

WELCOME

On behalf of the faculty and staff of Rayville High School, we welcome you. This handbook contains information that will be of great value in helping you to adjust to our school and provide the opportunity for a positive educational experience. These policies have been established for the welfare of the entire student body and are in accordance with the Richland Parish School Board Policy Manual.

If you are a new student, you may find some things unfamiliar at first, but you will soon become accustomed to them. You will learn necessary and useful skills that will aid you in the future. Being a high school student brings about added responsibility, as well as, the need for self-discipline. Our academic, social, and behavioral expectations at RHS are high. You will be expected to follow the rules, be prepared each day for learning, and to conduct yourself in a manner that is appropriate for a high school student.

Be proud of your school. Take good care of your school and become part of its improvement by actively participating in school organizations and activities. The level of success at RHS is directly attributable to the commitment and effort of the administration, faculty, staff, and the student body. Have a great year and do not hesitate to ask for help.

IT'S A GREAT DAY TO BE A RAYVILLE HORNET!

Dr. Samuel Rontez Williams
Principal

ALMA MATER

To Rayville High, our Alma Mater,
We sing a song of praise.
We thank thee for the memories
Of carefree, happy days.
We shared with classmates joys and tears
Throughout our high school years.
To Rayville High, our Alma Mater,
We'll be true to thee.

Gladys D. Lane

RAYVILLE HIGH SCHOOL MISSION, VISION, AND BELIEFS

Rayville High School Mission Statement

Rayville High School will provide all students with the knowledge and skills necessary to be college and career ready upon graduation. Students will receive effective instruction from professional educators who are knowledgeable of their curriculum and plan rigorous learning opportunities every day. Students will become owners of their learning who are able to demonstrate mastery of each subject through classroom activities and state and national assessments. Administrators, teachers, students, and community members will work together to create a safe, equitable learning environment where all students are empowered to excel.

Rayville High School Vision Statement

Rayville High School will prepare all students for college and careers through rigorous educational opportunities and equitable instruction in safe learning environments.

Student Vision Statement Acronym:

We Are
Hard-working
Owners of learning
Ready to
Navigate our
Education to become
Thriving
Scholars

Teacher Vision Statement Acronym:

We Are
Helping students develop
Ownership and
Responsibility for learning by
Nurturing a love of
Education
Through equitable instruction in
Safe learning environments

The administration, faculty, and staff at RHS believe the following:

1. Student learning is the chief priority for the school.
2. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
3. Classroom instruction should provide students with a variety of opportunities to demonstrate their achievement.
4. Teachers, administrators, parents, students, and the community must share responsibility for successful student performance.
5. The school must be committed to continuous improvement if students are to become confident, responsible, lifelong learners.
6. All students can learn according to their individual intellectual and physical levels.
7. Students succeed when they learn factual knowledge, solve problems, and apply learning in meaningful contexts.

Student performance increases in a safe, supportive, and challenging learning environment.

ACCIDENTS

When an accident occurs, the accident must be reported at once to the teacher in charge. The teacher will then report the incident to the necessary authorities. Accident forms are located in the main office.

ALCOHOL, DRUG AND SUBSTANCE ABUSE POLICIES

Refer to parish policy in the back of this book.

ASSEMBLIES

Assemblies will be held periodically for educational, cultural, or business purposes. Students are to sit with their teacher/advisors in their assigned area. Courteous and attentive behaviors are expected at all assemblies. Violations of acceptable student conduct could result in disciplinary action by teachers and/or administration. Regardless of the type of program, courtesy demands that each student be respectful, receptive, and appreciative. Yelling is appropriate only at sporting events and pep rallies.

ATTENDANCE

Adult supervision is not available prior to the unloading of the first bus. Students should not arrive before 7:10 A.M. The school day begins promptly at 7:40 A.M. Daily attendance is necessary if students are to be successful in school. Parents are asked to notify the school when their

necessary if students are to be successful in school. Parents are asked to notify the school when their child is absent for more than 3 days. Teachers record absences daily, and these absences are listed on each student's report card. In addition, a JCALL message will be sent to a parent/guardian notifying them of the attendance issue.

All students must attend class 94% of the required instructional minutes in order to receive credit for the class. **A student cannot have more than 5 unexcused absences per semester.** Students must bring a doctor's excuses within 2 days of their absence. An asterisk (*) will be placed on the students report card to indicate excessive days missed. Three (3) hours of seat time are required to remove one (1) absentee day from a student's record. Students may be provided with additional opportunities to help resolve attendance issues during the year. These may include but are not limited to afterschool tutoring sessions, academic events, Life Share Blood Drive, and other school related or sponsored events approved by the administration.

It is the responsibility of the student to make arrangements for making up missed class work with their teachers. If a student does not make up work within a reasonable time (as agreed upon by the student and teacher), the student will earn an "F" for all work that is not completed.

On rare occasions, a student may have extenuating circumstances that enable him/her to exceed the absence limit. These include:

1. Extended serious illness verified by a physician.
2. Extended hospital stay verified by physician.
3. Extended recuperation from an accident verified by a physician.
4. Extended contagious disease verified by a physician.
5. Previously-approved educational travel.
6. Death in family (not to exceed one week).
7. Natural catastrophe or disaster.
8. Other unavoidable situations as determined by parental appeal to the Richland Parish School Board.

Students who are granted exceptions to the attendance policies are still required to make up all class work in a reasonable time. If the class work is not completed, the student will not receive credit in the course.

BEHAVIOR EXPECTATIONS/SCHOOL-WIDE POSITIVE BEHAVIOR

Discipline, in regard to the following rules, is a major concern to parents, students, teachers, and the administration at RHS. Students will be held responsible and accountable for their behavior. All staff members at RHS will treat students fairly and in a consistent manner.

1. Students must have a hall pass (note) from their teacher when traveling in the halls during class time. This includes going to the office, library, bathroom, etc.
2. **No alcohol or drugs of any kind will be allowed on campus.**
3. Students are not permitted to possess cell phones, CD players, radios, or other electronic devices inside of the school building.
4. Students shall not be permitted to have cigarettes, snuff, tobacco, or tobacco related items in their possession on the school campus or in the school building during the school day, which also includes riding the school buses to and from school.
5. No caps, headbands, or other head coverings shall be worn in the building. No sunglasses will be worn in the building.
6. **RHS has a Zero Tolerance for fighting.** Fighting on campus, school related events, or on school buses will result in suspension from school. If deemed necessary, the local police

department will be contacted and students will be subject to arrest.

7. **School-Wide Positive Behavior** is a proactive program aimed at focusing on replacing undesired behaviors with positive behaviors in the classroom and around the campus. School-wide expectations are a list of 3 to 5 specific, positively stated characteristics or

concepts that apply to all members of the RHS faculty and students. These concepts are general enough to be applicable in multiple settings but are specific enough to be of assistance when generating rules for targeted areas. Incentives and consequences are established to support the school-wide behavior expectations.

The School-Wide Behavioral Expectations at Rayville High School:

P- Prepared R- Respectful/Responsible I- Involved D- Determined E- Ethical

CELL PHONES/ELECTRONIC DEVICES

Cellphones and other electronic devices are **not to be seen or heard** at Rayville High School. With teacher permission, students may access cell phone technology for educational purposes as part of a designed activity. If a teacher takes a cell phone/electronic device from a student, the student may have it back at the end of the school day by paying a storage fee. The storage fee schedule is as follows:

1st occurrence - \$5	3rd occurrence - \$20
2nd occurrence - \$10	4th occurrence - \$40

All other offenses will double the previous offense

This policy prevents a parent from having to leave work to pick up a cell phone and prevents RHS from having to keep a phone until the last day of the school year. **The Richland Parish School Board/Rayville High School will not be held accountable for cell phones or other electronic devices that are lost, damaged, or stolen.** Students who refuse to give an electronic device to a school employee will be subject to disciplinary actions, which may include but not limited to in school suspension or out of school suspension.

BOOKS AND MATERIALS

The school provides books for student use. Students must pay for books if they are damaged or lost. The minimum replacement cost for a textbook is \$40.00 based on the age of the text. Lost library book replacement cost will be determined by the purchase price of the book. Students are responsible for bringing paper, pencils, or other needed materials daily to each class.

BEHAVIOR REFERRALS

If a student behaves inappropriately in a class, the teacher will document the behavior and the action taken on the student's **habitual offender form**. After following the specified steps, the teacher may refer the student to the office for disciplinary action. The following procedures will be utilized **consistently** by the faculty:

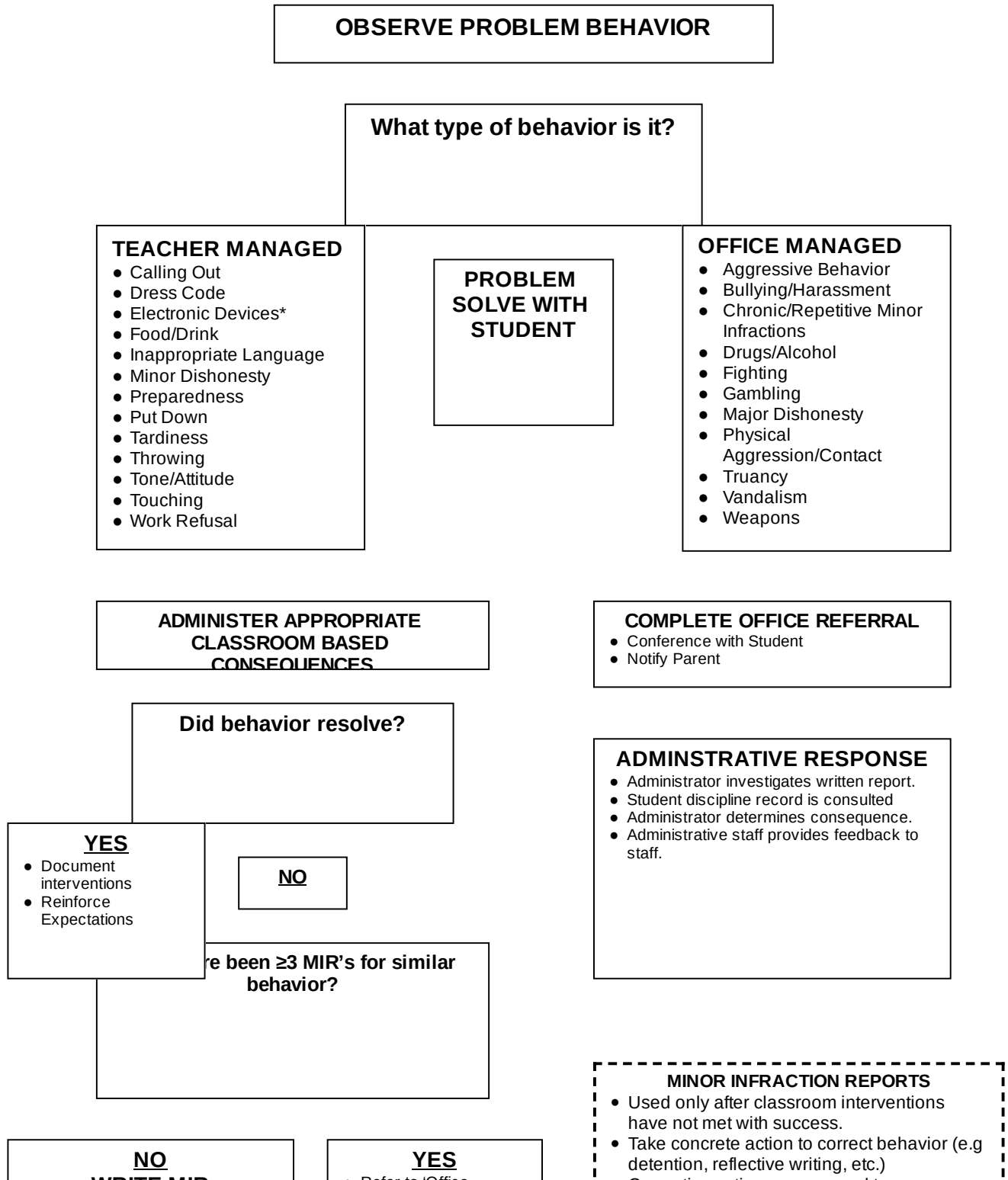
- 1st Offense** - Verbal Warning
- 2nd Offense** - Student /Teacher Conference

- 3rd Offense** - Privilege Denied/Afterschool Detention
- 4th Offense** - Parent/Teacher Contact and/or Conference
- 5th Offense** - Referral to Office for disciplinary consequences
- 6th Offense** - ISS/OSS

After a student receives three (3) suspensions, a recommendation will be made to the Superintendent for expulsion. The following flowchart will be utilized during the discipline process. Students, parents,

for expansion. The following flowchart will be utilized during the discipline process. Students, parents, and guardians should attend to the steps below to gain an understanding of how Rayville High School will administer discipline procedures.

RAYVILLE HIGH SCHOOL DISCIPLINE PROCEDURE FLOW CHART



BUS RULES AND REGULATIONS

Student expectations when riding Richland Parish School buses:

1. Cooperate with the driver at all times.
2. Be on time to board the bus.
3. Cross the road carefully, if it is necessary.
4. Remain seated, quiet, and orderly when riding the bus.
5. Have written permission from the principal when getting off at an unauthorized stop.
6. Do not extend heads, hands, or objects outside of the bus windows.
7. Do not throw objects in or outside of the bus.
8. Do not use the emergency exits unless it is necessary.
9. Do not eat, drink, or chew gum on the bus.
10. Do not damage the bus in any way.
11. Do not bring pets, alcohol, tobacco products, lighters, weapons (including knives), obscene materials, or other prohibited items on the bus.
12. Do not use profanity on the bus.
13. Adhere to the Richland Parish policy as it pertains to dress code and cell phones.

The bus driver is responsible for the safety of all students on the bus. The driver is to report any student who does not comply with any driver request. A violation of a bus rule may result in loss of bus privilege, disciplinary action, suspension, or expulsion. Some buses are equipped with video cameras that periodically monitor passenger behavior. Bus drivers are permitted to make reasonable rules for safe and proper transportation of students.

CAFETERIA

The cafeteria is maintained as a vital part of the health program of Rayville High School. The Rayville High School cafeteria serves a nutritious breakfast and lunch every day. All students in Richland Parish are eligible to receive free lunches. Any student with a food allergy, chewing/swallowing disorders, diabetes, or any serious medical condition may receive a food substitution with a physician's order.

Student expectations for the cafeteria:

1. Once seated, remain at the chosen table until ready to exit the cafeteria.
2. Leave the table and floor in the eating area in a clean condition for others.
3. Deposit all lunch litter in wastebaskets.

4. Food, drink, or straws are not to be taken out of the cafeteria.
5. Outside food or drink from vendors **may not** be eaten in the school cafeteria.
6. Monitor noise levels while in conversation with others.

CHECKING IN / CHECKING OUT

Parents are to report to the ISS room or the main office for students who check in or check out. Only individuals on the student's check out list will be allowed to check students out. Please

Only individuals on the student's check out list will be allowed to check students out. Please make sure the contact information is updated regularly. If a parent cannot be present to check out a student, a designated school official or administrator must confirm the reason for checking out with the parent/guardian or individuals who are listed as having permission to check the student out before the student will be allowed to leave the school.

Students will be allowed 4 checkouts per 6 weeks to the School-Based Clinic, unless further specified by the School-Based Clinic staff or a physician.

CLASSROOM RULES

Each Rayville High School student is expected to:

1. Have a positive attitude and be prepared for learning.
2. Respect himself/herself, peers, and members of the RHS faculty and staff.
3. Move and work quietly.
4. Keep hands, feet, and objects to himself/herself.
5. Refrain from eating, drinking, or chewing gum in classrooms.
6. Be seated in each class before the tardy bell rings.

CLOSED CAMPUS

Rayville High School is a Closed Campus. No student, for any reason, will be allowed to leave campus without permission from the office. This includes leaving campus during lunch to eat, **having food items dropped off to students**, or to run personal errands. All students are considered on campus once they board the school bus or when the student's vehicle enters the school's parking lot. Violations will be subject to disciplinary action.

CLUBS, ORGANIZATIONS, AND SOCIAL ACTIVITIES

All clubs and organizations on the school campus must be approved by the principal and must have a faculty sponsor. Students must make all arrangements for a social activity with approval of their advisors and the principal. The following organizations are open to students at Rayville High School:

Drama	Student Council	JROTC	Spanish Club	Choir
4-H	National Honor Society	Yearbook Publications	FCS	FCA

DRESS CODE FOR ALL STUDENTS

SCHOOL 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, face masks, patches, and badges) advertising alcoholic beverages, tobacco products, or drugs and/or containing inappropriate language or messages or inferences which create disturbances and substantially 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, patterns, 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 shall not be worn other than in the ear.

School administration has discretionary powers as it pertains to all dress code issues.

EXPULSION

After being suspended on three occasions and committing a fourth such offense, a student may be recommended for expulsion from school until the beginning of the next regular school session, subject to the review and approval of the superintendent. Severe or violent misconduct may result in an expulsion recommendation at any time. **Refer to parish policy for full details regarding expulsions.**

CRISIS/SAFETY DRILLS

Fire, tornado, and intruder/lockdown drills are held randomly throughout the school year.

Remember the following basic rules:

1. Check the posted instructions in each classroom indicating procedures for leaving the building, taking shelter due to severe weather, and for school lockdown.
2. Minimize talking and listen to any instructions. Remain calm, walk quickly, and quietly to appropriate designated areas.

FUND RAISING

The principal must approve all fund-raising projects.

HOMEBOUND PROGRAM

The purpose of the homebound program is to enable the student to keep up with class work. The homebound student must complete all class work within two weeks of his/her return to school. After two weeks, the student receives a zero on all work not completed. To be eligible for homebound services, a student must be enrolled in school and unable to attend for three weeks or more due to illness, accident, surgery, hospital stay, post-natal care after delivery, or a chronic illness that necessitates periodic absences due to related complications. A doctor's statement must be filed in the Office of Special Education indicating the diagnosis and expected length of time out of school. The counselor has the necessary forms for application and all guidelines applying to homebound services.

GRADE PROMOTION

In high school, students are classified according to the number of credits earned and required classes students have earned credit for which applies to the appropriate pathway (TOPS or Jumpstart) as follows:

Freshman:	9 th Grade	1 st year in high school
Sophomore:	10 th Grade	Earn a minimum of 6 Carnegie units
Junior:	11 th Grade	Earn a minimum of 11 Carnegie units
Senior:	12 th Grade	Earn a minimum of 17 Carnegie units

Twenty-four Carnegie Units are required according the appropriate alignment to an academic pathway are required for Graduation.

**All students are required to graduate in either the TOPS University Pathway or the Jumpstart Pathway.

Pathway.

Jump Start Diploma	
Units	Subject
4	English
4	Math
2	Science
2	Social Studies
1	PE
½	PE II, Marching Band, Extracurricular sports, Cheering or Dance team
½	Health Education
9	Jump Start Courses, and one or more Credentials (Students must obtain appropriate credential(s) in order to graduate)
23	TOTAL
Testing Requirements	
1. EOC Must pass with at least a Fair <ul style="list-style-type: none">● Algebra I OR Geometry,● English I OR English II, AND● Biology OR US History ASPIRE SERIES: ACT or WorkKeys	

University Diploma	
Units	Subject
4	English
4	Mathematics
4	Science
4	Social Studies
2	Foreign Language (same language)
1	Art

1	PE
½	PE II, Marching Band, Extracurricular sports, Cheering or Dance team
½	Health Education
3	Other
24	TOTAL
Testing Requirements	
1. EOC Must pass with at least a Fair <ul style="list-style-type: none">● Algebra I OR Geometry,● English I OR English II, AND● Biology OR US History ASPIRE SERIES: ACT	

SUMMER SCHOOL & CREDIT/GRADE RECOVERY

Any student who failed to meet the minimum passing grade requirement to earn a Carnegie unit for a course may be eligible for summer school and/or credit or grade recovery. A student's eligibility to participate in these programs may be subject to approval by Rayville High School's teacher on record for the failed class and/or by the school's administration. A student's ability to participate in summer school courses will be determined by the following factors:

1. A student must obtain at least a final report card grade of a sixty to participate in the

summer school course, which will begin after the end of each academic year.

2. A student who has a grade lower than a sixty must be recommended by the teacher who issued the grade to participate in Rayville High School's summer school program.
3. A student may receive administrative approval to participate in summer school only with guidance received from the teacher issuing the failing grade.

Upon completion of the summer school class, the student will only be able to receive the minimum passing grade for that course. Any summer school program hosted at Rayville High School may be subject to a fee as it relates to Richland Parish School Board District Policy Manual. This fee will be subject for approval by the Richland Parish Superintendent and members of the Richland Parish School Board. The value in which a student may be required to pay to participate in any summer school program hosted by Rayville High School must be paid upfront and not after the completion of the summer school program. Any additional adjustment to fees and the availability of summer school opportunities may be subject to change depending on the number of students enrolled in summer school courses.

Any student who has failed a course during the normal academic year, who did not meet the aforementioned summer school participation academic requirements, and did not take a summer school class to recoup their failing grade may be offered an opportunity to participate in credit recovery

opportunities within the following academic year. Scheduling of these courses during the normal academic year are subject for approval and may be contingent on the student's daily availability to schedule a credit recovery class in the academic day. These courses are intended for students to gain missing credits as they are related to the student's potential to graduate. Credit recovery classes may be scheduled during the following academic year. Students must adhere to academic expectations designed within the program being used to deliver curricular content. All students are held accountable to the completion of these credit recovery opportunities and must be mindful of their timely performance throughout the year. Students who are earning these Carnegie units must have previously taken and failed the course.

HOMEcoming COURT ELECTION POLICY

The homecoming court will be composed of two freshman female maids, two sophomore female maids, two junior female maids, two senior female maids, one senior female maid-of-honor, and one senior female queen. An underclassman can be elected only once during her freshman-junior years. A senior girl may serve a second time during her senior year. Any girl who wishes to run for homecoming court must meet the following criteria:

1. No suspensions/expulsion for the current or prior year.
2. Minimum 2.0 GPA for the current and prior year.
3. Verify service to the school (freshmen may use service from 8th grade) for current and prior year.
4. Complete an Intent to Run for Homecoming Court form from the guidance counselor or staff designee and return it by the designated date.

The guidance counselor or staff designee will prepare ballots for each class. The underclassman maids will be elected by majority vote of each class. The senior with the highest number of votes will be the queen, the senior with the second-highest number of votes will be the maid-of-honor, and the seniors with the third- and fourth- highest number of votes will be the senior maids.

HOMEWORK

Home study is a necessary part of each student's educational program. Each student is expected to spend some time, in addition to scheduled class instructional time, on reinforcement activities or the completion of required assignments in order to achieve satisfactory work.

Refer to parish policy for full details regarding homework.

HONOR ROLL

Students will be on the Principal's List if they have and maintain GPA of 4.0 each six weeks within the academic year. Students will be on the Honor Roll if they have a GPA of 3.0-3.9 with no grade lower than a "B". Students who maintain a GPA of at least a 3.7-3.9 each six weeks within an academic year will be recognized on the Assistant Principal's list. Students must be enrolled in a minimum of 4 courses in order to make honor roll status and qualify for the Principal's and Assistant Principal's list.

HONORS / DUAL ENROLLMENT CLASSES

Rayville High School offers Honors classes in the core curriculum and a variety of Dual Enrollment classes through ULM and Louisiana Delta Community College. **Honors classes** are designed to challenge academically inclined students. The course content is college preparatory in nature. The work load and expectations for honors students is more demanding and may include, but not limited to, individual/partner projects, research presentations, and oral reports.

What are the requirements to enroll in Honors classes?

What are the requirements to enroll in Honors classes?

1. New freshmen must have met specific criteria on standardized test results in the subject area to be considered for the program in English, Math, Science, and Social Studies.
 - a. Students are to have scored either a mastery or advanced on state mandated assessments.
 - b. A minimum of at least a "B" average in non-core classes.
 - c. Recommendation by a teacher or member of the Rayville High School administration.
2. Students in grades 10 through 12 are re-evaluated for eligibility each year based ACT scores in each area, which must be at least a 19.
 - a. Additional ACT math and English sub-score requirements must be met to enroll in certain dual enrollment classes.
3. Students must maintain at least a "C" average in the subject area to remain eligible.

Dual enrollment is the simultaneous enrollment of a student at both high school and college in which the student receives credit on both their high school and college transcripts for the same course. The course is taught by either a college instructor or a high school instructor who is approved to teach the college course. When funds are available, RHS will assist each student with tuition for at least one class. If the student fails to pass the class or drops the course, this funding assistance will be reimbursed.

What are the requirements to enroll in Dual Enrollment classes?

1. Students must meet the admission standards of the college or technical institution awarding the credit.
2. Students must acquire the appropriate ACT score required for the Dual Enrollment Classes requested.

***See the counselor for more detailed information.**

IDENTIFICATION TAGS

Picture Identification tags are one way to maintain a safe, secure school environment. For that reason, ID tags are required of all RHS students, staff, and faculty. All RHS students pay a one-time yearly \$20.00 fee, which covers the processing of the ID card and various class fees. Club dues are **not** included in the once-time yearly ID fee.

Student ID's may be required to attend many school functions such as assemblies, pep rallies, field trips, PBIS related events, and student spectator bus trips. If a student loses his/her student ID, a replacement will be available for \$5.00. If a student wishes to pay an additional \$20.00, he or she

may purchase a **HORNET ACTIVITY ID**, which admits the student to all regular season home athletic contests for FREE. The value of the **HORNET ACTIVITY ID** is over \$100.00.

INTERNET USE POLICY

Students who use the internet must abide by the following guidelines:

1. No individual student may use a personal e-mail account.
2. No personal information may be shared via internet.
3. The internet may not be used for financial or commercial gain.
4. Threatening, the use of profane language, or other inappropriate messages are forbidden.
5. Students may access only those sites that are authorized by their teacher.

Use of the internet is a privilege and students are subject to disciplinary action for misuse. **Refer to the parish policy for additional information.**

LATE ENTRIES / TARDINESS

Students arriving after 7:45 A.M. are considered late to school and must report to the ISS designee or the main office to be admitted into to class. **Upon the 3rd late entry, a parent/guardian**

assigned or the main office to be admitted into to class. Upon the 3rd late entry, a parent/guardian will be notified of the student's late entry record. The parent/guardian will be reminded of school policy in regards to accumulated late entries or excessive tardies. Students arriving late for school a 4th time will be subject to disciplinary action. Disciplinary action may include any of the following: mandatory parent conferences, lunch or after school detention, clean up duty, in school suspension, and/or out of school suspension. The parent/guardian of students who are excessively tardy will be contacted by the school administrators. Habitual tardiness will not be tolerated and will be subject to legal action.

During the school day, students are expected to be seated in their classrooms before the tardy bell rings. If a student is tardy or skip class, the teacher will record and document the tardy or skip in JPAMS. In addition, a JCALL message will be sent to a parent/guardian notifying them of the attendance issue. When a student is tardy or skips class a 4th time, they will be subject to disciplinary action. The disciplinary action may include any of the following: mandatory parent conferences, lunch or after school detention, clean up duty, in-school suspension, out of school suspension, or referral to RPSB Child Welfare Supervisor. Disciplinary consequences will increase for habitual offenders.

LOCKERS

Each student will be assigned a locker on a first come first served basis. Periodic inspections will be made by the faculty, administrators, and law enforcement personnel to ensure the lockers are kept neat, orderly, and free of illegal contraband. Students are to use the locker assigned to them and are to keep it locked at all times. Most students will have to supply their own locks. No graffiti (drawings, decals, or writing) is allowed on lockers. Students are not allowed to use empty lockers.

LOITERING