

## MHS Bell Schedules 25/26

### Breakfast 7:15 – 7:35

<b>Regular Bell Schedule (400 minutes)</b>		
School Begins	7:35	
Flex	7:35 – 7:57	22 minutes
1 <sup>st</sup> period	8:00 – 8:54	54 minutes
2 <sup>nd</sup> period	8:57 – 9:51	54 minutes
3 <sup>rd</sup> period	9:54 – 10:48	54 minutes
4 <sup>th</sup> period	10:51 – 11:45	54 minutes
Lunch	11:48 – 12:18	30 minutes
5 <sup>th</sup> period	12:21 – 1:15	54 minutes
6 <sup>th</sup> period	1:18 – 2:12	54 minutes
7 <sup>th</sup> period	2:15 – 3:09	54 minutes
Bus Bell	3:09 – 3:12	
Walkers/Car Line/Drivers	3:12	

<b>Pep Rally Schedule</b>		
School Begins	7:35	
1 <sup>st</sup> period	7:35 – 8:30	55 minutes
2 <sup>nd</sup> period	8:33 – 9:29	56 minutes
3 <sup>rd</sup> period	9:32 – 10:28	56 minutes
4 <sup>th</sup> period	10:31 – 11:27	56 minutes
Lunch	11:27 – 11:57	30 minutes
5 <sup>th</sup> period	12:00 – 12:56	56 minutes
6 <sup>th</sup> period	12:59 – 1:55	56 minutes
7 <sup>th</sup> period	1:58 – 2:54	56 minutes
Pep Rally	2:55 – 3:09	15 minutes
Bus Bell	3:09 – 3:12	
Walkers/Car Line/Drivers	3:12	

<b>Noon Dismissal</b>		
School Begins	7:35	30 minutes
1 <sup>st</sup> period	7:35 – 8:05	30 minutes
2 <sup>nd</sup> period	8:08 – 8:38	30 minutes
3 <sup>rd</sup> period	8:41 – 9:11	30 minutes
4 <sup>th</sup> period	9:14 – 9:44	30 minutes
Lunch	9:47 – 10:17	30 minutes
5 <sup>th</sup> period	10:17 – 10:47	30 minutes
6 <sup>th</sup> period	10:50 – 11:20	30 minutes
7 <sup>th</sup> period	11:23 – 11:53	30 minutes
Bus Bell	11:53 – 11:59	
Walkers/Car Line/Drivers	12:00	

## **MHS 2025-2026 Student Handbook**

This handbook is provided to every student and his or her parent to provide an understanding of the daily conduct of school at Mangham High School. These policies and procedures have been established for the welfare of our student body and are in accordance with the Richland Parish School Board Policy Manual. If there are any questions please feel free to call or come by the school.

### **Mangham High School's Principal's Message**

I want to welcome you to Mangham High School. Our academic and behavior expectations are high at MHS. High school will provide you with many opportunities to gain the knowledge and skills that are necessary to be successful in life. I want you to come to school every day with a growth mindset, all needed materials, dressed in the proper manner, and ready to do your best. I encourage you to participate in extra-curricular activities. That participation will make high school more enjoyable and add to your experiences as a student. We have a lot to be proud of at MHS; I want us to continue to build upon our academic and athletic successes. I am looking forward to a great year!

### **Philosophy of Mangham High School**

The Mangham High School faculty and staff believe that the primary purpose of education is to provide for the maximum growth and development of every child in order that each student might become a productive citizen. Academic, physical, social, emotional, and moral phases of growth and development can be regarded separately but are not independent. Education is both a right and a responsibility in our democratic society and all children should be offered equal educational opportunities. Responsibility is therefore placed upon children and families to take full advantage of this opportunity without interfering with others striving to succeed.

The following statements support this philosophy and provide a clear vision and direction for students and parents.

- Provide quality instruction to each student
- Curriculum with its budgetary constraints for each student is the responsibility of the school
- All students can learn and reach individual acceptable standards designed for their needs and abilities
- All programs and services should complement and support the curriculum to maximize student success
- Adequate personnel, facilities, equipment, materials and services should be furnished by the school
- The community is a critical part of education and information must be provided to insure support
- Continual evaluation of the school programs for teachers and students is key to improvement
- Motivation must come from the students and their families
- Teachers create and maintain a learning environment

Richland Parish Non-Discrimination Statement: The Richland Parish School System adheres to the equal provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no employee, students, parents, or legal guardians will be discriminated against on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1073) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact Christy Hendrix, Title IX Coordinator at (318)728-5964; email [chendrix@richland.k12.la.us](mailto:chendrix@richland.k12.la.us) or Joyce Smith, Section 504 Coordinator at (318) 728-5964; email [joysmith@richland.k12.la.us](mailto:joysmith@richland.k12.la.us)

## ATTENDANCE

**High School Students:** High school students must be present a minimum of 94% of the instructional minutes offered during a full academic semester and/or school year; for example, a student must attend school eighty (80) days of an eighty-five (85) day semester or one hundred sixty (160) days of a one hundred seventy (170) day school year to be eligible to receive credit for courses taken. For a student to obtain ½ Carnegie credit, a student may not miss more than 5 days per semester.

The School Building Level Committee (SBLC) will make promotion decisions concerning compulsory student attendance. Contact the principal for further questions about attendance.

**All Students:** State requirements allow a student to be excused from school for the following reasons only:

1. Personal illness (with a physician's excuse).
2. Serious illness in the family.
3. Death in the family (not to exceed one week).
4. Recognized religious holiday (with prior approval of the principal).
5. Extenuating circumstances verified by the Supervisor of Child Welfare and Attendance. Written documentation from a physician is required for all excused absences and must be presented within ten (10) days upon a student's return to school. A student must request missed assignments within three (3) days of return from an absence.

Parents are notified in writing of excessive unexcused absences. Extenuating circumstances must be verified and approved by the Supervisor of Child Welfare and Attendance or the Director of Student Services, in consultation with the principal.

The **Truancy Officer** assists the Richland Parish School System in enforcing compliance of all attendance laws. This may include:

1. A home visit by an attendance officer
2. An attendance hearing
3. A petition to Juvenile Court filed with the District Attorney's Office

Louisiana Revised Statute 17:233 B.(1)(a): A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.

For additional information, refer to Richland Parish School Board Policy Manual Section: JB.

### **Mangham High School Seat Time Recovery (STR)**

Seat Time Recovery (STR) is offered for those students who are failing a course due to excessive absences.

Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. High school students must be present a minimum of eighty-one (81) days each eighty-six (86) day semester or one hundred sixty-one (158) days of the one hundred seventy-one (168) day school year to be eligible to receive credit for courses taken. **For a student to obtain ½ Carnegie credit, a student must not miss more than 5 days per semester.** Students will be notified and receive a Seat Time contract if they are in jeopardy of failing a course due to attendance. Students must have the contract signed by parent/guardian and returned in order to enroll in a Seat Time class.

**Instruction for STR will be provided through principal/administrator assignment, Edgenuity, or teacher assigned course work. Students may work on assignments during STR before school or at lunch. Our goal is to ensure students graduate with their cohort!**

***SCHOOL SAFETY IS OUR PRIMARY CONCERN FOR OUR STUDENTS AT MANGHAM. WE BELIEVE THAT STUDENT SAFETY, ATTENDANCE AND ACCOUNTABILITY FOR STUDENTS DURING THE SCHOOL DAY ARE IMPORTANT.***

### **Mangham High School Arrival and Departure Time**

Adult supervision is not available prior to the unloading of the first bus. Students shall not be on campus before 7:15 AM. Mangham High School begins the school day promptly at 7:35 AM. Students are expected to be off campus by 3:15 PM. Students involved in extracurricular activities, detention, or tutoring shall be required to have a parent/guardian pick them up within a reasonable time after activity has concluded or have their own means of transportation. Parents need to make every effort to make arrangements with their child prior to coming to school on how they are to get home each afternoon. Mangham High School will not take the responsibility of delivering a message to a child that is called in by a parent for a change of plans. We will make every effort to give the child the message, but often circumstances do not allow us to leave the office to give the student the message.

### **Class Change**

The teachers dismiss class, not the bell. Students are allowed 3 minutes to arrive to all classes. **Students should report to his or her next scheduled class.**

### **End of Day Dismissal**

All MHS students should exit the building and report to their bus or vehicle. Students walking need to leave the campus immediately. All students should be off the school campus by 3:15 unless participating in an extra-curricular activity. No loitering after 3:15.

### **Attendance Requirements for Field Trips and Extra Curricular Activities during School**

Students that have excessive absences or tardies and owe seat time shall not be allowed to attend field trips or participate in extracurricular activities (e.g., prom, homecoming, sporting events).

### **Checking Out**

Parents must come to the office to check out students. No students will be checked out over the phone. Parents may check out only their children unless the office is notified in writing or by phone by the other parent. If an emergency arises and a parent cannot be present to check out a student, a designated school official or administrator must confirm the emergency and reason for checking out with the parent before the student will be allowed to leave the school.

**A student who drives may leave campus ONLY if a parent or someone from the checkout list comes into the school and signs them out. Please do not call or email the school and ask any employee to sign out your child.**

### **Tardiness**

Being punctual is important to the good order and discipline of any school. Mangham High School students are expected to report to class on time. School begins at 7:35. In order to create the best learning environment, teachers expect students to report to class on time and with proper materials.

Tardiness is a violation of the Student Code of Conduct and will be dealt with accordingly. Students being out of class and unsupervised will result in other problems for the school and other violations of the Student Code of Conduct. Teachers will record tardies in JPams.

**Mangham High School's consequence for excessive tardies is as follows:**

**3 tardies: Office warning/parent letter**

**4 tardies: Morning or lunch detention - Seat time recovery**

**5 tardies: Student is reported to truancy officer**

**More than 5 tardies may result in more detention or suspension**

**At the end of the each six weeks, the student's tardy record is cleared**

### **Withdrawal of Students**

If for some reason a student must withdraw from school, the school should be notified as soon as possible. Students shall report to school with a parent or guardian to complete a request for withdrawal. School financial obligations must be met before a withdrawal is granted.

## **DRESS CODE**

### **GUIDANCE FOR COMPLIANCE WITH STUDENT DRESS CODE POLICY**

Due to the changing nature of trends in fashion and grooming, guidance given below is not inclusive of all possible violations. Building level administration is authorized to make the final determination as to student compliance pertaining to dress and grooming guidance listed below.

### **ALL STUDENTS**

1. **Shorts, skirts, and dresses may be worn in all grades and must reach at least two inches above the knee when worn at the proper waistline.**
2. Overalls shall be worn with all straps fastened over the shoulder and buttoned completely on all sides. Some type of shirt will be worn under overalls.
3. All skirts and pants shall fit at the normal waistline. Oversize clothing shall not be permitted; neither shall extremely tight clothing be permitted, as determined by the principal or his/her designee.
4. Pants legs shall not be rolled above the ankle, or cut or frayed above the ankle, and both pants legs shall be worn the same length. Belts shall be worn with all pants which have belt loops in grades 6-12.
5. Sunglasses, hats, or caps shall not be allowed at school. Hoods shall not be worn inside a building on a school campus. Caps may be brought to school as part of a school team uniform. These caps shall not be worn during the school day.
6. Clothing with holes, rips, or tears may be worn if skin is not exposed.

7. All buckles and laces shall be fastened or tied. Laces shall be worn in shoes with eyelets.
8. Students shall not wear clothing (including buttons, patches, and badges) advertising alcoholic beverages, tobacco products, or drugs and/or containing inappropriate language interfere with the work of the school or impinge on the rights of other students.
9. Hair must be neat, clean and well groomed. Rollers, pins, nets, or other similar head apparel shall not be worn on the head. Numbers, symbols, words, or phrases shall not be worn (cut) in students' hair if deemed offensive, obscene, gang-related, or cause a disruption of the learning environment by the administration.
10. Students are allowed to wear, carry, or possess bullet-resistant backpacks on school property or a school bus.
11. No pajama pants may be worn to school.
12. Footwear shall be part of the regular attire. Shoes shall be without metal tips or cleats. Shoes with wheels shall not be worn.
13. The neck opening of a shirt shall not exceed the equivalent of the second button of a dress shirt. See-through shirts, or tank tops shall not be worn. Midriff shall not be exposed.
14. Neatly trimmed facial hair may be worn as determined by the administration.
15. Leggings, jeggings, sliders, or similar apparel may only be worn under a regular dress or skirt of appropriate length.
16. Strapless dresses, blouses, tank tops, tube tops, off-the-shoulder garments, or halters shall not be worn. Clothing which reveals cleavage shall not be worn. Dress straps shall be 2" wide.
17. Pierced jewelry may only be worn in the ears. Exceptions for other types of pierced jewelry may be made at the discretion of an administrator if it is determined that the jewelry does not disrupt the learning environment.

## **STUDENT DRIVING AND PARKING**

### **Mangham High School Student Parking**

Richland Parish School district provides adequate transportation for all students. Driving a vehicle to school is a privilege rather than a right or a necessity. Parking privileges may be withheld or revoked for violations outlined in the parking application and student handbook.

To be eligible for a parking space at MHS, students must meet the following criteria:

1. Provide a copy of valid driver's license
2. Provide a copy of vehicle registration
3. Provide a copy of vehicle insurance

The following regulations apply to students who drive to school:

- SENIORS WILL PARK IN THE PARKING LOT ON THE EAST SIDE OF THE BUILDING,  
OTHERS WILL PARK IN THE GRAVEL PARKING LOT

- All vehicles parked in the school parking lot must be registered. Any vehicle changes must be submitted to the office.
- Registered vehicles must place a tag on the rear view window. The first decal issued is free. Any replacement decal or additional registered family vehicles will be issued at a cost of \$10.00.
- Students who are habitually absent or tardy may have driving-parking privileges denied or suspended.
- Students should report all accidents involving their vehicle on school property to the proper authorities (duty teacher or administrators).
- Students are to adhere to a 5 mile-per-hour speed limit in the parking area. Students shall NOT back into parking spaces.
- Students are to yield the right of way to all buses entering or departing MHS/MJHS/MES in the mornings and afternoons.
- Students may begin parking at 7:20 AM each morning. Students should exit the vehicle immediately upon arriving in the morning and depart from school promptly in the afternoon by 3:15 PM.
- Students may not give, lend, sell or share their parking decal with anyone else. If a student withdraws from school, they shall turn their tag into the office.
- MHS is a closed campus. No student, for any reason, will be allowed to leave campus without permission from the office. All students are considered on campus once their vehicle enters the school parking lot.
- In the interest of safety and security, students are not allowed in the parking lot at any time during the school day without permission from administration.
- Drivers are accountable for passengers' behavior. Drivers shall NOT drive over the parking lot curbing.
- All vehicles parked on campus are subject to search as in accordance to RPSB policy JCAB
- The school assumes no liability for theft, damages, or accidents occurring on school property. Parking is at the owner's risk.
- Students that have been disciplined for leaving campus or skipping will **LOSE** their driving privileges for assigned amount of time
- Students are not to engage in any of the following while operating vehicle:
 

a. Driving reckless	g. Playing excessively loud music
b. Speeding	h. Cutting in front of line
c. Spinning wheels	i. Smoking
d. Blowing horns	j. Students riding in the back of truck
e. Racing engines	k. Using cell phone
f. Driving over curbs	l. Running stop sign

**FAILURE TO COMPLY WITH THESE ABOVE LISTED REGULATIONS MAY RESULT IN A SHORT TERM PARKING RESTRICTION, REVOCATION OF PARKING PRIVILEGES AND/OR SCHOOL DISCIPLINARY ACTION SUCH AS DETENTION OR SUSPENSION.**

## **ELECTRONIC DEVICES**

No student, unless authorized in writing by the school principal or his/her designee, shall use or operate with exceptions as listed below, any cell phone, camera, video tape recorder, digital recorder of any kind or electronic device, including but not limited to, iPods, tape players, CD players, MP3 players etc. and their contents, any facsimile system, radio paging service, intercom, or electro-mechanical paging system in any elementary or secondary school building, or on the grounds thereof or on any school bus used to transport public school students during instructional school hours of operation

No student shall possess, on his/her person, an electronic telecommunication device throughout the instructional day. 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.

Violation of these provisions will result in the following disciplinary actions:

First offense – phone taken and returned to the student at the end of the day

Second offense – phone taken and returned to the parent/guardian

Third offense – detention in the morning or at lunch

Fourth offense – suspension from school and/or recommendation for expulsion

Nothing shall prohibit the use and operation by any person, including students, of any electronic 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.

### **EXCEPTIONS**

Exceptions shall be as follows:

1. Devices required for medical reasons (as noted by a physician) and acknowledged by the principal.
2. Devices for emergency purposes such as ambulance or fire services (see #3).
3. Any approved electronic device must have prior approval of the school principal before being used by a student during instructional school hours of operation or on a school bus while traveling to or from school.

### **DEFINITIONS**

Use and *operation* shall mean whenever the electronic device is turned on or is visible.

Revised: October 14, 2003 Revised: May 10, 2006; Revised: September 13, 2010; Revised: July, 2025

# **Mangham High School Master Plan for Discipline**

## **Positive Behavior Support**

In order to assure classroom management using positive behavioral supports and effective disciplinary tools, Mangham High School will identify data-driven academic, career and technical, discipline/behavioral performance results in the School Improvement Plan (SIP). Mangham High School will establish and use a school-based leadership team to meet on a regularly scheduled basis to review data and guide the positive behavior process. This leadership team shall, to the extent possible, include representatives of the school administration, both regular and special education teachers, parents, guidance counselors, and school bus operators (It may also include other groups, e.g., food services workers).

The leadership team will use a decision-making process utilizing a data-management system that allows graphical representation of discipline issues. Said data system will permit regular and efficient monitoring and evaluation of the effectiveness of the implementation of a school-wide system of discipline. School data collection shall include, but not be limited to, average referrals per day per month, referrals by problem behavior, referrals by location, referrals by time, referrals by student, referrals by staff, individual student report by month and by year, and referrals by grade level. Environmental changes may be made as indicated by data. For instance, increased monitoring, schedule changes, or changes in recess structure may help to alleviate congestion or over-crowding at certain times during the day.

The team will uniformly use the two BESE-approved forms, i.e., “School Behavior Report Form” and “School Bus Behavior Report Form,” to report incidents of alleged discipline violations. The referral system will be utilized consistently and appropriately.

The leadership team will review and revise any Zero Tolerance Policy of Mangham High School to ensure that the policy complies with R. S. 17:416.15; the policy does not violate R. S. 17:416 (H) which prohibits disciplinary action against any pupil reasonably acting in self-defense; and that inappropriate referrals are not made to agencies serving children.

The leadership team will review and revise its policies and procedures for handling suspensions and expulsions at Mangham High School to ensure that suspension/expulsion policies are consistent with R. S. 17:416; suspension/expulsion policies are consistently and fairly executed; and alternative interventions, consistent with best theory and practice, to suspensions/expulsions are used including, but not be limited to, counseling, conflict resolution, social and family responsibility, peer mediation, and stress and/or anger management.

The leadership team will make referrals, as appropriate, to Alternative Education Programs that are designed to offer variations of traditional instructional programs, as well as strategies for increasing the likelihood that students who are unmotivated or unsuccessful in traditional programs, or are disruptive in the traditional school environment, remain in and be successful in school.

The leadership team will review the current Code of Student Conduct of Mangham High School to assure that it is in compliance with R.S.17:416.12, R.S. 17:416.13 and Section 4114 of the No Child Left Behind Act of 2001 (NCLB). They will refine consequences to create a reward/incentives program for positive student and teacher behavior and ensure the delivery of consistent reinforcement. The team will define consequences for rule violations that are clear, reasonable, and consistently enforced and which support maximum time in instruction.

The leadership team will monitor, evaluate and modify the school master plan, as needed, throughout the school year.

Mangham High School adopts the following clearly defined behavioral expectations in these five (can be less) basic rules. (Keep them simple and positive, e.g., "Keep your hands to yourself." "Respect others." "Be kind.")

- 1. P – prepare for school with proper materials**
- 2. R – respect yourself and others**
- 3. I – ignore temptations for misbehavior**
- 4. D – demonstrate appropriate behavior at all times**
- 5. E – exhibit promptness and complete activities quietly**

These rules shall be posted in prominent places around the school site, e.g., hallways, cafeterias, gymnasiums, and classrooms. These rules shall be provided to parents and shall be known by all students and school staff.

Each teacher at Mangham High School shall teach expectations across each school setting by providing direct instruction on expected behaviors at the beginning of the school year and reinforced throughout the year for all students. Positive incentives such as movie day, snacks/concessions, small tokens, dances, field trips may be used during the school year.

Mangham High School shall design programs for students with special needs so that the students are challenged and engaged in school curriculum, and are appropriately placed so they remain in school rather than being suspended/expelled or becoming drop-outs.

The principal of Mangham High School shall submit annual reports to the district's Discipline Policy Review Committee.

### **Safe School Planning**

Mangham High School has established and shall maintain grade-appropriate programs of alcohol, drug and substance prevention, education, information and counseling as provided in R.S. 17:404.

Mangham High School has established a plan, in accordance with Sec. 4114, of the No Child Left Behind Act of 2001, for keeping the school safe and drug-free that includes appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and/or other drugs; has established security procedures at school and while students are on the way to and from school; has established prevention activities that are designed to create and maintain safe, disciplined, and drug-free environments; has established a crisis management plan for responding to violent or traumatic incidents on school grounds; and has established a Code of Student Conduct (and as also required by R.S. 17:416.12 and R.S. 17:416.13) for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that allows a teacher to communicate effectively with all students in the class; allows all students in the class to learn; allows all students and school employees to be treated respectfully; has consequences that are fair and developmentally appropriate; considers the student and the circumstances of the situation; and, is enforced accordingly.

## **Parental and Community Involvement**

Mangham High School is committed to parental involvement and family strengthening. As set forth in R. S. 17:406.1, effective approaches to involving families more fully as partners in the process of their children's learning requires the participation and coordination of numerous state and local, public and private agencies. Mangham High School shall seek to make connections through a variety of local and culturally sensitive methods to facilitate parents/family members/access to local/regional family strengthening programs available in the community. (Programs can be specifically identified, as applicable, e.g., Families Helping Families, Regional Family Resource centers, Parent Information Resource Center, Families in Need of Services [FINs] programs and other family strengthening programs exhibiting peer to peer support systems and positive mental health initiatives).

Mangham High School shall seek training to facilitate mutual understanding of research-based practices promoting positive relationships between parents, LEA personnel and community service providers.

Mangham High School shall seek to identify the mental health needs of its students and match those needs with available local resources including public, nonpublic and/or volunteer organizations (These can be specified to the extent possible). Pending inclusion of mental health services in the Medicaid Health Services Program (School-Based), the availability of mental health services will be expanded in Mangham High School.

## **Inter-Agency Cooperation**

Mangham High School shall seek to improve communication, coordination and collaboration between schools and agencies serving children; shall foster cooperation regarding the sharing of data about children, youth and families involved agencies serving children; and shall work in cooperation with other schools/districts/communities/regional planning boards to facilitate the successful re-entry and transition of youth formerly in state custody into their diverse school/community settings in order to encourage the continuation of education and their access to other needed services in order to prevent recidivism.

[For correctional facilities only: Mangham High School/Program shall implement this Master Plan to the extent possible and with the understanding that such facilities will adhere to all policies and procedures of the Department of Corrections/Office of Youth Development.]

## **Student Records**

Mangham High School shall provide for the transfer of student education records upon written request of any authorized person on behalf of an education facility operated within any correctional or health facility or, for children in the custody of the state, an education facility operated within any other state approved facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment. The transfer of such records, whether by mail or otherwise, shall occur within than 10 business days from the date of receipt of the written request. If the student has been expelled, the transferred records shall include the dates of the expulsion and the reason(s) for which the student was expelled.

No education record of any student may be withheld as the result of lack of payment of any fine, debt, or other outstanding obligation.

A student or his or her parent(s) may inspect the education record of that in accordance with the federal Family Education Rights and Privacy Act.

Any student seeking admission to Mangham High School who has been suspended or expelled from any public or nonpublic school within or outside the state of Louisiana shall provide information on the dates of any suspensions or expulsions and the reason or reasons for which the student was suspended or expelled.

#### **Visiting Teacher/ Child Welfare and Attendance Supervisor/Families in Need of Services (FINS) Officer**

It is the duty of all staff at Mangham High School to cooperate fully with the visiting teachers, or supervisors of child welfare and attendance. Mangham High School shall make available to visiting teachers, or supervisors of child welfare and attendance, FINS officers, and Truancy Assessment and Service Centers such information as will assist them in promoting the regular attendance and school adjustment of these children.

[For schools/programs housing children in state custody: It is the duty of the principals, superintendents, or heads of the training and correctional schools to notify the visiting teachers, or supervisors of child welfare and attendance, and FINS officer (if applicable) when a child is to be released and/or returned to a parish.]

Visiting teachers, or supervisors of child welfare and attendance (pursuant to R. S. 17:235), and FINS officers, shall cooperate fully with the state departments of social services, labor, and health and hospitals, and with other state and local agencies, including interchange of confidential and privileged information; cooperate fully with juvenile and family court authorities, training and correctional schools, law enforcement officers; and make such referrals and conduct such investigations as seem necessary for the enforcement of school attendance laws, including interchange of confidential and privileged information.

#### **Statements of compliance**

Each homeroom teacher of students in grades 4-12 shall, on the first day of school each school year, provide information to and answer any questions from students relative to the statement of compliance as provided by Richland Parish School Board.

Each parent/guardian of each student in grades 4-12 shall sign a statement of compliance committing to do all of the following: ensure that his child attends school daily, except for school absences; ensure that his child arrives at school on time each day; ensure that his child completes all required homework assignments; and attend all required parent and teacher or parent and principal conferences.

## **GRADUATION EXERCISES (FILE: IKDB)**

No students will be allowed to participate in commencement exercises until they have successfully completed the requirements prescribed by the Louisiana Board of Elementary and Secondary Education (BESE). Special Education students must meet all program requirements to receive a certificate of completion and participate in commencement exercises.

A student who has been exited in the Student Information System (SIS) as obtaining a GED, Skill Certificate, or Industry Based Certificate may participate in commencement exercises. The decision of participation in commencement exercises will be made by the building level principal.

Any student, who owes money/fees to MHS, shall not be allowed to participate in graduation exercises, until the debt is paid in full, unless granted an exception by the school principal.

### **MHS 2026 Graduation Ceremony**

**Place – Richland Parish Art Center, Rayville, LA**

**Date – Saturday, May 16, 2026**

**Time – 10:00 a.m.**

Dear Parent/Guardian,

Date

As graduation rapidly approaches, I feel it necessary to make each parent/guardian of a senior aware of an important policy that all Richland Parish High Schools must follow. Richland Parish School Board Policy File: IKDB Cf: IHF states that “no students will be allowed to participate in commencement exercises until they have successfully completed the requirements prescribed by the Louisiana Board of Elementary and Secondary Education (BESE). Special Education students must meet all program requirements to receive a certificate of completion and participate in commencement exercises.” Please sign your name below stating that you are aware of this policy and return this form by \_\_\_\_\_. Your signature does not mean that you agree with the policy.

Sincerely,

High School Principal

Name of Student(s) \_\_\_\_\_

Parent Signature \_\_\_\_\_

# Richland Parish School Board

## Compact for Appropriate Behavior during Graduation Ceremony

School	Guidance Counselor	Parent/Guardian	Candidate for Graduation
Provide the appropriate facilities for the graduation ceremony.	Supervise and coordinate the graduation ceremony.	Ensure that your child is on time and properly dressed for the graduation ceremony.	No screaming, shouting, or inappropriate noises during the graduation ceremony.
Present candidates for graduation with a diploma cover during the graduation ceremony. <b>Diplomas will not be mailed. Parents or students may pick diplomas up at the school office after May 23, 2025.</b>	Conduct rehearsals and emphasize the expected behavior during the graduation ceremony.	Follow directions of school administration before and during the graduation ceremony. No screaming, shouting, or inappropriate noises during the graduation ceremony.	No throwing of any objects during the graduation ceremony.
Ensure a safe and orderly environment for the graduation ceremony.	Advise candidates for graduation of eligibility to participate in the graduation ceremony.	Be supportive of the accomplishment(s) of your child when appropriate during the graduation ceremony.	No dancing or inappropriate body gestures during the graduation ceremony.

Candidates for graduation are expected to follow all regulations outlined in the Richland Parish School Board Policy JCD (Student Conduct) during the graduation ceremony.

Candidate for Graduation Signature	Date
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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Guidance Counselor Signature	Date
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Administrator Signature
Date

## **ATHLETICS**

### **AGE**

Students cannot become 19 years of age prior to September 1 of the current school year.

### **SCHOLASTIC**

To be eligible for the first semester of the 2019-20 school year, a student shall have earned at least six (6) units from the 2018-2019 school year which shall be listed on the student's transcript, including any special education subject(s) and shall have at least a "C" "average as determined by the Local Education Authority when considering all "graded" subjects. *Richland Parish School Board states that a "C" average is 1.5.*

### **MEDICAL EXAMINATION**

Student must pass a physical examination administered by a licensed physician, a licensed nurse practitioner that is in collaboration with a licensed physician, or a licensed physician's assistant under the supervision of a licensed physician and complete an LHSAA medical history evaluation form or **the Louisiana School Entrance and General Health Exam Form** prior to participating. (See Rule: 1.8 of the LHSAA Handbook). This form must be kept on file with the school and is subject to inspection by the LHSAA Rules Compliance Team.

### **ATHLETIC PARTICIPATION FORM**

A school is required to complete and sign this form every year that a student participates in LHSAA athletics at the school. This form must be kept on file with the school and is subject to inspection by the LHSAA Rules Compliance Team.

### **SUBSTANCE ABUSE/MISUSE CONTRACT**

A school shall only be required to complete and sign this form the first time a student participates in LHSAA athletics at the school. This form must be kept on file with the school and is subject to inspection by the LHSAA Rules Compliance Team.

### **INSURANCE COVERAGE**

Athletes shall have either school student insurance or a signed statement from the parent showing that the student is otherwise covered for any accident or injuries that may occur during any athletic participation. No students shall be allowed to practice or participate in interscholastic athletics until this requirement has been met.

### **DAILY ATTENDANCE**

Students should attend half a day of school or more in order to participate in a sports competition that day.

### **SUSPENDED AND INELIGIBLE STUDENTS**

Cannot participate in any interscholastic contest on any team at any school at any level until he/she presents written clearance from the school he/she has been suspended/expelled.

**NOTE:** *All official requests for eligibility rulings must be in writing.*

## School Organizations/Clubs

### NATIONAL HONOR SOCIETY

National Honor Society's purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Therefore, the four criteria used to select members are scholarship, leadership, service, and character.

Membership in this chapter shall be known as active and graduate. The graduate members have no vote. Active members become graduate members at graduation.

**Scholarship** is the first criteria used to determine eligibility for membership. The student must have maintained a 3.5 or higher GPA with no consecutive Cs in a course and nothing lower than a C in a course for four consecutive semesters and have taken, or taking, the following required courses-

By the junior year: Algebra I, Algebra II, English I, II, III, Geometry, Physical Science,  
Biology I, Chemistry

By the senior year: Advanced Math, Physics (Chemistry II or Biology II), and English IV

To be eligible for election to membership in this chapter, the candidate must have attended for a period equivalent to one semester in this school.

A National Honor Society member who transfers from one school to another and brings a letter from the former principal or chapter adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

After the determination of eligibility has been made, a five-member faculty council, chosen annually by the principal, votes on the candidates, taking into consideration evidence of the student's accomplishments in the other three areas: leadership, service, and character.

To retain membership, the student must maintain a minimum of 3.0 for each six-week grading period and must abide by the NHS standards of character, leadership, and service. The member must also participate in NHS and individual service activities. Any student who fails to maintain a 3.0 will have six weeks probation in order to raise his or her grades. Failure to do so will lead to dismissal.

In the case of flagrant violation of school rules or civic laws, a member does not necessarily have to be warned to be dismissed. According to the Mangham High School Faculty Council, a member will be allowed one warning period. Once a member is dismissed, he is never again eligible for membership in the National Honor Society.

When a member is dismissed, he must be notified in writing and his emblem and membership card returned to the adviser or principal. Notice of the dismissal must be indicated on the annual report submitted to the national secretary at the end of the school year.

The following courses are recommended for a student to be considered for National Honor Society:

9<sup>th</sup>

English I, Honors English 1

Algebra I, Honors Algebra 1

Civics

BCA

Physical Science

PE

1 Elective

10<sup>th</sup>

English II

World Geography

Geometry

Biology I

PE 1

2 electives

11<sup>th</sup>

English III

Algebra II

Chemistry

American History

3 Electives

12<sup>th</sup>

English IV

World History

Advanced Math

A&P, Chemistry II, or Biology II

Elective (s)

### **FBLA –FUTURE BUSINESS LEADERS OF AMERICA**

Future Business Leaders of America-Phi Beta Lambda is a nonprofit 501(c)(3) education association with a quarter million students preparing for careers in business and business-related fields. The association has four divisions:

1. Future Business Leaders of America (FBLA) for high school students;
2. FBLA-Middle Level for junior high, middle, and intermediate school students;
3. Phi Beta Lambda (PBL) for postsecondary students; and
4. Professional Division for businesspeople, FBLA-PBL alumni, educators, and parents who support the goals of the association.

### **BETA**

**The MHS chapter of the National Beta Club is an honor organization based on academics and community service.**

#### Eligibility:

1. An 8th grader is invited at the end of their 8th grade year on the following criteria:
  - a. Must have a 3.0 or better
  - b. Must not have a D or F in any core classes (Math, English, Science, Social Studies) at any time throughout their 8th grade year.
  - c. Must not have a C, D, or F in any semester or final grades.

- d. Must have very few Cs on the report card. (We will look at the subject area and frequency of the C.)
- e. Must not have any major office referrals.
- f. Must attend school on a regular basis and not be in jeopardy of failing due to absences.
- g. Must exhibit high moral standards.

2. Students who do not qualify at the end of their 8th grade year and feel that they meet the above requirements at the end of their 9th grade year may bring their 9th grade report card to the sponsor to be considered for admission into the MHS Beta Club at the end of their 9th grade year. After their 9th grade year, they will no longer be considered.

3. Students who transfer from other schools and belong to their Beta Club can join if their academic record meets Mangham Beta club standards.

4. Students who transfer from another school that did not have a Beta Club can join during any time if their academic record meets Mangham Beta Club standards.

#### Member Requirements:

1. Once a student is in the Mangham High School Beta Club, the student must follow the following academic requirements:

- a. All As & Bs are preferred; Cs in non-core classes are not penalized.
- b. **No** Ds or Fs are permitted in any class at any time. This will result in an automatic dismissal.
- c. A student may not have a C in their semester or final grades for a core class (English, Math, Science, Social Studies, and Health/PE). If they do, they will be placed on a one-semester probation. If after one semester probation, the student still has a C in the semester or a final grade for a class, they will be dismissed from the Sr. Beta Club.

2. Once a student is in the Mangham High School Beta Club, the student must follow community service requirements:

- a. A member is required to obtain 5 service points per six weeks.
- b. Service points must be documented on the official service point form and signed by the person who received the service. The form must be turned into Mrs. Bryan by placing it in the folder on her door before the six weeks ends.
- c. Students who do not complete the service point requirement will be placed on probation and are not allowed to attend meetings or social events pertaining to Beta.

3. Once a student is in the Mangham High School Beta Club, the student must uphold a high moral standard, including in-school and out of school behavior.

- a. Members who receive a referral for minor infractions will be placed on probation. Members who receive a referral for major infractions, such as but not limited to skipping, fighting, cheating, disrespecting a teacher, or violating cell phone or tobacco, etc. policies, the member will be dismissed from the Beta Club.
- b. Members are to maintain a commendable reputation and not partake in behaviors that would tarnish their reputation and connection with the club. Evidence of such behavior brought to the attention of

the sponsor will warrant an evaluation by the sponsor and administrators and could possibly result in termination of the student's membership, depending on the offense.

### Probation & Dismissal

1. Once the student is placed on probation, a member has a two six weeks period to bring up service points or academic record.
2. Once a student is dismissed from Beta due to academic or service point infractions, they must sit out at least a full year. At the close of that year, grades will be re-evaluated and the student can rejoin if grades have returned to eligibility standards.
3. Students who are dismissed due to behavior issues will not be reinstated.

## **4-H**

4-H is designed to give students an opportunity to build self-confidence through the achievement of projects. Students are allowed to select areas in which they have an interest to build their skills. Public speaking, leadership, caring for children, gardening and animal science are a few of the areas that they may select. 4-H is a national youth organization that prepares young people to step up to the challenges in their community and the world. Young people who are a part of 4-H have the opportunity to explore all types of science, health, and citizenship programming delivered through 4-H clubs and camps, as well as afterschool and in school.

## **MANGHAM HIGH SCHOOL FFA CONSTITUTION AND BY-LAWS 2021-2022**

### **I. PURPOSE**

It shall be the purpose of the Mangham High School FFA Chapter to develop agricultural leadership, to promote the choice and establishment of an agricultural career, to strengthen the confidence of agriculture students in themselves and their work, to increase awareness of the global and technological importance of agriculture and its contribution to our well-being, to encourage wise management of economic, environmental and human resources of the community, to encourage member achievement in supervised agricultural experience program, to promote healthy lifestyles, to encourage excellence in scholarship, to promote cooperation among all people, to build character and promote citizenship, volunteerism, and patriotism, and to develop interpersonal skills in teamwork, communications, human relations, and social interaction. They shall serve as good role models for all Richland Parish Schools.

### **II. MEMBERSHIP**

- A. Each student must be enrolled in at least one agricultural education course during the school year.
- B. Students must show an interest in the affairs of the organization by attending meetings, striving for degrees of membership, and participating in other organized activities of the chapter
- C. Each student must pay all current state and national dues by the date determined by the chapter
- D. Display conduct consistent with the ideals and purposes of the National FFA Organization.
- E. Each student must accumulate 10 community service hours during the school year.

### **III. ACTIVE MEMBERSHIP DEGREES AWARDED BY THE CHAPTER**

- A. Greenhand FFA Degree – minimum qualifications for election:
  - a. Be regularly enrolled in a class in agricultural education and have satisfactory and acceptable plans for a program of supervised agricultural experience
  - b. Learn and explain the FFA Creed, Motto, and Salute
  - c. Describe and explain the meaning of the FFA emblem and colors.
  - d. Demonstrate a knowledge of the FFA Code of Ethics and the proper use of the FFA jacket

- e. Demonstrate a knowledge of the history of the organization, the chapter constitution and bylaws, and the chapter Program of Activities
- f. Personally own or have access to the Official FFA Manual and the FFA Student Handbook
- B. Chapter FFA Degree – minimum qualifications for election:
  - a. Must have received the Greenhand FFA Degree
  - b. Must have satisfactorily completed at least one year or 180 hours of systematic school instruction in agricultural education at or above the ninth grade level, have in operation an approved supervised agricultural experience program, and be regularly enrolled in an agricultural education course.
  - c. Have participated in the planning and conducting of at least three official functions in the chapter Program of Activities
  - d. Have a satisfactory scholastic record
  - e. Be familiar with parliamentary procedure
  - f. Be able to lead a group discussion for fifteen minutes
  - g. Must have earned and productively invested at least \$1,500 by the member's own efforts or worked at least 45 hours in excess of scheduled class time, or a combination thereof, and have developed plans for continued growth and improvement in a supervised agricultural experience program.
  - h. Have participated in at least 10 hours of community service.

#### **IV. FINANCIAL RESPONSIBILITY**

- A. Members are responsible for paying dues to cover State and National Organization fees.
- B. Everyone will be required to participate in every fundraiser. Students that choose not to participate in fundraisers are responsible for paying the balance of the funds that would be generated from their efforts. If they do not pay this balance, they will not be allowed to participate in chapter activities or run for an office the following year and the balance of the funds that would be generated will be added towards their senior fees upon their graduation year.
- C. Any money raised will be dedicated to buying supplies for the shop or classroom, as well as hotel rooms, meals, and registration fees for FFA events.
- D. The individual purchases FFA Official jackets. Payments must be made upfront before the jackets will be ordered.

#### **V. TRANSPORTATION**

- A. School officials and vehicles will transport members to and from all FFA events. It is the responsibility of the member to meet at the scheduled place and time for transportation. Members who arrive more than 10 minutes late will be left and not allowed to participate at the event.

#### **VI. MEMBER RESPONSIBILITIES AND CONDUCT**

- A. Character
  - a. Display good social behavior at all times
  - b. Attend places that show good character
  - c. Be honest and trustworthy
  - d. Exhibit high moral standards
- B. Appearance
  - a. When wearing FFA attire, you represent our chapter. No inappropriate behavior while wearing the FFA emblem.
  - b. Official dress must be complete: For boys, black slacks, black shoes, black socks, black belt, white button up, official tie and official jacket, facial hair well groomed. For girls, black heels, black stockings, black skirt, white button up, official scarf, and official jacket, hair down.
  - c. No facial jewelry or earrings for boys while wearing official dress.

### C. Conduct

- a. Members are expected to maintain and uphold the respectable reputation of Mangham High School FFA
- b. Members should be courteous, polite, and friendly to all.
- c. Members are expected to behave in class and respect the teacher and other class members, setting a good example for their peers, and will follow all school rules, regardless of others.
- d. Members will not do or say anything, in official dress or out, that will bring bad attention to them or reflect poorly on the chapter and embarrass other members and advisors.

### D. Discipline: The following actions will result in the student's probation and/or removal from all FFA activities

- a. Not doing their part in fundraising.
- b. Inappropriate pictures posted on social media websites or in text messages
- c. Out of school suspension of any length
- d. Smoking, drinking, or using drugs at any school or FFA event
- e. Excessive unexcused absences – If the student is not able to come to school, they should not be allowed to leave school for an extracurricular function
- f. Being arrested
- g. Disrespect towards officers, advisor, other members, or faculty
- h. Use of profanity

### E. Grades

**VII.** An FFA member is to maintain a 2.0 GPA throughout the year. If a member's GPA falls below a 2.0 after the first six weeks, they will not be allowed to attend any FFA functions that occur during class time.

## **VIII. OFFICERS**

### A. Selection

- a. Chapter officers shall consist of at least a president, a vice president, secretary, treasurer, reporter, and sentinel. Other officers may be designated if desired.
  - i. President – conducts all FFA meetings and functions, leader of the chapter by words, attitude, and actions
  - ii. Vice President – plans programs for every meeting, always aware of events in case they must replace the president in his/her absence or impeachment
  - iii. Secretary – type all meeting agendas, keep accurate records of meeting attendance and minutes
  - iv. Treasurer – keep accurate records of deposits and balance of the FFA account, report financial standings at each meeting, keep records of paid dues and outstanding fundraiser balances
  - v. Reporter – photographer at all FFA functions, writes articles for local paper on FFA activities, complete annual scrapbook for banquet
  - vi. Sentinel – coordinate set up and clean up before and after FFA functions, present invocation at any meal
- b. Members will undergo a written application and formal interview.
- c. A nominating committee shall study and review the qualifications of all members under consideration for chapter office. The nominating committee will slate the members in the officer positions that they feel will be best suited for the member.
- d. Majority vote by the chapter is required for election of officers.
- e. A member may only run from the floor if they have undergone the nominating committee interview and were not slated for an office.

## B. Responsibilities

- a. Promote activities of Mangham FFA and agricultural education
- b. Demonstrate personal leadership skills and develop leadership skills in our members
- c. Attend and participate in all fundraisers conducted by the Mangham FFA
- d. Develop chapter Program of Activities
- e. Participate in two Career Development Events
- f. Attend all chapter meetings and FFA Banquet
- g. Maintain a cumulative GPA above a 2.0

## C. Discipline – The following are grounds for immediate impeachment of a chapter officer

- a. Use of alcohol, tobacco, tobacco products (including e-cigarettes), or any illegal substances
- b. Inappropriate networking, social media (originating or passing on) including but not limited to profanity, sexual content, or content with inappropriate language regarding race, religion, or sexual orientation
- c. Dereliction of duties
- d. Any disciplinary action including expulsions
- e. Being charged with a crime of any kind

This constitution and by-laws are in no way comprehensive. Any situation not addressed in the constitution will be dealt with on an individual basis by the advisor and MHS administration.

## HOMECOMING COURT

### Mission Statement

Our mission is to recognize exceptional students of Mangham High school for their outstanding service to the campus and community, as well as their academic achievements. As part of the Homecoming tradition, the Mangham Homecoming Court (Ambassadors) represents and promotes Dragon Pride through philanthropic endeavors while symbolizing commitment and dedication to Mangham High School.

The following procedures will be used to select students for Homecoming Court at Mangham High School.

### (1) A maximum of nine girls will be elected to the Homecoming Court:

Freshmen -	First Freshman Maid
	Second Freshman Maid
Sophomores -	First Sophomore Maid
	Second Sophomore Maid
Juniors -	First Junior Maid
	Second Junior Maid
Seniors -	Queen
	Maid of Honor
	Senior Maid

### (2) Qualifications:

- a. Must be a girl
- b. Must have an overall grade point average of 2.5 for the preceding year (final grade) and pass 6 classes
- c. Must be an ACTIVE member in at least two extracurricular activities.
  - i. Sports: basketball, track, or softball. Must have played the previous year and is an active participant during the current school year.
  - ii. Clubs: FBLA, 4H, FFA, NHS, BETA, Student Council, Spanish Club, etc.
  - iii. Spirit Groups: Cheerleaders or Dance Team
- b. Must have no major behavior reports filed during the past year (from last homecoming date to this

homecoming date)

- c. May be elected to the court only two times
- d. Must have attended Mangham schools the prior school year.
- e. Must have been in physically present for 85% of the prior school year
- f. Must fill out a Homecoming Court Application and turn it into the appointed sponsor
  - a. by the announced due date.
- g. Will be required to pay \$45 fee

### **(3) Elections:**

- a. The senior class will vote for one person to be on the court for their senior representative. The top 3 voted on by the senior class will be put on a ballot for the WHOLE school to vote on for Queen, Maid of Honor, and Senior Maid. The girl with the highest number of votes will be Queen, second highest vote will be Maid of Honor, and third highest number of votes will be Senior Maid.
- b. In addition to voting on the queen, the 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grades will elect two girls from the applications to represent their class. The girl with the highest number of votes will be first maid and the girl with the second highest votes will be second maid.
- c. In the case no one qualifies from a particular class, the class will not have a representative on the court.
- d. If only one girl from the grade qualifies, she will automatically be elected.
- e. The election will be held approximately 3 weeks prior to the homecoming game.
- f. The election will be supervised by the appointed sponsor and another teacher(s).
- h. State election producers will be used in electing the members of the homecoming court.

### **(4) Expectations:**

- a. Representatives will be expected to participate on spirit days during Homecoming week and in the Powder Puff Game.
- b. Representatives and a parent will be expected to help after school with decorations for the Homecoming Pep Rally and Game.
- c. Representatives will wear a respectable evening gown for the Homecoming Pep Rally Coronation and a suit/skirt, at appropriate length, and hat for the Halftime Coronation. The representatives will decide whether gloves will be worn after the court is announced. The homecoming queen will wear white.
- d. The Homecoming Queen will be expected to address the audience with a well-prepared, respectable speech at the Homecoming Pep Rally. The Queen will have her speech reviewed by the English IV teacher before the Pep Rally.
- e. Representatives will be required to ask a football player to escort them during the Homecoming Pep Rally. The Queen has first choice starting with the seniors and will be escorted by two football players. The Maid of Honor has next choice, then the Senior Maid (both get one escort) and so on for the Juniors, Sophomores and Freshmen. Dress for football players can be adjusted, but ALL escorts will wear the same color pants/shirt, and a tie.
- f. Representatives will be escorted by their father or father figure during the Half-time coronation.
- g. Representatives will be expected to sit with the court on the stage provided during the first half of the game. After halftime, representatives can sit on the stage or with their family in the stands.
- h. Each representative will be expected to have a parent help with the set up and take down of all homecoming decorations, including after the pep rally and homecoming game.
- i. Representatives and escorts will be expected to arrive early to the Homecoming pep rally, as stated by the sponsor prior to the event.
- i. Representatives and escorts will be expected to take pictures with the photographer before and after the pep rally, as needed based on the photographer. The photographer will take pictures

during the Homecoming Game.

- j. Each representative will be required to take a court picture, before/or after the pep rally and game.
- k. The school will cover \$250 worth of cost for flowers. If the court and their parents would like a specific flower, bouquet or corsage, for the girls, they will need to pay for the remaining amount.
- l. No purchases without purchase order from principal.

Revised July 2018

## **JUNIOR RING CEREMONY**

Juniors will receive their class rings during this ceremony. This event is held at night so that parents are able to attend the ceremony. Juniors must dress appropriate for this occasion. Boys are asked to wear khakis and dress shirts. Girls are asked to wear dress slacks or dresses. All policies set forth in the parish dress code policy must also be followed. Students not appropriately dressed shall not participate in the event.

April 8, 2026 @ 5:30 in the gym.

## **LITERARY RALLY**

Those students who excel in the area of academics are selected by subject teachers to represent Mangham High School at the district literary rally.

Those students placing high enough at the district rally are eligible to participate in the state rally. A student may compete in only one subject area at the state level.

## **Mangham High School Cheer Constitution**

### ***I. Purpose***

It shall be the purpose of the Mangham High School Cheerleaders to promote and uphold team spirit, to develop good sportsmanship by example, to support good relations in the community and between teams and squads during events. The purpose of this organization is also to promote interest in school activities, perform at school games, and to serve as good role models for all Richland Parish schools.

### ***II. Cheer Season***

- A. The cheer season consists of **BOTH** football and basketball seasons. If you cannot commit to both, MHS cheer is not the sport for you. The only exception is for students who also play football or basketball, therefore, only required to cheer in one season or the other. All other rules still apply to those members, though.
- B. Regular practice for football season will be Monday through Thursday and may or may not be during school hours and after school until 5:30. Games are typically on Friday night, but periodically on Thursday.
- C. Regular practice during basketball season will be on Mondays. Games are typically on Tuesdays and Fridays. We only cheer at home games and the whole squad will be required to be at each game.
- D. Attendance rules are the same for both football and basketball season.

### ***III. Financial Responsibilities***

- A. The parent/guardian and cheerleader are responsible for **ALL** expenses that may be incurred as a member of the MHS Cheerleading organization.
- B. The organization will do fundraising to help deter costs, but ultimately all money is the responsibility of parent(s)/guardian and/or members.
- C. A **\$500 NON-REFUNDABLE** payment will be due on the day of fittings.

- D. **The remaining balance for camp, clothes, and other equipment being ordered before the summer must be paid off by March 23rd. If payment is not paid before the required date, clothing, etc. will not be ordered and the student will be dismissed from the squad.**
- E. Leaving or dismissal from the squad for any reason still constitutes any other required payment be paid in full to MHS Cheerleaders. No money will be refunded.

#### **IV. *Cheer Camp***

- A. All cheerleaders are required to attend summer camp and all practices prior to camp. Camp is **MANDATORY**, except for an immediate family member's death.
- B. Summer camp (3-4 days) is typically scheduled for late May or during the month of June.
- C. All members are required to stay overnight at camps other than home camps.

#### **V. *Eligibility***

- A. Each candidate must maintain a 2.5 GPA and must have passed 6 out of 7 classes at the end of the first semester.
- B. No candidate with an expulsion in the previous year will be allowed to try out for MHS Cheerleader.
- C. Other behavioral issues, such as, but not limited to suspensions, will be decided on a case-by-case basis and may prevent a candidate from being eligible.
- D. No candidate may have ever had an arrest record at any time.
- E. All money owed to the school must be paid before tryouts or the student is not allowed to tryout.
- F. Tryout Candidates must be enrolled in Mangham Jr. High or Mangham High School.
- G. Tryout Candidates must have been present at least 75% of the 1<sup>st</sup> semester of the school year, regardless of excused or unexcused absences. This also includes virtual students. (Unless otherwise approved by the principal or sponsor for extenuating circumstances.)

#### **VI. *Selection***

- A. Cheerleaders will be chosen from 8<sup>th</sup>-11<sup>th</sup> graders enrolled at Mangham Jr. High or Mangham High School.
- B. Overall tryout scores will include 2 teacher **evaluations** for student's attendance, behavior, leadership, attitude, avoiding/causing drama, and the ability to work with others. The coach will choose and distribute evaluations to teachers of her choosing. The teacher will be currently teaching or has taught the candidate in the previous year.
- C. **Cheerleaders are subject to having their participation/season demerits affect their tryout score the following year. (Goes into effect during the 2024-25 season)**
- D. Performances will be scored on entrances, presence, jumps, motion technique, spirit/energy, communication skills, rhythm, memorization, and stunting/tumbling (used as tie breaking purposes) by cheerleaders with Universal Cheer Association or university cheerleaders.
- E. **Those with the overall highest combined scores will be selected to move on to the next round, but scores will not be released. Judges' comments are given to candidates upon request later.**
- F. **Results will be released via email to the cheer candidate and will only give their individual selection status..**
- G. **The final selection round consists of knowing and performing all or most of the cheers in the MHS catalog.**

#### **VII. *Attendance***

1. Spring practice: Every effort will be made to accommodate spring sport athletes but may require weekend practices to practice stunts and other material for upcoming camp(s) and season. If a practice is scheduled during track or softball season, cheerleaders are expected to be present if their spring sport practice/event is cancelled.
2. **MANDATORY practices/events/games include practices 1-2 weeks prior to camp, overnight camp, stunt clinic(s), Meet the Dragons, the scrimmage game, Bayou Jamb or other scheduled jamboree, every practice and game throughout football's regular and playoff seasons, town Christmas parade, and all practices and home games during basketball regular and playoff season that the coach schedules for the squad. All practices/games missed will result in a consequence (see Demerits for consequences).**
3. Every cheerleader is expected to be at ALL practices and games and must remain until the end. **Missing practices affects your stunt group and morale of the whole squad and leadership.**
4. Doctor's, dentist's, orthodontist's appointments, vacations/trips need to be made at times not conflicting with practices or games. Appts with specialists will be given consideration due to the difficulty in scheduling.
5. **Must be dressed, jewelry off, hair up, and ready to stretch by 3:25** unless cheer is given an athletic PE during 7<sup>th</sup> hour. Typical end times for practice are Mon, Tues, Thurs at 5:30 and Wed at 5:00. However, practice could be longer or shorter based on the needs of that week's performance.

6. On a practice day or a game day, if a student is absent from school or is checked out for illness or any other reason, a parent must notify the coach immediately!! Cheerleaders must be in school at least half of their scheduled classes to attend practice/game unless approved by the sponsor ahead of time.
7. Missing practices and games will result in disciplinary action. See demerit/consequence chart. Listed below are the **ONLY** reasons for absences that will not result in disciplinary actions:
  - a. Sick and had to see a doctor (must bring/send excuse to [cbryan@richland.k12.la.us](mailto:cbryan@richland.k12.la.us)).
  - b. Death in the immediate family or funeral.
  - c. School-related trips (should not become excessive).
  - d. Immediate family in hospital.
  - e. Close contact quarantined.

### **VIII. Other Requirements**

- A. **Cheerleaders must have access to the Band app where communication about the squad and material are given. The app also has a web address that can be accessed if they do not have access to a cell phone. It should be checked daily for updates and material to be learned at home.**
- B. **Choosing and providing appropriate music for approval prior to choreographing routines for pep rally and/or games. All cheerleaders will be required to choreograph at least one original routine.**
- C. Assigned practice outfits will only be required on Wednesday and Thursday. All assigned game wear must be worn and brought to games to put on when required.
- D. **No earrings, nose rings, rings, necklaces, bracelets, anklets, belly rings, or any other jewelry of any kind will be allowed!! This is a safety issue and is strictly enforced by NFHS and UCA.**
- E. Nail polish and fake fingernails are not allowed in uniform or camp/practice clothes!!! Natural nails should be trimmed so as not to scratch others while stunting. Hair must be short enough that it does not drag the ground while stunting, so as not to be stepped on by other athletes.
- F. No visitors at practice or games and no leaving practice/game formation to visit with someone.
- G. **Ankle weights and poms are required at every practice.**
- H. Cheerleaders are required to participate in all dress up days, as well as fundraisers and community events. If on Fridays, dress up days are not assigned, cheerleaders are to wear their assigned cheer shirt.

### **IX. Material Knowledge**

- A. **Cheers/Chants/Band Routines – all cheerleaders must be knowledgeable of ALL cheers and chants issued to them before fittings. All band routines must be learned in the spring before the end of the school year and summer camp.**
- B. **Weekly dance/stunt routines – If a cheerleader is unable to learn the weekly dance/stunt routines, cheers, or otherwise participate in any part of the pep rally or half-time performance, they must sit out the entire pep rally and/or game on the sideline with the coach. You are expected to be at the same level as the rest of the team and if you cannot, you shouldn't be able to perform the other things either. Same goes for knowing and being sharp and knowing the words to cheers and being loud.**
- C. **Any material sent through the Band app must be learned and/or practiced at home to be prepared before practice with the squad.**

### **X. Stunting**

- A. Attendance at stunt clinic will be required.
- B. \*\*\*\*\*Safety is NUMBER 1 PRIORITY during stunting!!!
- C. **If a flyer hits the ground, the coach will determine if all members made every attempt to prevent it. If the flyer hits the ground, the whole stunt group will run laps until the coach tells them to stop and may be replaced in any pyramid that they may be working on at the time. If it continues to be a problem, the cheerleader(s) found to be at fault will be benched for the week from everything.**
- D. If the fall is deemed intentional, the guilty party(ies) will possibly be banned from stunting for an undetermined amount of time.
- E. There will be ABSOLUTELY NO STUNTING when the sponsor is not in the room.

## ***XI. Transportation***

- A. School officials and vehicles will transport members to and from all away games. Members are required to ride the bus back to school after all away games. This is a Richland Parish School Board Policy. Any deviation from this without prior permission from the principal will result in immediate dismissal from the squad.
- B. Transportation to and from practice and home games and to the away games is the parent's/member's responsibility. IT IS NOT the job of the sponsor to stay late with the member. The cheerleader will still receive a consequence for being late to an event even when it is the parent's fault.

## ***XII. Cheerleader Responsibilities***

- A. Character and Conduct
  - 1. Always display good social behavior. **(THIS INCLUDES SOCIAL MEDIA SITES)**
  - 2. Be honest and trustworthy always.
  - 3. Always exhibit school spirit, no matter the sport or record.
  - 4. Respect yourselves and show high moral standards.
  - 5. Members are expected to always follow school rules, behave in class, and show respect to teachers, principals, staff, and other classmates.
  - 6. Cheerleaders must maintain a GPA no lower than a 2.0 during football and basketball season. Cheerleaders may be benched until grades are brought up.
  - 7. Inappropriate pictures, text messages, or social media posts are unacceptable.
  - 8. If members are not suspended for breaking a school rule, they will be given a warning and punishment for their first indiscretion and will be removed from the squad for any following indiscretions of the same sort. Suspension may result in automatic removal from the squad. (If the indiscretion includes social media, it must be removed immediately from social media)
  - 9. MHS cheerleaders will always represent MHS in a respectable manner!!
  - 10. **Cheerleaders will make EVERY effort to get along with, be respectful towards, and show genuine guidance for the betterment of every squad member. This also includes ignoring, excluding, or encouraging others not to be friends with members of the squad or other students at MHS. This is unacceptable, immoral behavior and VERY childish. It will not be tolerated, and you risk being removed from the squad, as well as being removed from considerations of other honors, scholarships, or recommendations made by the faculty of Mangham High School.**
  - 11. Although cheer is not an LHSAA sanctioned sport, because we attend and cheer for a sanctioned sport, our squad as a team and each individual must follow LHSAA guidelines in regard to DEFORMATORY STATEMENTS to MEDIA or through SOCIAL MEDIA. See LHSAA Amendment below:
    - 1.15.1 A coach, sports official, administrator, or faculty member who is involved, or a pupil who participates in a sanctioned sport shall not make a defamatory statement to the media or through the use of social media relating to any person, sports official or school that is involved in any game, contest, or event.
    - 1.15.2 The penalties for a coach, sports official, administrator, faculty member, or pupil who makes defamatory statements are as follows:
      - 1. The school may be placed on administrative, disciplinary, restrictive, or suspension probation not to exceed one year.
      - 2. The school may be fined not to exceed \$200 for a single violation.
      - 3. The school may be fined not to exceed \$500 for multiple violations.
      - 4. The school may be charged with the cost of any investigation connected with the violation.
      - 5. The offender(s) shall be suspended from any involvement in the sport for at least one game, contest, or meet.
      - 6. The school may be charged with the cost of conducting a sportsmanship hearing that is held in connection with the violation.
      - 7. The school may be ordered to conduct at home and/or away contests in the sport without player(s), coach(es), and/or spectator(s) in attendance not to exceed one calendar year.
      - 8. The school may be prohibited from playing home contests in the sport not to exceed one calendar year.
      - 9. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.

B. Appearance

1. Uniforms must be spotless and fit well! Please make all efforts to take care of and keep up with uniform pieces. Keep them out of the floor and make all efforts to keep them stain free. Uniforms are typically used for 2 years. Please take this into consideration when ordering.
2. Regular or sports bra straps should never show. Make sure to wear appropriate style. Colored bras should not be worn under white t-shirts.
3. No jewelry at all.
4. Make-up should be natural and not excessive.
5. Hair should be of a **natural color** and not in an out-of-control manner. (Sponsor may ask you to change it)
6. Hair will be worn in a mid to high ponytail and out of face, unless approved by a sponsor for special occasions. Bows will be kept clean and worn while in uniform.
7. Shoes should be well kept and clean and should not have anything tied to them or attached to the shoe or shoestrings.
8. Cheerleaders **must** look their best and cheer and dance with smiles on their faces.
9. No one other than members are allowed to wear MHS Cheerleader clothing. (This includes jackets and sweatshirts)

***XIII. Discipline***

1. **Demerits and jumps may be given at the discretion of the sponsor for breaking any act she deems necessary.**
2. **Immediate dismissal (which includes not being able to try out the following year) *will occur* from the following, but are not limited to:**
  - a. not fulfilling financial responsibility at designated time
  - b. being expelled
  - c. 15 demerits
  - d. Drinking alcohol, vaping, smoking, or doing drugs while in uniform or at an event representing MHS
  - e. Criminal activity
  - f. Leaving away games with anyone other than school transportation without permission from the principal prior to the beginning of the game.
3. **Cheerleaders who are dismissed or quits at any point during the seasons will be prohibited from attending the cheer awards' banquet, receiving recognition at senior events, receiving letterman patches/bars for cheer, and recognition of being a cheerleader that year in school publications.**

**Demerits/Consequences**

- 20 demerits = Removal from squad & unable to try out following year.
- Conditioning DOES NOT erase demerits. Punishment conditioning will take place after practices. If conditioning is not completed, the cheerleader will not be able to cheer at pep rally or game for the week and will receive the punishment for that as well.
- Cheerleaders trying out the following year will receive a positive or negative sub-score added to/subtracted from their overall tryout score based on their performance as a MHS cheerleader and any demerit(s) they receive throughout the year.

## **Snapdragon Constitution and Rules (For all members and managers)**

### **Purpose**

It shall be the purpose of the Mangham High School Snapdragon Organization to promote and uphold school spirit, to develop a sense of good sportsmanship among students, and to build better relationships between schools during athletic events. They shall serve as good role models for all Richland Parish Schools.

### **Eligibility**

Each member must submit a completed Application Form/Parental Consent form agreeing to the entire constitution and kick chart BEFORE tryouts.

**Grades:** All squad members will be governed by eligibility rules involving grades. An overall “C” (2.0 GPA) average with no more than 1 “F”, from 1<sup>st</sup> semester grades, is required for try-outs. An overall “C” (2.0 GPA) average with no more than 1 “F” per grading period must be maintained throughout the year. Although a “C” average is permissible, a higher grade point average is expected. An officer must maintain at least a 2.5 GPA. Once a squad member has been declared ineligible because of grades, she may not be reinstated until the sponsor receives progress reports from all teachers verifying the member’s improvement (3 weeks). Reinstatement will be granted when the grades have returned to the eligibility standards.

**Disciplinary Actions:** A squad member must not have been under disciplinary suspension of any kind during the school year in which try-outs are held. A squad member must not have an arrest record at any time. A squad member may not remain on the squad if she is suspended for any reason (in-school suspension, bus suspension, out-of-school suspension), at any time after being selected to the squad.

**Physical Fitness:** Students must realize that a position on the squad will require them to make an effort in representing the school the best way they can. This includes watching their weight, grooming, wearing appropriate clothing (not too tight or revealing) during school and in the community, and taking care of themselves and their uniforms. This includes good hygiene and clean practice clothes and uniforms. Weight loss may be a requirement for some squad members.

**Membership:** If a member leaves the group on her own accord, she will become eligible to try out the following tryout period. This member must speak with the director prior to the tryout date, yet it is at the director’s discretion if she will be eligible to try out the next tryout period. If a member is dropped from the group, she is not eligible to try out the next tryout period.

**Members are chosen on a year-to-year basis. No member is guaranteed a place on the team in subsequent years.**

### **Selection:**

- A) Snapdragons will be chosen from 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade girls who attend MJH and MHS
- B) Candidate will be judged by a combination of 2 teacher evaluations, GPA scores, discipline problems and ability
- C) Those with the highest overall combined score will be chosen for MHS Snapdragon squad
- D) The number of members chosen is solely the decision of the sponsor and school administration.
- E) Every candidate must tryout each year

F) Score sheets:

- 1) The tryout score sheet consists of kicks, splits, turns, dance, and overall presentation for a possible 80 points.
- 2) GPA scores are the candidate GPA at the end of fall semester multiplied by 2.5 for a total no higher than 10 points
- 3) Teacher Evaluation scores: Each candidate will receive an evaluation from 2 current teachers and can receive up to 5 points per teacher for a total of ten points.
- 4) Discipline Score: 10 points will be deducted from each candidate's score sheet per office referral they have received during the current school year.
- 5) Scores will not be released.

**Rules and Regulations:**

A) The director determines who performs at each activity. ALL members whether performing or not attend all functions and must be in full uniform.

B) Members will ride to away functions and return to school on the bus, unless stated by the director. The director will consider exceptions. Such requests must be submitted by the parent in the form of a letter to the director no later than 3 DAYS PRIOR to the date of the function.

C) Members must be on time to all functions. If not on time, members will receive kicks as stated in the kick chart and have the possibility of not performing at that function. This is at the director's discretion.

D) Members are expected to be respectful toward the director and fellow team members.

E) The captain will make decisions regarding any activities or situations in the absence of the director

F) Any member not following the rules and regulations set forth by this constitution and/or the director will be subject to placement on disciplinary probation.

G) Habitual absences either excused or unexcused will result in a conference with the director and/or disciplinary probation.

**H) Weekend practices will be called as needed and are MANDATORY**

I) All routines, as designed by the director, will require members to try out in order to perform that routine. The director makes final decisions on all performances.

J) Anyone that is more than 30 minutes late for a practice or function is considered not present and could have larger consequences other than kicks; this is at the discretion of the director.

K) This does not include all possible reasons or consequences and others will be handled on an individual basis at the discretion of the director.

L) Be on time for practice; (3:30 is when we will start stretching)

M) Absolutely no jewelry (including nose rings, belly rings or cartilage piercings) will be allowed at practice or performance. We will have 1 pair of stud earrings to wear only for performance purposes.

N) Cell phones must be off/silent during practice. Looking at or using cell phones for any reason once practice begins will result in kicks.

O) Water or sports drinks only

P) NO visitors at practice and no leaving practice to visit with someone

Q) Do not leave trash behind.

R) Everyone will stretch together following the sponsor or captain

S) Leave all non-dance related issues out of practice

T) Breaks will only be 7 minutes. Long enough for you to use the bathroom if needed and get water.

U) Be positive - Attitude is everything!

**Attendance:**

A) Every member is expected to be at every practice until the end. All school-day practices will end promptly at

5:30 or earlier.

B) Each student **must** attend school each day, at least 4 class periods, to be able to attend practice after school. If not, then it will be considered unexcused.

C) Please refrain from scheduling routine appointments like doctor, dentist during practice.

D) Listed below are the only reasons for **excused** absences from practice.

- 1) Sick and had to see a doctor during school hours (must turn in a doctor excuse to sponsors) or previously seen a doctor who excuses you from activity
- 2) Sick enough to miss school, but not to see a doctor. (A parent must call a sponsor to inform her of a member's sickness.)
- 3) Death in the immediate family or funeral
- 4) School-related trip
- 5) Immediate family member in hospital
- 6) Permission of the director

E) If someone misses practice:

- 1) 1 excused – no punishment
- 2) 2 excused – no pep rally
- 3) 3 + excused – no pep rally or game (must sit with team/sponsor if they are not sick and present for pep rally/game.)

F) Unexcused absences – see kick chart

G) Monday is the day routines are normally taught. If a squad member misses school AND/OR practice on the day the routine is taught or re-taught, she may NOT perform that week. If she misses more than one day of practice, she may not perform. (see E and F)

H) All members, whether performing or not, must sit with the sponsor/group during pep rallies and games.

I) Dance Camp

- 1) All members are **REQUIRED** to attend summer camp and all practices prior to camp. The only exceptions to missing dance camp are death in immediate family or hospitalization.

J) Work/other activities outside school

- 1) Must not interfere with practice, games, or other drill team obligations.
- 2) You must choose one or the other to participate in.

K) All members will be required to attend away games and play-off games, fundraisers, public-relation benefits, competitions, and/or activities deemed necessary by sponsor

L) Continual tardiness to games/practices/events will be grounds for dismissal. Arrival times will be announced during that week's practice sessions. If a member is not on time, she will not be waited on.

## **Character**

**Leadership:** Each squad member should be aware of the commitment and responsibilities she has to MHS and to the squad. This is a position of responsibility and representation that should not be taken lightly. While it is great to be involved in many different things, being involved in too many extracurricular activities is not wise if it causes a scheduling conflict. Squad members must “prioritize” their activities in order to be able to perform their best.

**Attitude:** The sponsor has the right to take the necessary disciplinary actions for poor attitude (kicks, suspension, or removal from the squad). Each member should be willing to cooperate with her officers and sponsor at all times. We are elected and assigned for a purpose, and our actions should reflect the squad's best interests. Any non-Snapdragon related problem between members must be forgotten at practice time. Each member should realize that the manner in which they conduct themselves while representing the school directly reflects on the entire school itself. This includes reputation, classroom conduct, dress code, etc. Lady-like behavior will be represented in and out of uniform. The following will not be tolerated in a public-place: cursing, drinking, smoking, and display of affection towards boyfriends. Snapdragons still represent their

school and their squad in and out of uniform.

Managers: Our managers are the backbone of the squad. They are the sponsor's right hand, left hand and brain. They will be treated as equals on this squad. They are not here to serve you or answer to your every whim. They are here to help the squad run as smoothly as possible. There will be consequences (kicks, suspension or removal from line) if these girls are not given the respect they deserve.

### Duties of Officers

A) Captain: The captain will oversee the everyday routine of the team. She will supervise and lead technical and warm-up activities during practice when requested. She will fulfill all responsibilities set forth by the director. The captain is always in charge in the absence of the director. The captain will lead and supervise the team during practice and games, as well as in the stands. The captain will set a good example for fellow team members by upholding the standards of this constitution. The captain must be at least a second year member and must maintain a 2.5 GPA or better. Along with the directors' assistance, choreograph any routines as needed.

B) Co-Captain: The co-captain will assist the captain in overseeing the everyday routine of the team. She will also assist the captain in technical and warm-up activities when requested. She will lead and supervise the team during practice and games, as well as in the stands. She will always be in charge in the absence of the director and captain. She will fulfill responsibilities as set forth by the Captain and/or the director. The co-captain will set a good example for fellow team members by upholding the standards of this constitution. The co-captain must be at least a second year member and must maintain a 2.5 GPA or better. Along with the directors' assistance and captain, choreograph any routines as needed.

C) 1<sup>st</sup> and 2<sup>nd</sup> Lieutenant: Each lieutenant will fulfill all responsibilities as set forth by the director and captain. She will set a good example for fellow team members and uphold the standards of this constitution. Each must be at least a second year member and maintain a 2.5 or better GPA.

D) Any violations of the previously mentioned duties of an officer could result in dismissal of the line, dismissal from position as an officer or disciplinary probation.

### Camp

A) All members are required to attend camp in order to participate as a member of the squad in the fall. NO EXCEPTIONS

B) We will caravan to camp. I will need parents to volunteer to help transport the dance team to and from camp.

C) Please do not schedule vacations during camp time.

D) All practices before camp are MANDATORY. If you miss a practice, it could result in kicks or possible removal from the team, which is at the discretion of the director. Speak directly to the director if a problem arises during summer practices before camp.

### Home Games:

1) Every member will be required to attend every home game.

2) The sponsor must approve excusal from the home game.

3) **No one** will be allowed to sit with the dance team unless approved by the sponsor.

4) Snapdragons will cheer with the cheerleaders.

5) If a girl is hurt or unable to perform for any reason other than suspension, she must sit with the squad, unless other arrangements have been made with the sponsor.

### Away Games:

- 1) All members must attend away games when transportation is provided.
  - 2) Members must ride together on provided transportation.
  - 3) It is the responsibility of the member to meet the squad at the designated place and time for all away games.
  - 4) Plan to be early and you shouldn't be late.
- **Under no circumstances is a squad member to ride home from an away game or other event with a friend or a boyfriend.**

At both home and away games, Snapdragons are to sit in their designated area until their half-time performance. When released after the half-time performance, Snapdragons will have most of the third quarter to mingle and eat. Snapdragons are to remain in the section until dismissed after the game. No food or drinks, except water, are allowed in the section until after the performance.

### Cell Phones

During practices and performances, cell phones must be turned off and in a purse or bag. If a parent needs to get in touch with a member, please use the sponsor's cell phone number. Upon approval, Snapdragons will be able to make any important phone calls from the sponsor's phone. Full attention needs to be on what is going on at practice and games. Cell phones are a big distraction.

### Practice

Attendance for all scheduled practice sessions is required for all squad members. Because squad members have chosen to make a commitment to the team, they must try to make this their first extracurricular priority. Please refrain from scheduling routine appointments during practice times.

### Parental Involvement

All parents are asked to acknowledge Snapdragon policies. Please keep open communication with the sponsor, especially if any problems arise. This organization is intended to be a positive experience for its members; however, there are numerous stressful periods during a performance week and high expectations for each member. Being a Snapdragon requires very hard work, dedication, and a lot of responsibility. Snapdragon members look to their parents, friends and sponsors for motivation and moral support during the year.

### Payments

All payments are to be sent on time and must be paid off by the start camp date. It is understood that there are circumstances when a parent needs a little more time to pay the balance. This needs to be arranged with the sponsor. Nevertheless, payments should be sent on a regular basis until the balance is zero. If a member decides to withdraw from the team, she is responsible for paying off her bill (what she has received). Bills will be adjusted if there is an item that has not been ordered when a member decides to quit. This is at the discretion of the director. NO REFUNDS will be given as a result of a member withdrawing from the team, whether it is on her own choice or by violating the constitution.

\*We will be fundraising but nothing is definite on the type of fundraiser or how much you will make from it.\*

**If a member still owes a balance by the time we go to camp, she will no longer be a member of the team and will still be required to pay the remaining balance.**

THESE BY-LAWS ARE IN NO WAY COMPLETELY COMPREHENSIVE, THE DIRECTOR AND ADMINISTRATION WILL DEAL WITH SITUATIONS NOT ADDRESSED IN THIS CONSTITUTION ON AN INDIVIDUAL BASIS.

**Additions added to constitution 2018-19:**

- 1. Public Display of Affection:** any actions of affection that aren't deemed appropriate at school functions shall **NOT** be permitted while on this squad. Example: If you are caught in public or social media conduction, **ANY** inappropriate actions that are not deemed fit by the school. \*REMEMBER YOU ARE A ROLE MODEL FOR THE YOUNGER GIRLS IN OUR COMMUNITY. WE NEED TO SET HIGHER STANDARDS!
- 2. Markings on the body** are to be covered while in uniform. Tattoos, Henna Tattoos, Henna Art, Permanent Marker, Bruises or Scrapes. **Hickies** are UNACCEPTABLE. If you have a hicky on performance day that CANNOT be covered up, you WILL NOT perform!
- 3. Content and Topics of Personal Matter:** discussions that relate to your significant others MUST be kept PG. Remember, as ladies, you should not say anything at practice or games to other members that you wouldn't feel comfortable talking about in front of your grandmothers!
- 4.** There will be ABSOLUTELY ZERO TOLERANCE for negativity toward another member, sponsor, manager, or any other spirit group member, sponsors or managers.
- 5. Cheering with Cheerleaders:** Cheer sponsor and the cheerleaders have extended an invitation for all Snapdragons to join them during the last part of the 4<sup>th</sup> quarter at every game. With this being said, while in the stands watching the game before and after you perform, you are to pay attention to the cheerleaders and their cheers so that when you go down to cheer with them you will know the cheers. I am not opposed to you learning cheers in your off time so that you can follow along with the cheerleaders. While cheering, you WILL NOT wear your dance shoes.

## **Snapdragon Kick Chart**

### **All kicks will be high kicks**

#### **Attendance and Tardies**

Unexcused Tardy (practice, class, games, etc.)

1-10 minutes-100

11-20 minutes-150

21-30 minutes-200

31-40 minutes-250

41-50 minutes-300

51+ minutes-400

\*Only tardies related to injury, illness, hospitalization, and funeral will be excused.

Missing games, practices or activities unexcused-400 (possible removal from squad)

Failing to call sponsor and officer ahead of time when missing practice- 200

Attending required event, not in uniform-200

Leaving the drill team section during the game without permission-300.

Skipping class without permission (any class)-500 (possible removal from squad)

Unexcused absences (400 kicks) include, but are not limited to, transportation problems, family problems that are not health related. Parents must speak directly to the sponsor about the reason for absence prior to performance. This does not mean it is excused automatically. All other unexcused absences include any

absence in which the parent did not speak directly to sponsor.

## **Uniform**

Untidiness in uniform or uniform not clean-100

Not wearing uniform required-150

Wearing uniform without permission-100

Wearing jewelry (of any kind) when in uniform for practice - 50 per piece

Not wearing make-up when in uniform for performance-50

Improper practice uniform-25 per wrong item

Failure to bring designated props or uniforms to practice or performance-100 per piece

Not wearing hair in sponsor-chosen style-100

Poor hygiene-100

## **Conduct**

Obscene Language or gestures (toward sponsor, officers, other squad members, managers)-Removal from squad

Disrespect to sponsor or officers-300 (possible removal from squad)

Disrespect toward line members/managers-250 (possible removal from squad)

Drinking or smoking in public, in or out of uniform-400 (possible removal from squad)

Not paying attention in practice-50 per incident

Excessive talking during practice-100 per incident

Unlady-like conduct-200

\*including, but not limited to, expelling gas, singing inappropriate songs, vulgar dancing

Failure to immediately obey a command by sponsor/officer-200

Chewing gum during practice/performance-50

Cell phone ringing during practice/performance-100 (sponsor will take possession of phone until practice/performance is over)

Public display of affection with boyfriend-200

Snapdragon arrested or testing positive for drugs-automatic removal from squad

Public disagreement with any member of another spirit group (whether at MHS, camp or games) will result in suspension from squad or possible removal from squad.

\*\*\*Sponsor may assign kicks to any Snapdragon for any problem that may arise other than those listed above.\*\*\*

## Prom Committee

**Purpose:** The Prom Committee is to act as the junior class representation as they make plans for the annual junior/senior prom. The committee is primarily responsible for planning and fundraising for the event. Along with all other juniors attending the Prom, the committee will be responsible for decorating and clean-up of the event. The committee members will be held more responsible for all of the Prom decisions and actions necessary than other juniors.

The committee will consist of 20-25 juniors, led by the class officers. In order to be eligible, the students must 1) have attended MHS the entire previous year 2) have an attendance percentage of 85% or better during the previous school year 3) no suspensions during the previous year, 4) run for a junior class officer position, and 5) read all of the requirements listed in school handbook and a parent and student should sign in agreement. If more than 25 students qualify, the sponsors of the Prom Committee will make the final decision based on the students' dependability, skills, availability, and everyday behavior and academics.

Members must attend all Prom Committee meetings within school hours and make every effort to attend after school meetings if necessary.

**Duties** include: 1) to be willing to make a definitive decision for voting purposes on decorations or other decisions, 2) to go above and beyond fundraising expectations for other juniors, 3) to be available in evening hours in the days prior to Prom day in order to decorate if necessary, 4) to be available the entire day before Prom to completely finish decorating before anyone leaves the location, and 5) for clean-up whenever it is allowed to take place. Since the location of Prom is off-campus, clean up may have to take place the night of Prom, so parents and students must stay after prom to take down decorations if necessary. Students who do not fulfill all of these duties must repay their prom dues their senior year.

**Officer Duties** include: 1) President will preside over meetings and introduce the seniors and their dates during the Senior Presentation & the Crowning of King, Queen, Prince, and Princess. 2) The Vice President will read the results of the King, Queen, Prince, and Princess. 3) The Secretary will keep records of members present at meetings and decorating dates, as well as all issues discussed and decisions made at the meetings. 4) The Treasurer will keep records of who has paid in the junior class, senior class, and dates.

The removal of a member from the committee will occur if the student is 1) absent from more than 2 school hour meetings, 2) Non-participation in fundraising 3) Refusal to vote during the decision-making process, 4) Disrespect towards sponsor, 5) or more than one discipline referral during the school year.

**Fundraising:** Former MHS Proms have cost up to \$6000 in the past. All juniors planning to attend prom will be responsible for fundraising, but the committee will be expected to go above and beyond. Funds raised will pay for the location rental, a DJ, decorations/supplies, t-shirts, senior gifts, crowns, refreshments, glasses/favors, police security, etc.

**Parental Involvement:** Parents are more than welcome to help decorate when the time comes, but all planning must be done by committee members during school meetings in the presence of and approved by the sponsor(s).

## **Mangham High School Drum Line Constitution**

### ***I. Purpose***

It shall be the purpose of the Mangham High School Drum Line to promote and uphold team spirit, to develop good sportsmanship by example, to support good relations in the community. The purpose of this organization is also to promote interest in school activities, perform at school games, and to serve as good role models for all Richland Parish schools.

### ***II. Eligibility***

- . Candidates must be enrolled in Mangham Jr. High or Mangham High School. Virtual students are eligible to participate. Each candidate must maintain a 2.5 GPA and must have passed 6 out of 7 classes at the end of the 2025-2026 school year.
- A. Any candidate with an expulsion in the prior school year may not try out for MHS Drum Line.
- C. No candidate may have ever had an arrest record at any time.
- D. Each candidate **MUST** be prepared to attend **EVERY SINGLE** practice and stay until the end of practice, unless special circumstances arise and permission is given **prior** to the practice date to be missed.
- E. Each candidate **MUST ATTEND** a day camp (4 days). Camp will be at the school, July 8-11, from 8AM until 12PM.
- F. Candidates must have been present at least 75% of the past school year, regardless of excused or unexcused absences (unless approved by the principal or sponsor).

### ***III. Selection***

- . Drummers will be chosen from 7<sup>th</sup>-12<sup>th</sup> graders enrolled at Mangham Jr. High or Mangham High School.
- A. Which drummers play which instruments will be decided based on scoring criteria during auditions.
- B. Section captains will also be determined by scoring criteria and must demonstrate appropriate behavior at all times.
- C. Drummers must be willing to practice at home on their own. Whether they do so will become evident throughout the year. Failure to do so may lead to missing a pep rally or half-time performance. **Performance readiness will be decided during the final practice each week.**

### ***IV. Financial Responsibilities***

- . The parent and member are responsible for ALL expenses that may incur as a member of the MHS Drum Line organization. At this time, the initial fee is the only cost foreseen. However, other fees such as replacing lost or torn uniform pieces, pocket money for eating at games, etc., may arise and will be the responsibility of the drummer/parents to provide.
- A. **There will be a mandatory fee per drummer** (\$175 for new members; \$125 for returning members), which will pay for each drummer to have the following:
  - . Drum line official t-shirt
  - a. Drum line official hoodie
  - b. Drum line official jacket
  - c. Black joggers for cooler weather
  - d. Drum pad to be used for home practice OR gloves for cymbalists
  - e. Tuition for Drum Camp (classes from certified music professors and snacks all days)
- C. Each candidate must pay the remainder of their balance by the last day of camp.
  - . Those that do not do so will not be permitted to participate on the Drum Line and a refund for any fees paid prior to this date will not be provided. The organization may do fundraising to help deter costs, but ultimately all money is the responsibility of the parent(s)/drummer.
- E. Leaving or Dismissal from the line still constitutes payment in full to MHS Drum Line.
  - . Fundraising—Everyone will be required to participate in group fundraising, if the same is undertaken.

## **V. Attendance and Requirements**

- . **Attendance:** Every drummer is expected to be at ALL practices and MHS games and must remain until the end.
- A. **Practice: Practice will be required for all drummers, and will start again when school starts in August.**
  - . **Schedule:** practice will be every Tuesday and Thursday, 3:15-5:15. Occasionally, we may practice Wednesdays from 3:15 to 5:00. **Exceptions will be announced in advance by the sponsor.**
  - a. **Prep:** During the school year, drummers must be in the library and ready to practice at 3:15 PM.
  - b. **Appointments:** Doctor's, Dentist's, Orthodontist's, etc. appointments need to be made at times not conflicting with practices.
  - c. **Visitors:** No visitors at practice and no leaving practice to visit with someone.
- A. **Phones: Cell phones must be off or silenced during practices.**
  - . **Parents/Guardians: please do not expect drummers to answer during this time.**
  - a. **Call my phone if there is an emergency or you need immediate contact.**
- A. **Absences:** Missing practices and games may result in disciplinary action. Sponsor has the right to not approve a request made to miss a practice or a game.
- B. **Notification of absence:** On a practice day or a game day, if a student is absent from school or is checked out for illness or any other reason, they or their parent must notify Mrs. White immediately. (Notification cannot be made through other drummers).
- C. **UNIFORMS:** There will be a dress code for game days/games.
  - . **Clothes:** Each drummer will need to wear their Drumline jersey and black shorts for warm games and their hoodie and black joggers for colder games.
  - a. **Shoes:** Tennis shoes (of any kind) will be the only type of footwear to be worn (no slides, sandals, flip flops, heels, boots, etc.), both at practices and at games.
- A. **MJHS:** It is possible that the MHS Drum Line may perform at home MJH games and pep rallies. If these things are scheduled, drummers will be required to participate.
- B. **Spirit Days:** Drummers are required to participate in all dress-up days or wear purple and white during Red Ribbon Week and Homecoming Week. There may be other times the drummers will be expected to dress up and those times will be announced as they are known. Any costume pieces required will be the responsibility of the parent/drummer.

## **VI. Drum Camp**

- . All drummers are required to attend a summer day camp and all practices thereafter. Camp is MANDATORY, with the exception of an immediate family member's death.
- A. Camp will be held on campus at Mangham High School and will be directed by Dr. Kathrine Irwin, the ULM Band Director, and her assistant, Mrs. Amber Moore.

## **VII. Transportation**

- . School officials and vehicles will transport members to and from all away games. **Members are required to ride the bus back to school after all away games.**
- A. Transportation to and from practice is the parent's/member's responsibility. Do not be late for practice, and parents please do not be late to pick up your child because it IS NOT the responsibility of the sponsor to stay late with the member.
- B. Transportation to and from games is the parent's/member's responsibility. Do not be late to pre-game preparation at home games and/or the bus for away games.

## **VIII. Drummer Responsibilities**

- . **Character and Conduct**
  1. **Behavior:** Display good social behavior and be honest and trustworthy at ALL times. PLEASE be aware of how your words and actions impact other drummers.
  2. **Spirit:** Always exhibit school spirit, no matter the sport or record.

3. **Appropriate moves:** Respect each other and the crowds you will perform for by not engaging in inappropriate or vulgar dance moves or gestures while drumming. Distasteful moves or gestures will result in a warning, then suspension from the line for one week and may result in dismissal from the drum line.
4. **School discipline:** Members are expected to follow school rules at all times and behave in class and show respect to teachers, principals, staff and other classmates. Any trips to the principal's office or disciplinarian's office will be reported to the sponsor and a conversation will occur between the sponsor, the drummer and/or the drummer's parents. Excessive visits to those offices may result in removal from the drum line.
5. **Social media:** Inappropriate pictures, text messages, or social media posts are unacceptable. A distasteful and disrespectful social media presence may result in removal from the drum line.
6. **Fighting:** NO Fighting AT ALL will be tolerated, whether between fellow drummers or with any other student, staff, sponsor etc. This includes fighting at school, on campus, or at a school-sponsored event. (This may result in automatic removal from the drum line.)

**B. Appearance**

1. **Uniforms:** Uniform shirts/hoodies and shorts/jeans must be clean on game days!
2. **Makeup:** Makeup, if worn, should be natural and not excessive.
3. **Hair:** Hair should be clean and well kept.
4. **Shoes:** Clean tennis shoes of any kind are the only type of footwear that should be worn on game days.

**C. Discipline:**

1. **Benching:** A drummer may be benched (meaning not allowed to perform) for a quarter for being late returning from breaks during games or for leaving the area without permission.
  1. Excessive tardies (3+) following breaks will result in being benched for a minimum of a week.
  2. A drummer may also be benched if s/he receives an office referral.
2. **Marching Laps:** Cheerleaders jump when disciplined, dancers kick, and drummers march!
  1. Laps may be given at the discretion of the sponsor for any act she deems necessary.
  2. A lap is four times around the basketball court (if in the gym) or once around the football field if at the field.
2. **Dismissal:** Immediate dismissal *may* also come from being suspended, not abiding by the sponsor's rules, smoking/vaping or drinking or doing drugs while at school, or in uniform, or at an event representing MHS (*or posting these types of pictures/videos on a social network*).
  1. Should a drummer be removed from the Drum Line for any reason whatsoever, they may not be allowed to re-join the line the following school year.

**D. Grades**

1. A drummer must maintain a 2.5 GPA throughout the coming school year.
2. If a member's GPA falls below a 2.5 during the school year, the drummer will be put on probation and will sit out until the next progress report. During probation, the drummer is required to attend all practices and games, but will not be able to participate. If a GPA falls below a 2.5 again the next six weeks, the member may be dismissed from the drum line.
3. Failure of a school year (for grades, absences, suspensions or any other reason) will result in immediate removal from the drum line and the member will no longer be a MHS drummer.

Please return this to the school by Thursday, July 11.

**Drummer Name (Print):** \_\_\_\_\_

**I have read the attached Mangham High School Drum Line Constitution and I agree to abide by the rules and consequences stated. I agree to pay the fee on or before** \_\_\_\_\_.

**Drummer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Important reminders for drummers:**

1. You MUST attend all practices and games, including MJH home games. Failure to notify Mrs. White of a necessary absence will result in disciplinary action.
2. Practices will be Tuesdays and Thursdays, 3:15-5:15. We may occasionally meet on a Wednesday until 5:00, especially if there is a Thursday game.
3. PHONES MUST BE SILENCED AND NOT IN YOUR HAND/POCKET DURING PRACTICE. This has become an issue for us. Parents, please help by not calling your drummer during practice. They will have a break around 4:00 to check in if needed.
4. If you engage in any problematic behavior (e.g., fighting, use of foul language, throwing objects, etc.) while in uniform: you will sit out of the performance for one quarter and may be in danger of being suspended from performing the following week. Marching laps may be used in place of suspension at the discretion of the sponsor.

### **On Game Days:**

1. You must be present and wearing your uniform on game day.
2. As soon as you are dismissed for the pep rally, go quickly to the library and get your gear. Take it to the gym.
3. You cannot be late for game prep / bus loading.
4. DURING THE GAME: You will have at least three opportunities to go to the concession and the bathroom, and we will have frequent smaller breaks in the stands. This is to keep you safe and out of trouble. Breaks will be after the halftime performances and at the beginning of the 2nd and 4th quarters.
5. If you are late returning from break or leave the area without permission: you will be benched (sit out the performance) for one quarter. 3 or more incidents will result in being suspended from performing the following week.
6. Any other disciplinary issues (e.g., inappropriate comments or foul language) will result in marching laps at the following practice.

# Prom

**Mangham High School students must be *in good standing with school attendance and have no suspensions for the current school year or owe any seat time in order to attend prom.***

**Prom Guests:** All Juniors attending Prom will pay their \$100 dues that includes their tickets for their Junior and Senior Prom. It does NOT include their date's ticket. Their date's ticket is an additional \$10 if they aren't already a paying MHS junior or senior. If after the deadline, a \$40 late fee will be applied.

Seniors who did not attend Prom and pay their dues during their junior year are required to pay \$50. This does not include a ticket for a date. Seniors who paid the discounted price their junior year because they helped fundraise do not have to pay again their senior year.

All guests who are not a MHS junior or senior must fill out a guest form. The sponsor and principal must approve all guests. Dates will be required to provide their name, age, school, and a signature. This information is used to assure the date is not a behavior problem and is 20 years old or under. Any dates not in high school anymore will be asked to provide a license upon arrival and will not receive it back until departure. No one who is not at least a freshman in high school will be allowed to attend prom regardless of his or her age. Guests of MHS students are required to adhere to the same rules and regulations set by the school. MHS reserves the right to dismiss anyone for unwanted behavior. Anyone participating in criminal behavior will be arrested by on-site police security.

**Dress Code:** Prom is a formal and elegant event. No, see through clothing (including flesh tone mesh), lingerie/lingerie style clothing, or clothing revealing breasts or other private areas. Please respect yourself and others by not exposing body parts that are meant to be covered. You will not be permitted into Prom and your tickets will not be refunded if you are not properly dressed. Please dress tastefully. If there are any doubts whether you can get in with the attire on, don't buy it. Don't take the chance. Below are more specific dress code rules.

**Boys:** Formal prom attire is classified as a tuxedo or dress suit, including a tie/bow tie, a button-down shirt, slacks, and dress shoes. Also permitted are vest and cummerbund. Shirts, pants, and shoes must be worn at all times during the prom.

**Girls:** Formal prom attire is classified as an evening or cocktail dress. Dresses should be classy and not revealing of private areas. Dresses may be strapless or feature spaghetti straps. Bare or open backs are permitted but must not fall below the waist. Bare/mesh stomachs or midriffs are permitted ONLY if the opening is 3" or less. Undergarments should not be visible. Slits above mid-thigh, extremely tight, or extremely low-cut dresses are also not permitted. Dresses that are short in nature MUST not be any shorter than the bottom of a person's fingertips when arms are by their side. Keep it classy!

**Behavior:** Inappropriate behavior will result in immediate dismissal from the prom. Criminal behavior including underage drinking or violence will result in an arrest by on-site police security. If a student is found to be under the influence of drugs or alcohol upon arrival, they will be retained by police security, parents will be notified, and the student will be arrested or will leave only with their parents.

Once inside the ballroom, no one will be allowed to return to cars or leave and return. Students and dates will be asked to sign in upon arriving and sign out if they leave before the last dance. Once individuals leave the ballroom, they will not be allowed to come back inside the ballroom. Students should make sure they have not left their phones, money, picture packets, etc before entering.

Students removed from Prom or who choose to leave early from Prom will not receive a refund.

Students who are absent from school on the day before Prom cannot attend Prom. Juniors are expected to leave by bus to go decorate for Prom on this day.

**Other:** The Junior Class Officers are required to (a) attend Prom Committee meetings; (b) help with Prom set up, (c) help with Prom clean up. The Sophomore Class Officers will be responsible for refreshment set-up, refilling, and clean up. If a sophomore officer is unavailable to help, the sponsors will select a proper replacement.

Juniors and seniors will vote on King and Queen. To be eligible, seniors must have attended MHS the entire previous year and be physically present at school 85% of the days school was in session. The seniors must attend at the time of the announcement of the King and Queen to receive the crown; otherwise, it will be given to the person with the next highest number of votes.

## Dual Enrollment

Dual Enrollment (DE) courses are offered through ULM, NSU, and LDCC at all Richland Parish School Board high schools (Delhi, Mangham, and Rayville High Schools).

DE courses are paid through Supplemental Course Allocation (SCA) funding. This funding varies from year to year, and may limit the number of courses that can be taken each semester and/or year. If funding is available, more courses may be offered. The following are the base number of DE courses students in grades 10-12 may take:

### Base DE Course Enrollment

- Sophomores - 1 DE course per semester
- Juniors - 1 DE course per semester
- Seniors - 2 DE courses per semester

Participating colleges and universities set their individual ACT score requirements for DE courses. Students must meet the ACT score requirements set by the enrolling college or university to enroll in DE courses.

Additionally, students must meet grade point average (GPA) requirements set by the enrolling college or university to enroll in DE courses.

If they do not meet the ACT score or GPA requirements, participating colleges and universities may allow students to be enrolled in DE courses with a letter of recommendation from school counselors. ***Counselor recommendation letters will not be written for students more than 1 point below the ACT score requirements set forth by the enrolling institutions.*** However, the college or university retains the ability to choose to accept or not accept a letter of recommendation from a school counselor.

***Any student enrolled in a DE course who drops or receives a grade below a "C" for a course will be responsible for paying the high school the cost and fees associated with enrollment in the course.***

# RICHLAND PARISH SCHOOL BOARD

## SCHOOL CALENDAR OPTION – 2025-2026

August 6, 2025 - School Opens – All personnel report-Wednesday  
 August 11, 2025 – First day for Students – MONDAY  
 August 11, 2025- ½ of PreK and K students attend  
 August 12, 2025- ½ of PreK and K students attend  
 August 13, 2025- All PreK and K students attend  
 May 8, 2026-Last Day for Seniors-FRIDAY  
 May 22, 2026- Last Day for Students –FRIDAY  
 May 26, 2026 – Regular School Year Ends/Staff Development Day- TUESDAY  
 \*PreK and Kindergarten programs must be no more than 4 days prior to the end of the school year  
 # of Instructional Minutes to place in schedule: 388 or more

### NON-STUDENT DAYS:

August 6-8, 2025- Staff Development/All employees	3 days
September 2, 2025-Staff Development/All employees	1 day
September 26, 2025-Parent Teacher Conference Day	1 day
November 10, 2025-Staff Development/All employees	1 day
January 5, 2026-Staff Development/All employees	1 day
February 17, 2026– Staff Development/All employees	1 day
February 27, 2026- Parent Teacher Conference Day	1 day
April 7, 2026- Staff Development/All employees	1 day
May 26, 2026 – Staff Development/End of School Year/All employees	1 day

### HOLIDAYS -- NON-TEACHING DAYS: (31)

September 1	Labor Day
October 13-17	Fall Break
November 11	Veterans' Day
November 24-28	Thanksgiving Holidays
December 22-Jan. 2	Christmas/New Year's Holidays (noon dismissal Dec. 19)
January 19	Martin L. King Holiday
February 16	Presidents' Day
March 23-March 27	Spring Break
April 3-6	Easter Break
May 25	Memorial Day

### MARKING PERIOD ENDS REPORT

September 19, 2025  
 November 5, 2025  
 January 8, 2026  
 February 20, 2026  
 April 13, 2026  
 May 22, 2026

### CARD DISTRIBUTION DATES

September 26, 2025 (Parent/Teacher Conferences)  
 November 7, 2025  
 January 13, 2026  
 February 27, 2026 (Parent/Teacher Conferences)  
 April 15, 2026  
 May 22, 2026

# **Mangham High School Alma Mater**

Let our voices loudly ringing  
Echo far and near  
Songs of praise thy children singing  
To thy memory dear.

Mangham High School, Mangham High School  
Tender, fair, and true;  
Mangham High School, Mangham High School  
All our vows renew.

# Mangham High School

## School-Parent Compact 2025–2026

**A School-Parent Compact for Achievement** is an agreement that parents, students, and teachers develop together. It explains how parents and teachers will work together to ensure all students reach or exceed grade-level standards.

Richland Parish Title I believes that it is the system's responsibility to assist schools in coordinating and implementing programs with parents that address the needs of students, parents, families, communities, and the school.

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### OUR GOALS FOR STUDENT ACHIEVEMENT

The Richland Parish School Board and Mangham High School are committed to your child's learning.

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#### DISTRICT GOALS

1. Rigorous, state-approved Tier 1 curricula
  2. Certified instructors
  3. A positive learning environment
- 

#### SCHOOL GOALS

- Student safety
  - Academic, social, and emotional growth for all students
  - Effective use of rigorous, state-approved Tier 1 curricula
  - Alignment of Louisiana state standards with Tier 1 curriculum and student assignments
  - Clear and timely communication with parents
- 

#### STUDENT GOALS

- Take responsibility for my learning by setting personal goals and working to meet them.
- Maintain regular school attendance and arrive on time.
- Come to class prepared with all necessary materials.
- Stay engaged in the learning process and maintain a growth mindset.
- Ask for help when needed.

## PARENT GOALS

- Attend parent engagement activities (e.g., parent/teacher conferences, Back to School Night, ACT/WorkKeys Night) to stay informed about school events and student progress.
  - Utilize the school's Parent Resource Center to support my child's development.
  - Ensure my child attends school on time every day and is prepared to learn.
- 

## HOW PARENTS CAN GET INVOLVED

- Participate in parent engagement activities (e.g., parent/teacher conferences, Back to School Night, ACT/WorkKeys Night)
  - Join the Parent Action Committee
  - Sign up for teachers' electronic communication platforms (e.g., Remind, ClassDojo)
- 

## COMMUNICATION ABOUT STUDENT LEARNING

Mangham High School is committed to frequent communication with parents about student learning via:

- Course syllabi from each teacher
- Progress reports every six weeks
- Report cards every six weeks
- JCall/JText messages
- School website & Facebook page
- Remind/ClassDojo updates
- Scores from state standardized assessments
- Notices of failing grades sent within one week of posting

# Mangham High School

## Parent and Family Engagement Policy

2025–2026

In support of strengthening student academic achievement, Mangham High School receives Title I, Part A funds and must jointly develop with and distribute to parents and family members of participating children a written parent and family engagement policy. This policy complies with the requirements of Sections 1116(b) and (c) of the Every Student Succeeds Act (ESSA). It establishes the school's expectations for parent and family engagement and outlines specific engagement activities. The policy is also incorporated into the school's plan submitted to the district.

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## Compliance with Section 1116 of ESSA

Mangham High School agrees to implement the following requirements:

- Involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I, Part A programs, including the parent and family engagement policy and the schoolwide program plan.
- Update the parent and family engagement policy periodically to reflect changing needs and distribute it to parents of participating children. The policy will also be made available to the local community.
- Provide full opportunities for the participation of all parents, including those with limited English proficiency, disabilities, and migratory children. Information and reports required under Section 1111 will be presented in an understandable and uniform format, and in alternate languages or formats upon request.
- If the schoolwide program plan under Section 1114(b) is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan to the local educational agency.
- Operate in alignment with the following definition of parent and family engagement:

**Parent and family engagement** means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including:

- Playing an integral role in assisting their child's learning;
- Being encouraged to be actively involved in their child's education at school;
- Serving as full partners in their child's education and participating in decision-making and advisory committees;
- Participating in other activities as described in Section 1116 of ESSA.

# **Policy Implementation Components**

## **Jointly Developed**

Mangham High School will involve parents in the planning, review, and improvement of Title I programs by:

- Hosting regular meetings that allow parents to make suggestions and participate in decisions related to their child's education.
- Reviewing and revising the district and school policies, and the School Improvement Plan annually.
- Collecting feedback through individual meetings, annual parent surveys, parent-teacher conferences, and public comment opportunities on the school website.

## **Annual Title I Meeting**

Mangham High School will:

- Host an annual Title I meeting during Back-to-School Night.
- Inform parents about the Title I program, school and parent responsibilities, the parent and family engagement policy, the school-parent compact, and planned family engagement activities.
- Distribute and collect surveys (available in paper and digital formats) to gather feedback.
- Use survey data to evaluate and improve parent engagement strategies.

## **Communications**

Mangham High School will:

- Provide timely information about Title I programs.
- Offer flexible meeting times (e.g., morning and evening options).
- Ensure all school-related information is sent in clear, understandable language and formats, including alternative formats and languages when needed.
- Publish the Family Engagement Policy in student handbooks and on the district website.

## **School-Parent Compact**

Mangham High School will:

- Collaborate with parents to develop a school-parent compact that defines shared responsibilities for academic achievement.
- Review and revise the compact annually at a parent meeting.
- Ensure the compact outlines how the school will provide high-quality instruction and how parents and students will support learning.
- Provide for reasonable parent access to staff, frequent academic updates, and opportunities to observe or volunteer in classrooms.

## **Reservation of Funds**

*(Applicable if Title I allocation is \$500,000 or more)* If applicable, Mangham High School will:

- Survey parents for feedback on how the 1% reservation of Title I, Part A funds should be used.
- Present the parent and family engagement budget during the Annual Title I Meeting.

## **Coordination of Services**

Mangham High School will:

- Coordinate and integrate parent engagement activities with other Federal, State, and local programs, including preschool programs.
- Collaborate with Mangham Junior High and ULM Trio to support smooth transitions from junior high to high school and from high school to postsecondary education or careers.

## **Building Capacity of Parents**

Mangham High School will build the capacity of parents by:

- Explaining curriculum, assessments, and academic expectations.
- Providing materials and training to help parents support their child's learning (e.g., literacy workshops, technology education).
- Offering support on topics such as:
  - State academic standards;
  - Academic assessments, including alternate assessments;
  - Title I, Part A requirements;
  - Monitoring student progress;
  - Collaborating with educators.
- Sharing strategies and tips at monthly family academic events.

## **Building Capacity of School Staff**

Mangham High School will train teachers, instructional staff, and leaders to:

- Recognize the value of parent contributions.
- Engage parents as equal partners.
- Implement and coordinate parent programs.
- Foster strong ties between home and school through:
  - Newsletters and communication flyers
  - Progress reports and report cards
  - Conferences (in person, by phone, or digitally)
  - Encouragement to join the Parent Action Committee (PAC), SIP teams, and district advisory groups



## **Parent Notification of Guidelines for Use of Seclusion and Physical Restraint with Exceptional Students**

The Richland Parish School System has established the following guidelines and procedures to comply with the revised mandates of Act 479, enacted during the 2025 Regular Session of the Louisiana Legislature. This legislation provides direction regarding crisis intervention strategies, which may include the use of positive behavioral supports, sensory rooms, or other calming spaces intentionally designed to comfort and stabilize students. Act 479 also outlines guidelines for rare and extraordinary situations where seclusion or physical restraint may be necessary to safely de-escalate a student who presents an imminent risk of harm to themselves or others. These techniques will be employed only as a last resort and in strict accordance with Louisiana Bulletin 1706, Sections 540 through 543. Furthermore, the use of seclusion must be approved in advance by the Supervisor of Special Education prior to implementation.

### **I. Seclusion and Restraint**

Every effort should be made to prevent the need for using seclusion or restraint techniques. Environments should be structured and focused on positive interventions and supports to greatly reduce, and in many cases eliminate, the need to use seclusion or restraint. Seclusion and restraint should only be used when a student's behavior presents a threat of imminent risk of harm to self or others, and only as a last resort to protect the safety of self and others. Techniques may be implemented when the risk of not intervening is greater than the risk of intervening and to the degree necessary to stop the dangerous behavior.

Techniques must be implemented in a manner that causes no physical injury to the student, results in the least possible discomfort, does not interfere in any way with the student's breathing or ability to communicate with others, and does not place excessive pressure on the student's back or chest or cause asphyxia. Seclusion and restraint must be implemented in a manner that is directly proportionate to the circumstances and to the student's size, age, and severity of behavior. A school employee shall continuously monitor a student who is secluded or physically restrained for the duration of such seclusion or restraint and shall release a student from seclusion and physical restraint as soon as the reasons for justifying such action have subsided.

Seclusion and restraint must not be used as a form of discipline or punishment, as a threat to control, bully, or obtain behavioral compliance, or for the convenience of school personnel. It is imperative that no school employee subject a student to unreasonable, unsafe, or unwarranted use of seclusion or restraint. Seclusion and restraint techniques must not be used to address behaviors such as general noncompliance, self-stimulation, or academic refusal. Such behaviors must be responded to with less stringent and less restrictive techniques. No school employee shall place a student in seclusion or restraint if he is known to have any medical or psychological condition that precludes such action, as certified by a licensed pediatrician, neurologist, or mental health provider in a written statement provided to the school in which the student is enrolled.

### **Seclusion**

The seclusion of a student must take place only in a designated seclusion room that meets established

safety standards to ensure the student's physical and emotional well-being. The creation and use of a seclusion room must be formally approved in advance by the Director of Special Education before implementation. A student may only be placed in a seclusion room by a trained school employee who uses approved methods for escorting, placing, and supervising the student. While in the seclusion room, the student must be continuously monitored, and the supervising staff member must be able to see and hear the student at all times. Only one student may occupy a seclusion room at any given time to ensure individual safety and proper supervision.

It is critical to understand the distinction between a Seclusion Room and a Sensory Room, as they serve fundamentally different purposes. Under no circumstances should a Sensory Room be used as a Seclusion Room. Sensory Rooms are intended to provide a calming, therapeutic environment that helps students regulate their emotions and return to a state of stability. These rooms are not to be associated with discipline, isolation, or restraint.

**Seclusion should ONLY be used:**

- for student behaviors that involve an **imminent risk of harm** to self or others
- **as a last resort**, when de-escalation and other positive behavioral interventions and support attempts have failed and the student continues to pose an imminent risk of harm to self or others
- **as a last resort**, if and when less restrictive crisis intervention techniques such as positive behavioral supports, constructive and non-physical de-escalation, and restructuring of a student's environment have failed to stop a student's actions that pose an **imminent risk of harm** to self or others

**Seclusion should NOT be used:**

- as a routine school safety, discipline, or intervention measure or to address behaviors such as general non-compliance, self-stimulation, and academic refusal, and other behaviors that, while disruptive to a classroom setting or other daily school activities, do not present an imminent risk of harm to self or others

**A Seclusion Room or other confined area must:**

- be free of any object that poses a danger to the student who is placed in the room
- have an observation window allowing school personnel to see and hear the student the entire time
- have a ceiling height and heating, cooling, ventilation, and lighting system comparable to an operating classroom in the school
- be of a size that is appropriate for the student's size, behavior, chronological, and developmental age

## **Physical Restraint**

Physical restraint should only be used by school employees who have completed all components of the district's adopted de-escalation & physical management program. **Annual** recertification is required. At no time should a school employee subject a student to mechanical restraints to restrict that student's freedom of movement.

**Physical Restraint should ONLY be used:**

- when a student's behavior presents a threat of **imminent danger of serious physical harm to self or others**, and only as a **last resort** to protect the safety of self or others
- to the degree necessary to stop a dangerous behavior
- in a manner that causes no physical injury to the student, results in the least possible discomfort, and does not interfere in any way with a student's breathing ability or ability to communicate with others

**Physical Restraint does NOT include:**

- consensual, solicited, or unintentional contact
- momentary blocking of a student's action if the student's action is likely to result in harm to the student or any other person

- a school employee holding a student for less than three consecutive minutes during any given hour for the protection of the student or others
- a school employee holding a student for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his or her body is not restricted
- minimal physical contact (i.e., touching of the hand, wrist, arm, shoulder, or back) for the purpose of safely escorting a student from one area to another
- minimal physical contact for the purpose of assisting the student in completing a task or response

**Mechanical Restraint does NOT include:**

- any device used by a duly licensed law enforcement officer in the execution of his official duties
- any devices implemented by trained school personnel or utilized by a student that have been prescribed by an appropriate medical or related service professional and are used for the specific and approved purposes for which such devices were designed, such as:
  - adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports
  - vehicle safety restraints when used as intended during the transport of a student in a moving vehicle
  - restraints for medical immobilization
  - orthopedically prescribed devices that permit a student to participate in activities without risk of harm

**II. Written Notification and Reporting**

The principal or his designee shall notify each parent or legal guardian of a student enrolled at the school with an Individualized Education Plan (IEP) of the prohibition of the use of seclusion and restraint if the student has a condition that precludes such action, as certified by a licensed pediatrician, neurologist, or mental health provider in a written statement provided to the school in which the student is enrolled. This notification is included in our *Guidelines and Procedures for Crisis Intervention and Implementing Seclusion/Restraint Techniques*, provided to parents of students with disabilities at the beginning of each school year and on the Prior Written Notice for the student's IEP meeting. IEP teams will discuss and document this discussion in the IEP. A student who has been placed in seclusion or has been restrained shall be monitored continuously, and monitoring shall be documented on the *Use of Seclusion/Physical Restraint Reporting Form*.

**Immediately Following Implementation of Seclusion or Physical Restraint:**

- The school employee involved in the seclusion or restraint must immediately notify the school principal.
- The school principal must immediately notify the Supervisor of Special Education and/or Behavior Interventionist of the student secluded or restrained, personnel involved, and the location of restraint.
  - The school principal or his designee and the Supervisor of Special Education and/or Behavior Interventionist must review video and audio footage, if available, to ensure that policies and proper techniques were followed during the incident. The Supervisor of Special Education and/or Behavior Interventionist will document the video viewing and findings on the *Seclusion/Restraint Video Documentation Log*
- The school administrator shall notify the parent or legal guardian of the student via a phone call as soon as is practicable, but no later than the end of the same school day.
- The school principal should contact a school nurse or school health designee to assess the student as soon as possible, but no later than the end of the same school day, to look for and document any signs of injury or distress. School health designee is defined as the district school nurse, or the school-based health clinic nurse. In the event that one of these designees is not available the

next contact should be Alyssa Brown or Ashley Royals, occupational therapist. Other personnel classified as health designees are: Katie Bennett, Kelly Harper, Asa Ausberry. These individuals should only be contacted as a last resort. Please follow the order of the list.

- A school employee who secluded or physically restrained a student shall document and report the incident on the *Use of Seclusion/Physical Restraint Reporting Form*. The employee shall submit the *Use of Seclusion/Physical Restraint Reporting Form* to the principal by the end of the school day. The principal or his designee shall complete the *Parent Notification of Seclusion/Restraint Letter* and provide the letter to the parent by the end of the following day. If the seclusion or restraint occurs on a Friday, the letter must be completed and sent to the parent by the end of the day on Friday.
- The principal or designee must provide the *Use of Seclusion/Physical Restraint Reporting Form* and *Parent Notification of Seclusion/Restraint Letter* to the schools designated IEP Facilitator, Behavior Interventionist and Special Education Supervisor at the same time the parent is provided a copy (within 24 hours of incident).

### **III. Response to Seclusion or Restraint**

#### **Individualized Education Plan/Behavior Intervention Plan**

The IEP team must address the behaviors that prompted the seclusion/restraint in the student's IEP and BIP. If a student is involved in three incidents in a school year involving the use of seclusion or physical restraint as a result of posing an imminent risk of harm to self or others, his Individualized Education Plan team shall:

- implement the Behavior Support Process (for students who do not have a BIP)
- conduct a Functional Behavioral Assessment (FBA)
  - The School Psychologist and/or the School Social Worker, Behavior Interventionist, IEP Facilitator assigned to the student's school, Special Education Supervisor and/or Pupil Appraisal Supervisor shall actively participate in the FBA.
- review, revise, or develop a Behavior Intervention Plan, including any crisis intervention plans, to include any appropriate and necessary behavioral supports
  - prioritize the use of positive interventions and support

If the student's challenging behavior continues to escalate, requiring repeated seclusion or restraint practices, the Special Education Supervisor and/or Behavior Interventionist shall review the student's IEP and BIP at least every three weeks.

### **IV. School & District Responsibilities**

- Schools will include the *Parent Notification of Guidelines for Use of Seclusion and Physical Restraint with Exceptional Students* in the student handbook
- A list of personnel trained in Handle with Care will be kept at each school site and the district office.
- Reported incidents of seclusion/restraint will be entered into the LDOE database by the Special Education Supervisor or designee.
- Prior to the beginning of the school year, the *Parent Notification of Guidelines for Use of Seclusion and Physical Restraint with Exceptional Students* shall be:
  - provided to all school employees and every parent or legal guardian of a student with a disability
  - posted on the district's website
- submitted annually to the Special Education Advisory Council