobacco free facility. Using tobacco or tobacco products, using or possessing vaping devices, 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. These items will be confiscated and not returned. *(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.)*
11. Disturbing the school and habitually violating the rules.
12. Cutting, defacing or injuring any part of public school buildings, or any property belonging to the school.
13. Defacing and/or destruction of another student's property.
14. 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.
15. Accessing internet sites which contain obscene and/or pornographic materials; also, downloading these types of materials from a cell phone or home computer to a school-owned computer. Minimum suspension is 2 days; severity of discipline increases at the discretion of the assistant principal upon an examination of all the facts.
16. Making social media threats that disturb the school by causing fear, anxiety, or uncertainty; or directing threats at an individual student that creates safety concerns on the part of the student or his/her parents. This includes threats that are made during school hours as well as after school

hours. Action will be taken against the source of the threat and may result in OSS and/or an expulsion hearing.

17. 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.*)
18. Possession of ammunition may result in suspension and/or a disciplinary hearing.
19. Students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities. If found in a student's possession, 2 days of out of school suspension will be given. If the device is discharged, the student will be given 4 days of out of school suspension. If the pepper spray is used as a weapon with intentions to harm, the student is recommended for expulsion and a disciplinary hearing will take place.
20. Throwing any objects on the school grounds.
21. Habitually violating the school dress code or not having I.D. badge worn properly.
22. Violating traffic and safety regulations.
23. Leaving the school premises without permission, or his/her classroom or detention room without permission.
24. Habitual tardiness or absenteeism.
25. Abusing locker privileges.
26. Stealing, cheating, or gambling.
27. Bringing stolen property on school grounds.
28. Extortion or acts of intimidation toward any person.
29. Habitually violating any school rule.
30. Sexual harassment.
31. Striking a teacher or any other school personnel: recommended expulsion.
32. Illegal entry to school sponsored events (ie entry without appropriate payment and/or student ID when required)
33. Committing any offense as deemed serious by the school administration.
34. More than one (1) student in a bathroom stall at one time.
35. Possessions of artifacts that resemble a weapon (toy gun, water gun, etc.).

Mandatory Suspensions

Mandatory suspensions will be imposed for the following:

1. Receiving five (5) behavior referrals: automatic suspension for one (1) day.
2. Fighting. Initiating or instigating a fight: arrested by law enforcement (see #1 under discipline)
3. 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 a 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. 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 results in 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, suspended, 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 or his designee 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 or his designee 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 – 7:00 – 7:50 a.m.
 - b. After School Detention – 3:25 – 4:10 p.m.
3. Extended School, Tuesdays and Thursdays – 3:25 – 4:55 p.m.
4. In-School Suspension
5. Saturday School (8:00 a.m. – 12:00 p.m.)
6. Out-of-School Suspension
7. Expulsion from school

Corporal Punishment

No school employees may administer corporal punishment to any student.

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 or reasonable suspicion 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, ammunition, 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. **Refusal by a student to consent to be searched can result in a suspension or other disciplinary action up to and including recommendation for expulsion.**

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 include the following criteria:

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, cataloged, 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, Extended School, Saturday School

- Tuesday, Wednesday, and Thursday morning detention will be held from 7:00 - 7:50 a.m.
- Monday, Tuesday, Wednesday, and Thursday afternoon detention will be held from 3:35 - 4:25 p.m.
- Tuesday and Thursday afternoon extended school will be held from 3:30 - 5:00 p.m.

- Saturday School will be held from 8:00 a.m.—12:00 p.m. at the discretion of the administration. Cancellation of detention may occur at the discretion of the school and will be announced to students.

Detention Room/Saturday School Rules

1. There will be no sleeping, talking, cell phone use, and food/drink allowed in detention.
2. Students must bring their I.D. along with 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.
3. If a student is absent from school, detention will be re-assigned.
4. If a student is asked to leave detention for failure to cooperate with the instructor, ISS will be served instead.
5. If a student does not attend or is tardy to extended school, he/she will be placed in ISS for one day.
6. Students must sign the list for detention in order to clear his/her punishment from the record.

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 may be taken at the discretion of the classroom teacher, and attendance is counted. There will be specific ISS assignments that must be completed before any makeup testing or work is done.

In-School Suspension Room Rules

1. No talking.
2. No horseplay.
3. Follow the instructions of the ISS teacher at all times.
4. Students must be in proper dress.
5. Arrive on time.
6. All electronic devices must be turned in to the ISS instructor at the beginning of their day; they will be returned at the end of their day.
7. Assignment packets must be completed before the end of a student's day in ISS. If assignments are not completed satisfactorily, another day of ISS may be assigned.
8. If a student is absent from school on an assigned ISS day, ISS will be reassigned for the next available day.
9. A student who is sent out of ISS by the ISS Instructor to an assistant principal for misbehavior may be out of school suspended. The student will be required to repeat the original consequence of ISS upon return to school.

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/guardian 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; however, the student will be able to make up work at the rate of 100% of the assignment. Students suspended from school shall not be allowed to attend any sporting events, extra-curricular activities, and/or school-sponsored events and shall not be allowed on campus during the time of suspension.

Steps Regarding Second, Third and Fourth Suspensions:

1. Upon **first** 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) before re-entering school.
2. Upon **second** suspension, the student and a parent must meet with the principal, assistant principal, and mental health counselor before re-entering school. The 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.
3. Upon **third** 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 superintendent or his/her designee. Students expelled from school shall not be allowed to attend any sporting events, extra-curricular activities, and/or school-sponsored events and shall not be allowed on campus during the period of expulsion.

Zero Tolerance Offenses

Zero tolerance Offenses will result in an immediate suspension and legal charges if warranted. These offenses include fighting, acts of intimidation towards any person, sexual harassment, use or possession of any contraband; any gang related incidents, use and or possession of pornographic materials, etc.

Major Offenses

Major offenses such as disrespect, not responding, profanity, obscenity, including the possession of any type of pornographic material, defacing school property, stealing, etc. will result in a disciplinary referral with punitive consequences.

Other Offenses

Offenses such as talking, not having classroom materials, or distracting other students will initially be handled by the teacher including a call to parents/guardians.

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 desktop, 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 includes 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. Students should follow the proper procedure:

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 if the student and parents are still dissatisfied, 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 tests, 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. These students may be referred to local law enforcement. This includes but is not limited to graffiti, littering school property, defacing grounds with vehicles, possession of 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 on campus or at any school sponsored event. These students will be subject to disciplinary action.

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 that 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:

1. Must be informed of accusations against him/her
2. Must have the opportunity to accept or deny the accusations
3. Must have explained to him/her the factual basis for the accusations
4. 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, 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 and not too short. Any form of dress that is disruptive, distracting, revealing, concealing, unsafe, or obscene will not be permitted. A dress code violation will be considered a disciplinary action and the offender will be sent to his/her assistant principal.

General Dress Code Rules

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

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. **NO jackets will be permitted in the classrooms/hallways during the school day.** Only a logo-free solid red, white, black or gray crewneck sweatshirt or crewneck RHS endorsed logo sweatshirt may be worn. No hoodies/hooded jackets are allowed on campus at any time. RHS Letter jackets are allowed on designated days.
4. All shirts and blouses must have sleeves. Undershirts, tank tops, halter tops, low-cut blouses, crop-tops, and spaghetti straps are not acceptable.
5. A uniform shirt, uniform t-shirt, or uniform sweatshirt must be worn at all times.
6. Clothing that allows the showing of undergarments is not permitted. See-through apparel is not permitted.
7. Socks and shoes are to be matching pairs.
8. Slogans or pictures on clothing must be free of obscenity, profanity, alcohol or tobacco ads, or any statement or symbol that might be considered disruptive, distracting, prejudicial, or gang-related.
9. Sunshades are not permitted.
10. Necklaces with large medallions may not be worn.
11. Costume jewelry must be red, white, or black.
12. Body or face glitter is not allowed.
13. **No** baseball style caps, hats, sweat bands, bandannas, or tied head coverings are 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.
14. No picks, combs, gloves, or wallets with chains are to be worn.
15. No body armor of any type is permitted to be worn.
16. No scarves, hats, gloves, or other cold-weather accessory other than a uniform approved sweatshirt will be worn in the classroom or hallways. Sweatshirts should be solid red, white, gray or black with no hoods and no logos unless RHS logos.
17. Headbands will be allowed for the purposes of holding back hair. Acceptable colors are red, white, black, and gray. No wide headbands, cold weather headbands, or headbands that cover the ears may be worn.
18. Students may not carry or wear beach towels, blankets, etc.
19. Headphones/earbuds shall not be worn in the hallways, cafeteria, in the boulevard, or in the bus line.
20. All students will be allowed to wear one set of earrings. Earrings must be worn in/on the ear lobe. Single, stud piercings in the nose are permitted. All other facial piercings are not allowed.
21. In addition to the student's natural hair color, only one additional color can be worn. Also, students must wear his/her hair in a style that does not impair their eyesight.
22. Jewelry, accessories, piercings and hair color must not create a distraction or safety hazard (administrator discretion).

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:

1. Colors: Solid red, white, black, or gray
2. Style: Polo style, long or short sleeve with collar and buttons (no ties, zippers, or snaps, etc.); official school-approved and school-sold uniform t-shirt (both old and new school uniform t-shirt designs are acceptable).
3. **NO LOGOS** (except RHS endorsed logos) are allowed.
4. 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.)
5. If an undershirt or turtleneck is worn under the polo shirt or under the sweatshirt, it must be solid white, red, black, or gray. It must be logo, emblem and writing free.
6. **A uniform shirt, uniform t-shirt, or uniform sweatshirt must be worn at all times.**

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

1. Colors: Khaki/tan, black, and RHS plaid for skirts

2. Fabric: Cotton or cotton polyester twill (no knit, rayon, denim, corduroy, linen, spandex, etc.)
3. Mid-calf pants (Capris) for girls are allowed.
4. Uniform Length: Skirts must touch the knee when standing unless leggings are worn under the skirt. If leggings are worn with a skirt, the skirt length must be within 3 inches of the knee. Leggings worn under skirts must be solid black, gray, red, or white. Only leggings may be worn under skirts (no sweatpants, windpants, etc.). Leggings can be calf length or full length.
5. Must be hemmed at the bottom with no holes, cuts, or rips that expose skin.
6. Must be of appropriate size and length, worn properly and fit at the mid-section and the crotch.
7. Belt must be worn if the item is manufactured with belt loops.
8. No jeans will be worn in navy, khaki, black, or any other color. Jeans are not a part of the uniform.
9. No cargo pants or shorts, carpenter pants, legging-like pants, bell bottoms, hip huggers, or "jeans style" pants are permitted.
10. No sweatpants, wind suit pants, tear or zip away pants are permitted.
11. Pants, sweatpants, etc. may not be worn under skirts or over uniform bottoms.
12. No chains or extra accessories.
13. Sagging is a violation of the uniform policy.

Belts:

1. Must be worn at the waist in belt loops, visible, and buckled at all times.
2. Belt is not to hang down excessively past the belt loop.
3. Colors: Solid brown, black, khaki, red, or white with a standard buckle are required.
4. Belt buckles must be plain and not oversized.

Purses:

1. Purses are allowed but cannot be larger than 8 inches x 11 inches. (A piece of letter size paper can be used as a reference.)
2. Small fanny packs are allowed, but must meet the 8 inches x 11 inches measurement criteria.
3. Zipper binders with a strap and/or handle are allowed.
4. Satchels and/or messenger style bags are not permitted.
5. A student is only allowed one (1) personal item including tote bags, lunchboxes, purses, etc.

Shoes:

1. Shoes must be worn at all times.
2. Footwear must have soles and restraints for the foot (must cover the entire back of the heel/foot).
3. No rubber or foam swim footwear, Crocs, beach or pool sandals, shower shoes, athletic flip-flops or house shoes will be allowed.
4. **All footwear must be close-toed.**
5. Shoes must be laced or securely fastened at all times.
6. Appropriate footwear must be worn on campus at all times.

Sweatshirts:

1. Colors: Solid red, white, gray or black.
2. No company logos or emblems are allowed (except RHS endorsed logos).
3. RHS organizational sweatshirts may be worn.
4. No oversized sweatshirts and no front pockets/zippers on sweatshirts will be allowed.
5. **No hoodies will be allowed on campus.**

Coats/Jackets/Cold Weather Gear:

1. Students are permitted to wear jackets to and from school and during the lunch break. They are to put them in their locker when they arrive at school and retrieve them on their way to lunch; then return the jacket to their locker at the end of the lunch break.
2. **NO jackets will be permitted in the hallways or classrooms during the school day.** Students who attempt to wear jackets in the classroom will receive a dress code violation.
3. Jackets must be of wind breaker or traditional short (waist or hip length) coat style with **no hood**.
4. If students bring any type of jacket that they wish to wear during the lunch break, it must be solid red, white, black, or gray and logo free OR be an approved RHS organizational jacket.
5. Jackets must fit properly; oversized coats and trench coats are not to be worn while at school.
6. No company/team logos or emblems are allowed other than RHS logos. No additional decorations, including stripes, plaids, etc., shall be added.
7. Students may not wear scarves, gloves, hats, or other cold weather accessories in the classroom or hallways.

Face Masks/Neck Gaiters/Face Shields:

1. Mask/face coverings are optional each day at school until COVID-19 restrictions change.

2. Face masks should be a solid color (red, black, white, gray); any logos on masks are limited to RHS logos.
3. Neck gaiters are an acceptable alternative to masks provided that they adequately cover mouth/nose and do not cover the head. Neck gaiters should be a solid color (red, black, white, gray); any logos on gaiters are limited to RHS logos.
4. Face shields are not allowed at this time.

Spirit Day Attire: ONLY ON FRIDAY

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

Jeans Days

1. Students will be allowed to wear jeans on days designated by administration.
2. Jeans should be blue and full length, having no cuts, holes, tears, writings, or insignias. No jean shorts, skirts, skorts allowed.

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 through 4th offense: One weekday detention
 5th—7th Offense: Extended School
 8th—9th Offense: In School Suspension
 10th Offense: One day Out-of-School suspension
 Further offenses: Two or more days Out-of-School suspension
 Any subsequent offenses will result in more severe disciplinary action.

ELECTRONIC TELECOMMUNICATION DEVICES (LPSB Policy)

Students shall be allowed to possess a cell phone on school campus during the instructional day. This includes the school buildings, grounds thereof, school buses, and/or while participating in extracurricular activities. However, the use of cell phones shall be strictly prohibited unless authorized by the principal or school designee. Cell phones are to be turned off at all times and not displayed in any way; they are to be stowed in the student’s locker, school bag, purse, or pants pocket. It is not allowed for the phone to be left hanging on the outside of a pocket on a clip or holster. Possession and/or use of other electronic and telecommunication devices such as ipods, ipads, MP3, CD players, by students shall be strictly prohibited unless authorized by the principal or school designee. The school will not be responsible for lost or stolen cell phones or electronic devices.

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

Nothing shall prohibit the use and operation by any person, including students of any electronic telecommunication device in the event of an emergency. Emergency shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

ELECTRONIC TELECOMMUNICATION DEVICES (RHS Cell Phone Policy)

Students shall be allowed to possess a cell phone on school campus during the instructional day. This includes the school buildings, grounds thereof, school buses, and/or while participating in extracurricular activities. However, the use of cell phones shall be strictly prohibited unless authorized by the principal or school designee

Cell phones shall be turned off at all times and not displayed in any way and shall be stowed in the student’s locker, school bag, purse, or pants pocket. It shall not be allowed for the phone to be left hanging on the outside of a pocket on a clip or holster.

If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day. *Electronic telecommunication devices* shall include, but not be limited to, cellular telephones, personal computers, laptops, electronic instruments, iPads, iPods, tablet devices, e-readers, or similar devices.

These provisions shall not be applicable to a student whose Individualized Education Program, Individualized Accommodation Plan, Section 504 plan, or Individualized Health Plan requires the student's use of an electronic telecommunication device.

Possession and/or use of other electronic and telecommunication devices such as ipods, ipads, MP3, CD players, by students shall be strictly prohibited unless authorized by the principal of school designee. The school will not be responsible for lost or stolen cell phones or electronic devices.

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

Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. *Emergency* shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage. *Use or operation* of an electronic telecommunication device shall mean the device is either visible, turned on or is in a mode capable of receiving or transmitting signals.

In an effort to maximize student engagement and decrease distractions during the school day, cell phones and electronic devices **will not** be allowed for use on school campuses. This ban on usage will also extend to students in transit on Lincoln Parish School Board- owned buses. Our current policy allows students to possess cell phones while at school and on buses but restricts their use unless authorized by the principal or school designee. If a student does decide to bring a cell phone to a school campus, it should be turned off and stored in the student's backpack, purse, or pocket. AirPods, smart watches and similar devices will not be allowed on school campuses or on school buses. In the event of an actual or imminent threat to public health or safety, the use of phones will be allowed.

Restrictions

1. Telecommunication devices must be set so that incoming calls, text messages, etc, shall not emit any audible sound.
2. **No speakers, headphones, or earbuds are allowed.** Students may only access school issued earbuds during class when instructed by the teacher to do so. Violations will result in a detention.
3. Usage in the cafeteria will not be allowed.
4. Usage in the building during lunch will not be allowed.
5. Usage between classes will not be allowed.
6. Usage in the restroom will not be allowed.
7. During restricted usage times, all cell phones should not be visible.
8. In the case of inside/outside duty during the lunch break, students will not be allowed to use devices in the building.
9. Students caught using cell phones to record, photograph, text, email, or post inappropriate activities, during restricted or unrestricted times, will result in disciplinary action.

Neither the school nor the school system will be responsible for any electronic device that may be stolen or destroyed. School personnel may request students to cease usage at any time.

School personnel who discover a student in violation of the policy during instructional times, off-limits times, or off-limits areas shall confiscate the telecommunications device and turn it into the appropriate assistant principal. Phones may only be retrieved before or after school or at lunch and then at the convenience of the assistant principal.

The consequences per infraction are as follows:

1. 1st offense: \$10 to their assistant principal and phone is kept until the end of the day.
2. 2nd offense: \$15 to their assistant principal and phone is kept until the end of the day

3. Phone is kept until the fee is paid.
4. 3rd offense and beyond: Discipline referral and a parent must pick up the phone.

Cell phones determined to have any type of pornographic materials on them will be confiscated, the fine must be paid, and the phone only returned to the parent/guardian. Students will be suspended for at least 2 days.

*****Refusal to surrender a phone or any electronic device is a referral and an automatic out of school suspension until the consequences are met.**

ELECTRONIC COMMUNICATIONS BETWEEN STUDENTS AND EMPLOYEES (LPSB POLICY)

The Lincoln Parish School Board shall require that all communications between employees and students be appropriate and in accordance with state law. All electronic or any 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.

All electronic communication, including electronic mail, by an employee to any student enrolled in a public school in this school district relative to the educational services provided to the student shall use a means provided by or otherwise made available by the school system for this purpose and the School Board shall prohibit the use of all such system means to electronically communicate with a student for a purpose not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by the School Board.

Any electronic communication made by an employee to any student enrolled in a public school in this school district or that is received by an employee from any student enrolled in a public school in this school district using a means other than one provided by or made available by the school system shall be reported by the employee in a manner deemed appropriate by the School Board. Records of any such reported communication shall be maintained by the School Board for a period of at least one (1) year.

The School Board may authorize a school principal, or his/her designee, to permit an employee at the school to contact one or more specifically identified students enrolled at the school and be contacted by such student or students using a means other than one provided by or made available by the school, provided the employee has requested and received permission from the principal, or his/her designee, to do so and has provided documentation in writing to the principal, or his/her designee, stating the purpose or purposes for such contact. Such purposes may include but need not be limited to necessary communications relative to extracurricular activities, student athletic activities, community-based youth activities such as scouting, and faith-based activities such as a youth group sponsored by a religious organization.

Definitions

1. *Electronic Communication* includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks. It shall also include transfer of 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.
2. *Electronic mail* – the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.
3. *Computers* – pertains to any and all computers.
4. *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.
5. *Improper or inappropriate 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.
6. *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.

Notification

The School Board shall ensure that at the beginning of each school year each employee, student, and parent, or other person responsible for a student's attendance, be notified of the provisions of this policy and

any related procedures or practices regarding communications between employees and students. The parent or other person responsible for a student's attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by any school employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the school.

Inappropriate Communications

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. The School Board is aware that the reputations and careers of students and educators across the nation have been destroyed due to inappropriate communications. Therefore, 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.

In addition to reporting communication to or from students not made through the means provided by the school system, employees must report to their supervisor at the first opportunity available, any student-initiated communication that may be construed as inappropriate.

Employees shall be required to comply with all policies, procedures, and practices established by the School Board regarding direct communications with a student, and any failure to do so may result in disciplinary action, up to and including termination of employment. Extreme circumstances may constitute willful neglect of duty. Should an employee's failure to comply also violate state or federal law, the Superintendent or his/her designee shall report such violation to the proper authorities.

Regulations

1. 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.
2. Employees shall be required to have a clear understanding of Board policy concerning the use of personal and/or Board-issued cell phones and computers, as well as any other telecommunication or electronic device.
3. 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.
4. 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 shall approve or deny the written request as indicated on the form with his/her signature. If permission is denied, the supervisor shall retain the denied request for documentation.
5. If approved, the employee shall be given the approved form. The employee shall then make a copy for each student he/she is approved to contact and shall proceed with securing 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.

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.

Parent Contact

Parents or guardians will be notified by either text alert and/or WebPams communication in the event of a major crisis or emergency situation. Parents or guardians are encouraged to update contact information as often as needed.

Action Steps for Students

There is much students can do to help create a safe school. Talk to your 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. 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 your 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>
Flashing lights and voice command	FIRE	Everyone leaves the building and assembles 75 yds away from the structure
Long Sustained Signal	TORNADO	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

For the 2024-25 school year, a school fee of \$20.00 for each student. This money will be placed in the school student services account and will be used to offset the cost of I.D.s, supplies, sending transcripts, mail-outs to students, and other student services.

There may be other dues and fees to be paid to specific clubs/organizations for membership.

All seniors are required to pay a \$10 graduation fee, which helps cover some of the cost of the graduation event.

Questions about fees owed can be answered by logging on to the Student Progress Center (fees are noted on the student's home page) or by contacting the school (255-0807).

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 extracurricular 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. 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.)

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. **No outside fundraising activities on campus are permitted.**

GRADING SYSTEM

Grading Scales		Quality Points	
K-12 All Students		CP, Honors, Standard	AP, Talented Art, state-selected Honors and Dual
90 - 100	A	A = 4	A = 5
80 - 89	B	B = 3	B = 4
70 - 79	C	C = 2	C = 3
60 - 69	D	D = 1	D = 2
0 - 59	F	F = 0	F = 1

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.

Final Tests

Final Test (end of course) exemptions are allowed for seniors only. Seniors who have a 89.5 average 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 grade will be the average of the two semester grades. The exam will cover the entire 2nd Semester of the class. Standardized, End of Course (EOC) tests will count as the final test in those subjects that an end-of-course test is mandated by the state.

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 the number of credits is as follows:

Grade Level	Credits
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.

Nine weeks grading periods ending dates:	Report Cards issued dates:
1. Friday, October 25, 2024	1. Thursday, October 31, 2024
2. Friday, January 17, 2025	2. Thursday, January 23, 2025
3. Friday, March 28, 2025	3. Thursday, April 3, 2025
4. Friday, May 22, 2025	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 reports online at www.lincolnschools.org by going to the Student Progress Center.

GRADUATION POLICY

Any senior who successfully completes all Louisiana graduation requirements of Carnegie units, adheres to the state's attendance policy, completes the FAFSA (Free Application for Federal Student Aid), and passes the appropriate End of Course tests is considered eligible to participate in the graduation ceremony of the high school in which he is enrolled. Highest honor graduates who attain all A's may be given the option of a recorded speaking part 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 all graduation requirements but have discipline infractions can be denied from participating in the ceremony. Reasons for exclusion from the ceremony include excessive absences and removal from school for disciplinary reasons (expulsion, excessive suspensions, etc.). **Any student who is expelled or assigned to YRC during the year will not participate in graduation.**

Decisions about a student's participation in graduation will be made by school administration. The high school will not be held financially responsible for any expenses incurred for graduation if a student is deemed ineligible due to discipline infractions. In addition, the high school will not be held financially responsible for any graduation items that are purchased before graduation requirements are successfully completed.

Disruptive posturing, stunting, verbalizing, etc, by any senior participating in the graduation event will result in Ruston High administrators holding the actual student diploma until a conference is held with the student and his/her parent/guardian. At the meeting, a determination will be made of what the student and/or parent must do in order for the student to receive the diploma itself. The determination could include a fine, various letters of apology, and/or the student having to go to Baton Rouge to receive the diploma.

COUNSELING DEPARTMENT

Students are encouraged to use the counseling department for concerns or receive information related to personal problems, academics, careers, scholarships, and testing. The counseling department will be open from 7:35 a.m. to 3:30 p.m.

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.

HOMECOMING COURT

To be eligible to be on the Homecoming Court, a student must have a cumulative 3.0 grade point average at Ruston High School, and she must have no major disciplinary referrals or suspensions and no more than 1 minor disciplinary referral for the current and previous academic years. Ninth grade students' GPAs are based on their eighth grade final GPA. Tenth, eleventh, and twelfth grade students must have been enrolled at Ruston High for the entire previous school year.

HOMEWORK POLICY

Ruston High School recognizes that a reasonable amount of study and preparation is essential for the scholastic growth of the child. 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

The criteria for Honor Graduates is detailed below. A student's final rank, which appears only on the final transcript, will be based upon his/her weighted grade point average.

Honor Graduates beginning with Class of 2022

- Minimum of 20 Carnegie units of honors credits
- Highest Honor Graduates must have All A's and a 3.5 GPA and above
- Honor Graduates must have no grade lower than a B and a 3.5 GPA and above

HONOR ROLL

Designation	Requirements
Principal's List	4.0 – 5.0 with all A's
Honor Roll	3.50 – 3.99 with no letter grades below a B
Academic Achievement	3.00– 3.49 with no letter grades below a C

I.D. BADGES

Upon registration, all students will be issued an identification (I.D.) badge at no cost to the student.

1. I.D. badges are to be worn on a lanyard **ONLY** provided by the school, and must be worn around students neck. One lanyard per student will be provided by Ruston High School.
2. I.D. badges must be worn by students at all times while on campus. The name and picture must be visible. I.D. badges that are not visible or missing will result in a dress code violation and detention.
3. Students will receive a dress code violation if the I.D. is not obtained before the first bell.
4. 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 \$5.00, and students must pay for the I.D. at the time the new one is issued.
5. If a student cannot purchase or produce an I.D. badge, they will need to see their grade-level assistant principal in order to receive a Temporary ID.
6. Temporary IDs must be returned to grade-level assistant principal before the afternoon dismissal bell at 3:20 p.m. If a Temporary ID is not returned, the student will be issued Extended School.
7. If a Temporary ID is lost and/or damaged, the student will have to pay \$5.00 to replace the Temporary ID.
8. On the 3rd - 5th request for a Temporary ID, the student will receive detention. On the 6th - 8th request, the student will receive extended school. On the 9th or more request, the student will receive In-School Suspension. Temp ID consequences will be issued per semester.
9. 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. Refusal to present I.D. badge when asked will result in disciplinary action.
10. The badge is required for library transactions.
11. The badge **must** be used to receive a school lunch.
12. Disciplinary action documented by a disciplinary referral will be taken for losing multiple badges, defacing a badge, or covering a badge.
13. I.D. badges from the previous school years may not be worn. Only the current school year I.D. is acceptable. I.D. badges from previous years will be confiscated.
14. I.D. badges are non-transferable and may not be used or possessed by anyone other than the owner. If a student wears another student's I.D. badge, the badge will be confiscated.
15. I.D. checks will be done periodically by school faculty and administration.

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 taxpayers 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. 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 10 allowed absences.

LIBRARY

With the teacher's permission and a note from the teacher, students are allowed to come to the library during class to check out a book.

The library is open from 8:00 a.m. to 3:23 p.m. daily. Regular fiction and nonfiction books are checked out for 2 weeks and have a fine of \$.05 per day. Reference books and magazines are checked out overnight and have a fine of \$.25 per day. Lost or damaged books/magazines must be paid for in full.

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 and valuables should not be left unattended.

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.

Students should not share lockers. Administration and teachers cannot open lockers or give combinations that are not assigned to students and classes will not be disrupted to obtain any student to open a locker.

It is the student's responsibility to see that his locker is kept locked and in order at all times. If a student's locker is not working/locking properly, it should be reported to the office. 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.

Students should see their homeroom teacher for their locker combination.

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

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.**

Appropriate behavior is expected in the school cafeteria and in the boulevard. Proper cafeteria decorum includes but is not limited to the following guidelines: (1) no breaking in line or pushing in line, (2) no food should be thrown under any circumstances, (3) demonstrate respect for cafeteria workers, (4) loud talking and/or singing is not permitted, (5) following school policy related to code of student conduct applicable to the cafeteria. Appropriate disciplinary action will be taken for violations of expected cafeteria behavior.

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 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 without an OTC consent from the parent.* Please see the school nurse for a consent form if needed.

Additional information regarding Medication Policies is located in the District Student Handbook.

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/counselors 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, of which one must be a club. Additionally, nominated students should have been enrolled at RHS all four years of high school.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers or counselors by telephoning or e-mailing. Email addresses for teachers, counselors, and other staff can be located on the RHS website, <http://rustonhigh.lincolnschools.org>. These conferences must be scheduled during the teacher's planning period, before school, or after school.

PARENTAL INVOLVEMENT

Parents play a vital role in assisting in their child's learning. We recognize parents are full partners in their child's education. It is the policy of Ruston High to gather and disseminate to parents the following information: (1) parent notices required by law, (2) meeting notices that involve parents concerning their child such as parent-teacher conferences, (3) school newsletters and/or school newspaper, (4) opportunities to meet with the counseling department on student schedules, (5) PTA meeting dates, (6) Open House, and (7) other called meetings as necessary.

Ruston High will make efforts to contact parents through our automated calling system regarding grade issues and discipline issues. Additionally, Ruston High maintains a web site with announcements concerning various school events. In situations that might prevent parents from coming to school for a meeting concerning their child, school personnel may make home visits or arrange to meet the parents at a mutually convenient time off campus. We encourage parents to make conferences with their child's teachers as needed.

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 vehicle will be ticketed.
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. Parking tags cost \$10.00. Parking tags must be visible on cars beginning two weeks after the first day of school.
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 to their vehicle during the school day.
4. The student driver assumes responsibility for the conduct of the passengers in their vehicle.
5. Students will be asked by the administration to remove any article from their vehicle that is disruptive to the environment of the school.
6. 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 towed.
 - c. Yellow lined parking spaces are reserved for school faculty and staff.
7. **PENALTIES**
 - a. Illegal parking, parking in a reserved spot, going the wrong way on a one way, or parking without a permit will be a \$10.00 fine. If the fine is not paid within a 2 week period, parking privileges will be revoked. Unauthorized vehicles must be accounted for, and may be subject to police removal of vehicle and/or driver.
 - b. 1st Offense: Student receives a ticket and discipline referral.
 - c. 2nd Offense: Student receives a ticket, discipline referral, and Extended School.
 - d. 3rd Offense: Student receives a ticket, discipline referral, and In-School Suspension.
 - e. After three (3) parking/traffic violations, a mandatory parent conference will be required. Failure to comply could result in a possible tow and/or suspension of driving privileges.
8. 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. No drop-offs will be allowed in other areas (ie the band room, NT@R area, the boulevard, along Bearcat Drive, etc); students who are dropped off non-designated areas will be subject to disciplinary action.
9. All seniors must pay parking fines before graduation.

PARTIES/FLOWERS DELIVERY

No seasonal, religious parties are endorsed or encouraged by Ruston High School. Teachers may from time to time create incentives in the form of food/snacks for their students to be used as one type of reward for academic success. Flowers and/or balloons ordered by parents or students and sent to school for any reason

(birthdays, Valentine's Day, etc.) will not be accepted or delivered to the student during the school day.

PBIS

Ruston High utilizes a PBIS (Positive Behavior Interventions and Supports) System. PBIS is a way for schools to encourage good behavior. The students learn about behavior, just as they learn about other subjects. PBIS is a proactive approach to establishing the behavioral supports and social culture as needed for all students in a school to achieve social, emotional and academic success. Expectations are established for classrooms, hallways, bathrooms, cafeteria, etc. RHS offers incentives to reward good, positive behavior.

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.

A form granting consent for the release of personal information for the purposes of TOPS, college scholarships, grants, aid programs, and college admissions is located at the back of your student handbook and should be turned in to the library as soon as possible. This form must be signed by a parent/guardian.

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.

1. The parent/guardian is responsible to provide the student's school current working telephone numbers and any change in status concerning family information.
2. 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. *Additional information regarding Sexual Harassment Policies is located in the District Student Handbook.*

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 7:25 a.m. and 3:20 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. Students must have the permission of the main office to use a school phone. See "Electronic Devices" for information on the use of cellular phones (page 24-25).

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 barcode 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. Contact your counselor for more information.

TRANSCRIPTS

Transcripts may be obtained in the Counseling Department 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. A student will be referred to the truancy office after five (5) unexcused absences. 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 leave school grounds without permission 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, cameras, or any type of electronic equipment or games to school. If eye glasses or watches are worn, students should keep track of them at all times. Students, not the school, are responsible for their personal property. Students should not leave any 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

Ruston High School is a closed campus. All visitors must enter through the front main entrance to the school. 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.

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.

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 declared 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 from your parent or guardian and a counselor;
2. Obtain appropriate forms from the counseling department;
3. Clean out locker;
4. Return all school books, property;
5. Pay debts;
6. Take completed forms to the counseling department.

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.

2024-2025 TESTING SCHEDULE

ACT

Test Dates

September 14, 2024
October 26, 2024
December 14, 2024
February 8, 2025
April 5, 2025
June 14, 2025
July 12, 2025

ACT @ RHS

October 15, 2024
March 11, 2025

SAT

Test Dates

August 24, 2024
October 5, 2024
November 2, 2024
December 7, 2024
March 8, 2025
May 3, 2025
June 7, 2025

PSAT/NMSQT

October 26, 2024

ASVAB

November 14, 2024

EOC/LEAP 2025

December 2- December 20 (Fall Retest)
April 2- May 14 (Spring Testing Window)
June 23-27 (Summer Retest)

Advanced Placement (AP)

- Human Geography- May 6, 2025
- Statistics- May 7, 2025
- English Literature- May 8, 2024
- Environmental Science- May 13, 2025
- US History- May 9, 2025
- Calculus- May 12, 2025
- English Language- May 14, 2025
- Biology- May 5, 2025

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 Night

September 10, 2024 - This event is held at the Louisiana Tech Student Center. The event is for juniors, seniors, and their parents.

CLUBS AND ORGANIZATIONS

The organizations mentioned in this section are called "co-curricular," meaning that they are designed to complement 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.

4-H Club

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 during school once 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 \$7.

Bearcat Mentors

The RHS Bearcat Mentoring Program is an organization in which upper class students help freshmen students with the transition to the high school campus. Students chosen as mentors are assigned a small group of freshman students to mentor and conduct orientation activities weekly in the fall. Students chosen for Bearcat Mentor Council assist with the planning and implementation of the program. Applications for Bearcat Mentors are released in the spring to sophomores and juniors. Student applications are reviewed and selected by a committee of teachers. Dues are \$5 plus a \$10 t-shirt fee.

BUMS

Bearcat United Making Spirit (BUMS) raise spirit for all RHS sports by encouraging and participating in spirit activities. Membership is open to any sophomore, junior, or senior girl with a minimum 2.0 GPA. Regular participation is required to attend special BUMS events. Dues are \$10.00.

Fellowship of Christian Athletes (FCA)

The vision of FCA is to see the world impacted for Jesus Christ through the influence of coaches and athletes through Integrity, Service, Teamwork and Excellence. Students must be a member of at least one athletic organization. Dues are \$5.

Fishing Team

The RHS Fishing Team organization is for serious anglers who wish to compete in tournaments throughout the school year. All North Louisiana high school teams fish in the Student Angler Federation Tournament Series. The series includes tournaments on the following lakes/streams: Claiborne, Ouachita River, Poverty Point, D'Arbonne, and Caney. This is a wonderful opportunity to win cash and prizes. Student anglers who place in the top 10% at the Louisiana State Championship will be guaranteed a spot in the regional tournament, and if they do well there, then the students will be eligible to compete in the National Championship. Students must have a boat and boat captain to fish. The cost is \$25.00 to become a member and all tournament entries are paid by our sponsors. Team Jerseys are \$50.00.

Future Business Leaders of America (FBLA)

FBLA is the largest national student business organization in the world and provides opportunities for students to develop vocational and career competencies, to promote civic and personal responsibility, and to develop leadership skills. FBLA is recognized nationally and offers opportunities to attend district, state, and national conferences to socialize and compete in multiple areas and network with other members throughout the world.

FBLA reaches well beyond the classroom. Competitive events include areas such as business, leadership, law, health care, public speaking, multimedia, digital video production, printed and broadcast journalism, communications, math, computer programming, graphics and design, website design, computer networks and software, agriculture business, sports and entertainment, and many more. This year we added several computer programming and design events, as well as Political Science. FBLA promote service, education, and progress. The RHS chapter participates in recognition of local emergency service providers, Christian Community Action, Arkansas Children's Hospital, Louisiana Methodist Children's Home, the March of Dimes and many other service projects. From donating to organizations to active participation, members have opportunities to not only serve but to earn awards and national recognition for themselves and the chapter.

Membership dues are \$40 and include chapter, state, and national membership and the local chapter Tshirt. The district conference is held at ULM in February and the state conference is held at ULL in March or early April. The National conference is held during the summer and moves every year. This year's national conference will be held in San Antonio, followed in upcoming years in Salt Lake City, Utah and then Anaheim, California.

Family, Community and Career Leaders of America (FCCLA)

The purpose of FCCLA is to help youth assume active roles in society through family and consumer science education in areas of personal growth, family life, vocational preparation, and community involvement. All Family and Consumer Science students, past and present, are eligible for membership. As a member, students have the opportunity to attend Northern Region Meeting, and Louisiana Fall and State Conference. There is a \$10 membership fee.

The National FFA Organization

The National FFA Organization is a vital component of the Agriscience Education Program. Leadership is provided by student officers and advisors who guide the chapter activities. FFA provides many opportunities for students to travel, compete, and associate with young people of similar interests. Travel for the FFA currently consists of the National FFA Convention in Indianapolis, Indiana, the Louisiana State FFA Convention in Alexandria, LA, Leadership Camp in Alexandria, LA, and many other wonderful places that provide several opportunities for each student. The organization motivates young people to make positive contributions to their home, school, community, and country.

Gaming Gurus

The purpose of Gaming Gurus is to provide a safe environment for multiplayer gaming on a multitude of platforms and along with board games. Students involved in the organization will be able to learn more about game design, programming, production and marketing through guest speakers and research, and participate with other schools in tournament settings. Dues are \$25 and interested students must have a 3.0 GPA.

Junior-Senior Prom Committee

The Junior-Senior Prom committee is in charge of all aspects of the prom. Students wishing to participate should be energetic and dedicated to making all aspects of the event a success for our students. Applicants must be an RHS junior or senior. Members will be expected to help with additional prom duties the week prior to the event. Once selected, committee members must pay \$10 membership fee at the first Prom Committee meeting in January.

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. Dues are \$15 and are paid at the first official meeting.

Keywanettes

Keywanettes is a girls' service organization for juniors and seniors at RHS. The purpose of Keywanettes is to provide special services for the school and the community. Keywanettes are involved in three service projects during the year. The Keywanettes also sponsor the Homecoming Dance. The club meets once a month during the activity period. Students must have a 3.25 grade point average and have no attendance issues. Students may apply for membership by application in the fall. Dues are \$25 annually and members must assist the Sunrise Kiwanis Club in their fundraising projects and attend a breakfast with them once each semester.

Junior Quota Club

Junior Quota Club is a service organization that is sponsored by the local chapter of Quota International. The main objective of Quota International is to empower women, children, the deaf, hard-of-hearing, and speech impaired in local communities and around the world. The Junior Quota Club at Ruston High School will partner with Quota International throughout the year to perform service projects in our school and local community. Membership is available to 9th -12th grade girls with a minimum 2.5 GPA who will commit to attend monthly meetings during advisory and also participate in at least one service project after school or on weekends. Annual dues for membership are \$15 and must be paid at the first official club meeting

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 Advisory. To be considered, students must have a cumulative 3.0 GPA and should consider serving in the community and assuming leadership positions in any organization in which they are members; all students with a 3.0 GPA or higher and sophomore or higher

status will receive an application packet to complete. Membership is granted to sophomore, junior and senior students selected based on outstanding scholarship, character, leadership and service. There are monthly service requirements that must be met. A student may be removed from the organization for serious offenses, such as in-school or out-of-school suspensions, loss of required GPA, or noncompliance of activity and attendance requirements, as determined by the sponsors and school administration. Dues are \$20 at induction and \$10 yearly thereafter.

Pepettes

The Pepette organization is composed of the Bearcat Belles, Cheerleaders, Pom Pom Girls, and the 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 who have at least a 2.0 GPA, no Fs or no failures due to attendance. There is a \$60 transportation fee. Specific responsibilities and requirements of Pepette groups are found in the Pepette Constitution.

- **Bearcat Belles**

The Bearcat Belles consist of 9th – 12th grade students and are part of the Pepette Organization. Tryouts for Bearcat Belles are held in the spring. It is strongly recommended that candidates have private dance training prior to try-outs. See the Bearcat Belle sponsor at the beginning of the school year for information regarding private dance lessons. Practices, summer camp, and summer practices are required. There is a choreographer fee in addition to uniform fees. All candidates must abide by the Belles' Constitution and meet all financial obligations.

- **Cheerleaders**

Ruston High Cheerleaders are made up of 9th - 12th grade girls. Activities include cheering at all varsity and JV (9th and 10th grade) football games, basketball games, sendoffs, fundraisers, and mini clinic. Cheerleader tryouts are held in the spring with camp taking place in the summer. Basic requirements include a 2.0 GPA and acceptable discipline record. Cheerleaders must abide by the Pepette Constitution and meet all financial obligations. There may be opportunities for cheerleaders to compete throughout the year as well.

- **Pom Pom Girls**

The Pom Pom Girls are a pep squad for girls and they are part of the Pepette organization. The Pom Squad is open to all female students at Ruston High, grades 9-12. Applications are taken in the spring. Members must abide by the Pepette Constitution and be able to meet required financial obligations. Pom Girls will cheer at all varsity football games and designated varsity basketball games. They will participate in pep rallies and other spirit activities with Pepettes.

The Resume (Yearbook)

Members of the **Resume** staff compile the school yearbook. Students who enroll in Resume will use computer programs to learn the fundamentals of yearbook publishing. They will learn how to design, photograph, write, and publish an accurate account of the people and happenings of the school year. Students will also be required to interact with the business community by selling ads and working on fundraisers. Must have approval of the Yearbook Adviser. Teacher recommendation is required for participation in this class.

Speech and Debate Club/Team

The Speech and Debate Club is a group of students who engage in competitive dramatic performance, public speaking, and debate events. They compete at tournaments in both Louisiana and Texas. The Speech and Debate Club is composed of the Speech and Debate Team which is actually an academic team of competitors rather than a club. In the spring, students may apply for membership on the team for the following school year. Students must have a 3.0 grade point average and must sign a contract outlining membership details. Team members are expected to enroll in the debate class and to participate in after school practice. Dues are \$20 which includes membership fees to two national speech and debate organizations.

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 will be designated by

sponsors. Six representatives from each class are traditionally elected in the spring of the previous year of service. Freshman representatives are elected in the fall. If there is interest, members-at-large may also be selected. To become a candidate for election, each student must submit an application to the Student Council advisors within a designated time period and meet the GPA and disciplinary requirements. Representatives must have a cumulative 2.8 grade point average, and officers must have a cumulative 3.0 grade point average. Ninth grade students' GPAs are based on their eighth grade final GPA. To be eligible to run for class representative in fall elections, he or she must have a cumulative grade point average of 2.8 and must have no major disciplinary referrals or suspensions and no more than 1 minor disciplinary referral for the current and previous academic years. To be eligible to run for class representative in spring elections, he or she must have a cumulative grade point average of 2.8 and must have no major disciplinary referrals or suspensions and no more than 1 minor disciplinary referral for the current academic year.

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 guidelines:

1. Students shall be held responsible for all rules and regulations covered in the Ruston High School Student Handbook.
2. 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.
3. 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.
4. Students shall conduct themselves 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 basis by the Coach, Athletic Director, or Principal.
5. 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.
6. 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).
7. 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 the team.
8. 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 activities including athletics or any school approved field trip.)
9. The Principal, Athletic Director, and Head Coach will deal with any irregularities that may occur or any situation not covered by policy.

Disciplinary Action

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 6 classes per year and maintain a minimum of a C average.

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. (Additional information about Alcohol/Drug Use Policy in Discipline section)

- 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 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 the 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

Please 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, electronic cigarettes, 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 six subjects and have a 1.51 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

Contact your child's teacher. You may do this through the following methods:

1. Call the school secretary at 255-0807. Leave appropriate information for your child's teacher to contact you.
2. E-mail your child's teacher. Email addresses for teachers can be located on the RHS website, <http://rustonhigh.lincolnschools.org>.

STEP 2

Contact the appropriate assistant principal OR counselor. You may do this through the following methods.

1. Call the school secretary at 255-0807. Leave appropriate information for the assistant principal or counselor for that grade to contact you.
2. E-mail the assistant principal or counselor. Email addresses for administration and counselors can be located on the RHS website, <http://rustonhigh.lincolnschools.org>.

STEP 3

Contact **RHS Principal Dan Gressett**. You may do this through the following methods:

1. Call the school secretary at 255-0807. Leave appropriate information for Mr. Gressett to contact you.
2. Email Mr. Gressett at dgressett@lincolnschools.org.

STEP 4

Contact **Mr. John Young, Assistant Superintendent**

at the Lincoln Parish School Board Office. Contact information for the school board office is detailed below.

Lincoln Parish School Board Office
410 S. Farmerville St.
Ruston, LA 71270
(318) 255-1430

STEP 5

Contact **Dr. Doris Lewis, Human Resources Director** at the Lincoln Parish School Board Office. Contact information for the school board office is detailed below.

Lincoln Parish School Board Office
410 S. Farmerville St.
Ruston, LA 71270
(318) 255-1430



**STUDENT HANDBOOK
SIGNATURE PAGE**

Student Name _____

Homeroom _____ Grade _____

Students and Parents,

Please sign this sheet, remove it from the handbook, and return it to the RHS Library so that the school will have a record that you have received and reviewed this handbook. Students will not be allowed to use the school’s computers until this page is signed and returned to the RHS Library. Notwithstanding, ignorance of this handbook or its contents shall not constitute a defense or excuse.

We hereby acknowledge that we have read the student handbook. We agree that the student shall be accountable for ALL rules and regulations in this handbook including district guidelines, policies, and procedures. Furthermore, we agree that the student will:

- attend school daily (except when absent for reasons due to illness or other excused reasons)
- arrive at school on time each day
- complete all required homework assignments
- follow the school and classroom rules

As parent/guardian, we also agree to attend all required parent and teacher or principal conferences.

We have read the Lincoln Parish School Board’s Acceptable Use Policy for School Computer Systems and the Internet — Student Use. We 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 the 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.

We give permission for the student’s name, photo, videos, writing, artwork, etc. be published on the World Wide Web, local newspaper, local cable channels, or other public forums throughout the year.

We understand that this school, as part of the Lincoln Parish School System, collects personally identifiable information: full name, date of birth, social security number, and student transcript data. We further understand that this school and the Lincoln Parish School System maintain the confidentiality of this information as set forth by Louisiana ACT No. 837. The Lincoln Parish School Board will follow all local, state, and federal data security rules and only share the data that is required for the purposes stated.

We understand that by our signature we are giving consent for the school and Lincoln Parish School Board to disclose pertinent information to Louisiana postsecondary educational institutions; the Office of Student Financial Assistance to be used solely for the purpose of processing applications for admission and for state and federal financial aid; LHSAA; NCAA; clubs and organizations, programs for graduations; performances and award programs; photography providers; and some others as detailed at <http://www.lincolnschools.org>

We understand that failure to provide written consent for the collection and disclosure of the student's information may result in delays or may prevent successful application for admission to a postsecondary educational institution and for state and federal student financial aid.

If any parent/guardian does not agree to any specific use of student information as described herein, please express any objections in writing, in a separate letter, to the principal.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

FAFSA Information (Seniors only)

The state of Louisiana requires all seniors who plan to attend a two or four year college or university to complete the Free Application for Federal Student Aid (FAFSA). Completion of this free online application is mandatory for TOPS and for admission by all post-secondary schools. In preparation for post-secondary education, please indicate your intentions below:

- Yes, I plan to complete the online FAFSA and provide verification to Ruston High that I have done so.

Parent/Guardian Signature _____ Date _____

RUSTON HIGH SCHOOL

Dan Gressett
Principal



Ricky Durrett
Superintendent
Lincoln Parish

CONSENT FORM

TOPS, COLLEGE SCHOLARSHIPS, GRANTS, AID PROGRAMS & COLLEGE ADMISSIONS

If you consent, your child's data will be shared with the Louisiana Office of Student Financial Assistance (LOSFA) through the Louisiana Department of Education (LDE) and its technology partner, the Office of Technology Services (OTS)¹ and the postsecondary education institution(s) to which your child applies (Institution) through the Board of Regents (BOR), LDE, and OTS to allow:

- You to **track your child's progress** in taking the courses and earning the grades required to be eligible for a Taylor Opportunity Program for Students (TOPS) Scholarship and to **monitor your child's TOPS eligibility status** by having an account on the LOSFA Student Hub (<https://www.osfa.la.gov/studenthub.html>).
- LOSFA to determine **whether your child is eligible for TOPS and other college aid using the Louisiana Award System (LAS)**.
- You to **monitor your child's TOPS eligibility status** by having an account on the Student Hub (<https://www.osfa.la.gov/studenthub.html>).
- LOSFA to **make TOPS and other aid payments**.
- The Institution(s) to process his/her application for admission.

The data which is necessary to determine your child's eligibility for TOPS and for admission to an Institution and which may be shared with LOSFA and Institutions for these purposes includes:

- Full name
- Birthdate
- Social Security Number
- Student transcript data (includes but not limited to, courses taken, type of course, the grades for each course, and when and where the courses were taken).

If you do not consent to the disclosure of your child's data to LOSFA and to postsecondary Institutions, the evaluation of your child's eligibility for TOPS and for admission to college will be delayed until the information necessary to make a determination is provided.

I CONSENT

I CONSENT to my child's school collecting my child's personal information named above and disclosing the personal information collected to LOSFA, to the Institution, and to the entities named above.

I understand and acknowledge that the consent provided herein shall be valid for my child's cumulative transcript records as of the date of signature and shall remain valid and in effect until he graduates from high school or I withdraw consent by completing the bottom portion of this form and returning it to my child's school.

Signature of Parent/Legal Guardian

My Child's Full Name

Printed Name of Parent/Legal Guardian

Date

I DO NOT CONSENT

I DO NOT CONSENT to my child's school collecting my child's personal information named above and disclosing the personal information to LOSFA and BOR. I understand that I may provide consent at a later date by completing the consent portion of this form above and returning it to my child's school.

Signature of Parent/Legal Guardian

My Child's Full Name

Printed Name of Parent/Legal Guardian

Date

¹ LDE and OTS will not have access to students' personally identifiable information to facilitate this process.
FORM 837 - Revised 2-28-18



Lincoln Parish School District Chromebook Agreement

The Lincoln Parish School District is pleased to provide students in grades 3 through 12 with a district-owned Chromebook for use at school and at home. Students in Grades Pre-K through 2 will be provided a Chrome Tablet; however, this tablet will not be issued to take home except in certain cases. Our goal is to help our students develop the necessary skills to successfully live and work in an increasingly technology advanced world by providing engaging and powerful learning experiences for all students across all curricular areas.

These learning opportunities come with certain responsibilities and obligations. District guidelines are provided herein so the student and parent/guardian are aware of the responsibilities they accept when using district-owned devices and other technology resources. In addition to following these guidelines, the student is required to follow the Acceptable Use Policy and all other applicable rules that may be set by the school and/or teacher.

1. General Information

1.1 Receiving the Chromebook

The student will receive the following: (1) a **Chromebook** to be transported daily between home and school (grades 3-12 and Pre-K – 2 as applicable) and (2) a **charging cord**, which should remain at home and used to charge the Chromebook nightly. Some Chromebooks will have a protective case; however, for those that do not have a protective case, please turn them off when not in use and store in a personal protective backpack or case.

- The student and parent/guardian must sign and return this agreement before a Chromebook and accessories can be issued.

1.2 Returning the Chromebook

District-owned Chromebook and accessories must be returned at the end of each school year.

- The student must return the Chromebook and accessories in working and usable condition.
- The student who leaves the district for any reason during the school year must return the device to the school at the time of withdrawal.
- The student who transfers to another school within the district will return their Chromebook and accessories to the school where the device was issued. The student will receive another device from the new school.
- Any Chromebook and/or accessories not returned will be considered stolen property and law enforcement agencies will be notified.

2. Taking Care of the Chromebook

2.1 General Precautions

The student is responsible for the general care of the Chromebook he/she has been issued.

- The Chromebook is the property of the Lincoln Parish School District.
- No food or drink is allowed near the Chromebook.
- Do not attempt to remove or change the physical structure of the Chromebook (e.g. keys, case, etc.).
- Cords and cables must be inserted and disconnected carefully to prevent damage to the Chromebook.
- Chromebooks must remain free of writing, drawing, stickers, labels, etc. that are not property of the Lincoln Parish School District.
- Devices **must never be left** in an unlocked locker, unlocked car, or any unsupervised area.
- Do not hold, lift, or suspend the Chromebook in the air solely by the screen/display.
- Never store a Chromebook in a carrying case while plugged in.
- Close the lid of the Chromebook when it is not in use in order to save battery life and protect the screen.
- Student should only charge the Chromebook with the charger issued with the device.



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- The device is sensitive to extreme heat and extreme cold. Therefore, leaving it in cars, direct sunlight, etc. that may expose it to these conditions is potentially harmful to the device and must be avoided.

- The student is responsible for bringing completely charged Chromebook for use each school day.

2.2 Carrying the Chromebook

- Transport the Chromebook with care.
- Chromebooks should always be powered off, stored and carried within a protective case.
- Never transport your Chromebook with the power cord plugged in.
- Chromebook lids should always be closed and tightly secured when the Chromebook is being moved.
- While in a carrying case, do not place anything in the case that may cause damage to the Chromebook. Examples include; but are not limited to, earbuds, pens, pencils, food, and other school supplies.
- Do not walk from one location to another while the Chromebook is open. Always carry the device with two hands.
- Never move a Chromebook by lifting from the screen. Always support the device from its base with the lid closed.

2.3 Screen Care

The Chromebook screen can be easily damaged. The screens are particularly sensitive to damage from excessive pressure.

- Only use a soft, dry cloth to clean the screen. Do not use cleaners of any type.
- Do not lean or put pressure on top of the Chromebook when it is closed.
- Do not “bump” the device against lockers, walls, car doors, floors, etc.
- Do not throw or sling the carrying case containing the device.
- Do not stack any books, heavy material, etc. on top of the Chromebook. Any extra weight can crack the screen. This includes when the device is in the carrying case.
- Do not touch the screen with any objects (e.g. fingers, pens, pencils, etc.). Note: Pre-K Chrome tablets and some special education devices are finger touch enabled devices.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebook, earbuds, etc.).

2.4 Storing the Chromebook

It is the student’s responsibility to ensure that the Chromebook is in a safe and secure location.

- The student should never leave the Chromebook unattended.
- When not in use, the Chromebook should be powered off and stored in a carrying case and in a secure location.
- Nothing should be placed on top of the Chromebook when being stored.

2.5 Chromebook Left in Unsupervised Areas

- Chromebook should never be left in an unsupervised area, including but not limited to, the school campus, cafeteria, library, computer lab, locker room, restroom, gymnasium, unlocked classroom, and hallway.
- A Chromebook left in an unsupervised area is in danger of being damaged or stolen.
- Unsupervised Chromebooks will be confiscated by school staff.

2.6 Chromebook Identification

All Chromebooks contain a Lincoln Parish School District asset tag number and manufacturer's serial number. This information will be used to identify the device and the student who is assigned to the device.

- The student must not remove or interfere with identification placed on the device.



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- If the asset tag or serial number begins to detach from the device, the student should report it immediately to school authorities.
- Lincoln Parish School District has the ability to monitor and track each device.

3. Using the Chromebook

3.1 General Information

- A student in grades 3 – 12 will be allowed to take their Chromebook home each night throughout the school year. A student in grades Pre-K – 2 will be allowed to take their device home under special circumstances and upon approval of the teacher/school.
- The Chromebook is intended for use at school each day.
- The student is responsible for bringing their Chromebook to all classes.
- Chromebooks shall only be used for **EDUCATIONAL PURPOSES**.

3.2 Chromebook Left at Home

- If the student leaves the Chromebook at home, a temporary loaner may be issued if one is available. Repeatedly leaving the device at home may result in disciplinary action.
- If the student leaves the Chromebook at home, he/she is responsible for completing all assignments as if he/she had the device present.

3.3 Charging the Chromebook

A fully charged Chromebook battery should last for an entire day of regular use at school.

- The student is responsible for bringing the completely charged Chromebook for use each school day. Repeat violators may be subject to disciplinary action.

3.4 Apps and Extensions on Chromebooks

- Devices are controlled and monitored by a Google Management System.
- The student is not permitted to add apps or extensions to the Chromebook and are blocked from this type of function. Access to Chromebook apps and extensions are controlled by the Lincoln Parish School District.
- Do not attempt to “jailbreak” the Chromebook or change the configuration.

3.5 Cameras and Microphones

- The student must obtain approval before using the device for taking pictures and for audio and video recordings.
- Pictures and electronic recordings may not be shared, published, or re-broadcasted for any reason without permission from the teacher and all involved parties.

3.6 Screensaver, Background, Profile Photo

- All media used for screensavers, background photos, and/or profile images must be school appropriate and can only be changed with teacher permission.

- Attempted use of inappropriate images such as, but not limited to guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and/or gang related symbols and pictures, will result in disciplinary action.



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3.7 Sound

- The student may bring personal headphones or earbuds to be used at school; however, the school is not responsible for loss or theft.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes or the teacher allows for headphone use.

3.8 Managing and Saving Digital Work to the Chromebook

Google Apps for Education is a suite of applications (word processing, slideshow presentations, spreadsheets, etc.) that allows a user to create different types of online documents. A user can store their document, as well as other files, in the Google Cloud Account (Google Drive).

- The student will save work to his/her Google Drive which will be accessible from any device with Internet access.
- If a wireless Internet connection is not available, Google Apps for Education documents can be made available for offline editing prior to loss of Internet connectivity. Once connected to the Internet, offline documents will sync to the Google Cloud environment, allowing the student to work offline.
- If a Chromebook needs repair, it is possible that files stored locally on the device may be lost if the device has to be reset.

3.9 Printing from the Chromebook

- Printing will not be available with the Chromebook. If required, the student may print school assignments using a desktop computer in an area designated by the school.

3.10 Privacy and Security

- In compliance with state and federal regulations, the Lincoln Parish School District utilizes a CIPA (Children's Internet Protection Act) compliant filtering software and other technologies to prevent students from accessing websites that are obscene, pornographic, harmful to minors, anti-social, or promote illegal activity. The district also monitors the online activities of students through direct supervision and/or technological means.
- Electronic access may include the potential for access to inappropriate content despite the best efforts of supervision and filtering because no content filtering is capable of blocking 100% of the material available on the Internet. Should access to an inappropriate site occur, the student must notify the teacher immediately.
- The use of anonymous proxies to bypass content filters is strictly prohibited.
- A monitoring software will be used to scan and detect inappropriate content in the student's Google Drive, regardless of the device being used.
- Users of Lincoln Parish School District technology resources have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, the school network, or any district issued applications and are given no guarantees that data will be retained or destroyed.
- The student will only be able to login to the school-issued Chromebook using the lincolnschoolscb.org account.
- Guest access is not available on LPSD Chromebooks. The student must login to use the device.

- Do not share your password.
- Do not allow another student to use your Google account. Likewise, do not log-on to another student's account.



- LPSD reserves the right to inspect or confiscate a student's device, change a student's password to access the account, and/or suspend the student's account for any reason.

3.11 At Home Use

- The student is allowed to set up access to home wireless networks on his/her device.
- The student is bound by all LPSD acceptable use agreements and guidelines regardless of where the Chromebook is used.

3.12 Digital Citizenship Pledge

While working in a digital and collaborative environment, the student must always conduct himself/herself as a good citizen by adhering to the following:

- **Respect Yourself**
I will show respect for myself through my actions. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information and which images I post. I will NOT act inappropriately. I will act with integrity.
- **Protect Yourself**
I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- **Respect Others**
I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for others in my choice of websites. I will not intentionally attempt to access sites that are inappropriate. I will not enter other people's accounts.
- **Protect Others**
I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect Intellectual Property**
I will request permission to use copyright or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by fair use rules.
- **Protect Intellectual Property**
I will request to use software and media that others produce. I will not download, share, and post illegally obtained media. I will abide by all licensing agreements.

4. Repairing/Replacing Damaged Chromebooks

4.1 Accidental Damage vs. Negligence/Intentional Damage

Accidents do happen. There is a difference, however, between an accident and negligence or intentional damage.

- If the Chromebook is deemed to be intentionally or negligently damaged by the student, the student will face disciplinary action and will be responsible for the cost of repair and/or replacement. The school administration will determine negligence or intentional damage.



4.2 Broken/Malfunctioning Chromebooks

The student will be held responsible for maintaining their individual Chromebook and keeping it in good, working order. A Chromebook that is broken or malfunctioning must be immediately reported to school authorities.

- Repairs of damaged or malfunctioning Chromebooks will be handled by the district Technology Department.
- The student or parent/guardian should never attempt to complete any repairs to the device nor should it be taken to any outside computer service for any type of repair or maintenance. This will void the warranty and/or coverage policy on the device.
- The student may be provided with a loaner Chromebook, if one is available, while the assigned device is being repaired. The decision will be made at the discretion of school administration.

4.3 Lost or Stolen Chromebook

- Lost or stolen Chromebooks should be immediately reported to school administration.
- If the Chromebook is stolen at school, an attempt to locate and/or track the device will be made. If the device is unable to be located, a police report will be filed.
- If the Chromebook is stolen anywhere besides the school's campus, it is the student and/or parent/guardian's responsibility to immediately report the theft to local law enforcement and then to school administration on the first day (start of the day) that the student returns to school. Once the police report has been filed, it is the student and/or parent/guardian's responsibility to pay for and obtain a copy of the police report and provide a copy to the school administration with 10 business days of the report being filed. LPSD will work with law enforcement to track the stolen device. The student may be provided with a loaner Chromebook, if one is available, at the discretion of school administration.
- The student and/or parent/guardian should record the LPSD asset tag number (engraved on the device) and the serial number (located on the bottom of the device). These numbers will be used if the device is lost or stolen.
- Lost or stolen AC adapters should be reported immediately to school administration.

5 Parent/Guardian Responsibilities

LPSD strongly encourages the parent/guardian to actively monitor and supervise the student as he/she uses the Chromebook at home.

5.1 Parent Best Practices for Internet Safety at Home

- Keep computers in a central place.
 - This will make it easier for you to monitor and keep an eye on your child's activities.
- Know when your child goes online.
 - Establish specific times when access to Internet is permitted and keep that schedule.
 - Limit the length of access time. This will encourage your child to go directly to the information required, rather than aimlessly surfing the Internet.

- o Talk about what kinds of sites that they like to visit and establish what is and isn't appropriate for your family. If your child is using your home internet access, please be aware of the filtering preferences of your personal network.
- o You can also check where your child has been by looking at the history in the browser menu.
- Teach Internet Safety
 - o It is impossible to monitor your child's online activity all the time.
 - o As your child gets older, he/she needs to know how to use the Internet safely and responsibly.
 - o Teach your child not to communicate or share any personal information with strangers on the Internet.



Lincoln Parish School District Chromebook Agreement

- Use Privacy Settings and Sharing Controls.
 - o Many sites that feature user-generated content, YouTube, Facebook, and other social networking sites, have sharing controls that put users in charge of who sees personal blogs, photos, videos, and profiles.
 - o Teach your child to respect the privacy of friends and family by not identifying people by name in profiles and pictures.
- Protect Passwords.
 - o Remind your child that he/she should not give out his/her password to anyone for any reason.
 - o Make sure your child makes a habit of unclicking "Remember Me" settings on the computer.
- Teach Your Child to Communicate Responsibly.
 - o Instruct your child to talk to you if he/she finds anything on the Internet that makes him/her feel uncomfortable.
 - o Ask your child about his/her Internet experiences and what he/she has learned.
 - o Remind your child that he/she should not text, email, instant message or post any hurtful or inappropriate information.
- View all Content Critically.
 - o Just because you see it online doesn't mean that it is true.
 - o Children should learn how to distinguish reliable sources from unreliable ones, and how to verify information that they find online.
 - o Make sure that they understand that cutting and pasting content directly from the Internet is plagiarism.

6. Failure to Follow Guidelines and Policies

Student use of the Chromebook, network, and Internet is a privilege, not a right. Chromebooks should be used for educational purposes and students are to adhere to all acceptable use guidelines and policies and all of its corresponding administrative procedures at all times. Misuse of the Chromebook and/or the school network has the potential to impose disciplinary consequences. Violations of guidelines and policies may result in, but are not limited to, the following disciplinary actions:

- Student/Parent Conference with school administrator, teacher, and/or other school officials
- Restriction of Internet and Chromebook privileges
- Disabling of Google Account
- Detention, in-school suspension, out-of-school suspension, expulsion
- Restitution for damages or replacement

*Note: If privileges are revoked, the student will be responsible for all assignments in paper/pencil format.



Lincoln Parish School District Chromebook Agreement

*****Return This Page to Your Teacher*****

Student Pledge:

I will follow all parts of the Lincoln Parish School District Chromebook Agreement and Acceptable Use of Technology Resources Agreement while at school as well as outside of school.

This means I will:

- Only use the Chromebook for educational purposes and in a responsible and ethical manner.
- Take care of my Chromebook as outlined in the LPSD Chromebook Agreement.
- Bring a charged Chromebook to school on a daily basis.
- Never leave my Chromebook unattended.
- Comply with trademark and copyright laws and all license agreements.
- Report to my teacher all inappropriate material that makes me feel uncomfortable or is not respectful.
- Keep my password secret.
- Keep food and beverage away from my Chromebook.
- Promote and communicate online safety and digital citizenship.
- Be responsible for restitution for damages or replacement due to misuse of the Chromebook.
- Return the Chromebook, carrying case, and power cord in good, working condition.

This also means that I will not:

- Disassemble any part of my Chromebook (including district identification), attempt repair myself or through a third party, and/or place decorations (such as stickers, markers, etc.) on the Chromebook.
- Loan my Chromebook to others.
- Deface, vandalize, destroy, damage, ruin, and/or scratch my Chromebook in any way.
- Use or attempt to use another person's username and/or password.
- Cyberbully and/or post, send, or store information that could endanger others.
- Give out personal information over the Internet.
- Delete district/school installed Chromebook settings.
- Attempt to bypass Internet filters.

By signing, I hereby acknowledge I have read, understand, and agree to abide by the terms and conditions of the LPSD Chromebook Agreement and all associated agreements it references. I understand that this device is the property of LPSD, is to be used for educational purposes and will be monitored and tracked. If I violate any conditions of these agreements, I may have my computer privileges revoked and face disciplinary action.

Student Name (Please Print): _____

Student Signature: _____

Parent Permission and Acknowledgement:

By my signature below, I acknowledge I have read and understand the Lincoln Parish School District Chromebook Agreement and have discussed the information with my child. I am aware that the care and responsibility of the device as outlined in the agreement, both in and out of school, lies with my child. I understand that this device is the property of LPSD, is to be used for educational purposes and will be monitored and tracked. I understand that this device will be filtered for inappropriate content but I am also aware that no content filtering is capable of blocking 100% of the material available on the Internet. I give my permission for my child to participate in the Virtual Learning Program.

Parent Name: (Please Print): _____

Parent Signature: _____



Lincoln Parish School District Statement of Assurance of Confidentiality

As a parent of Lincoln Parish School District, I will keep confidential all information which is relative to individual students, all information discovered from observations or interviews as well as any other information that the school district requests be made confidential.

_____ Print Name

_____ Signature

_____ Date

Chromebook Serial Number/Tag Number:

Serial Number: _____

LPSD Tag Number of Chromebook: _____

RUSTON HIGH SCHOOL CONTACT FOR REPORTING CHROMEBOOK/TABLET ISSUES:

WALTER MOSS , SCHOOL-BASED TECH COORDINATOR or DEANNA FORESTER, Chromebook Contact

EMAIL: RHSTECHSUPPORT@LINCOLNSCHOOLS.ORG

SCHOOL PHONE: 318-255-0807

SECONDARY CONTACT: DEBBIE PENDER, LPSB TECHNOLOGY COORDINATOR

EMAIL: DGPENDER@LINCOLNSCHOOLS.ORG

CENTRAL OFFICE PHONE: 318-255-1430 EXT 251

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