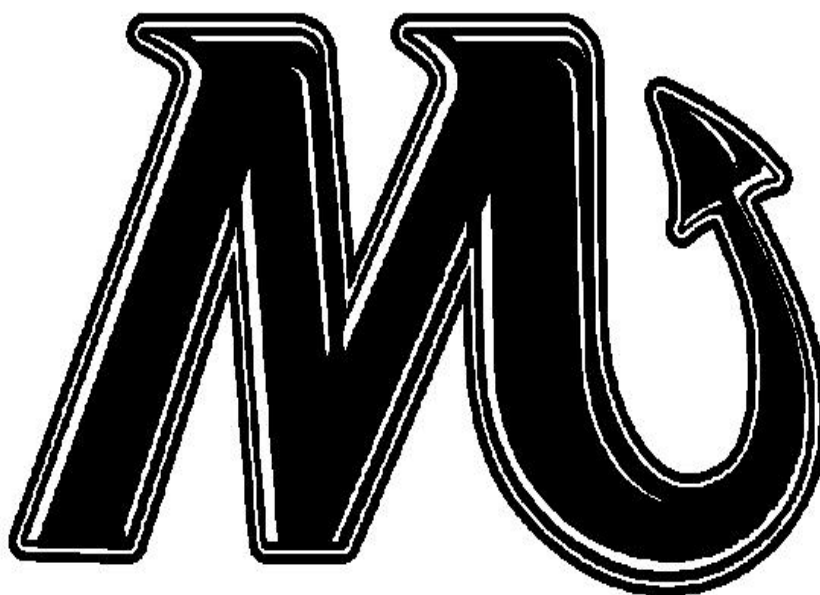


MANGHAM JUNIOR HIGH SCHOOL
Student Handbook
2026-2027



810 McConnel Street
Mangham, LA 71259
Phone: (318) 248-2729
Fax: (318) 248-2931

Principal: Beth Gregorie
Assistant Principal: Eddie Dunn

DRAGONS REACHING ACADEMIC GOALS OBTAINING NEW SUCCESSES!!

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Mangham Junior High School
Bell Schedules
2026-2027

Regular Bell Schedule (409 instructional minutes)			12:00 Dismissal		
Breakfast	7:15-7:33		Breakfast	7:15-7:33	
School Begins	7:33		School Begins	7:33	
Advisory	7:35 - 7:50	15 minutes	Advisory	7:35 - 7:43	8 minutes
1 st Period	7:52 - 8:41	49 minutes	1 st Period	7:45 – 8:11	26 minutes
2 nd Period	8:43 - 9:32	49 minutes	2 nd Period	8:13 – 8:39	26 minutes
3 rd Period	9:34 - 10:23	49 minutes	3 rd Period	8:41 – 9:07	26 minutes
4 th Period	10:25 - 11:14	49 minutes	4 th Period	9:09 – 9:35	26 minutes
LUNCH	11:14 - 11:44	30 minutes	5 th Period	9:37 - 10:03	26 minutes
5 th Period	11:47 - 12:36	49 minutes	6 th Period	10:05 - 10:31	26 minutes
6 th Period	12:38 - 1:27	49 minutes	LUNCH	10:31 - 11:01	30 minutes
7 th Period	1:29 - 2:18	49 minutes	7 th Period	11:03 - 11:29	26 minutes
8 th Period	2:20 - 3:09	49 minutes	8 th Period	11:31 - 11:57	26 minutes
Bus Bell	3:09		Bus Bell	11:57 - 12:00	
Walker/Car Line Bell	3:12		Walker/Car Line Bell	12:00	
Athletic Pep Rally Schedule			Academic Pep Rally Schedule		
Breakfast	7:15-7:33		Breakfast	7:15 - 7:33	
School Begins	7:33		School Begins	7:33	
Advisory	7:35 - 7:48	13 minutes	Advisory	7:35 - 7:48	13 minutes
1 st Period	7:50 - 8:36	46 minutes	1 st Period	7:50 - 8:28	38 minutes
2 nd Period	8:38 - 9:24	46 minutes	2 nd Period	8:30 - 9:08	38 minutes
3 rd Period	9:26 - 10:12	46 minutes	3 rd Period	9:10 - 9:48	38 minutes
4 th Period	10:14 - 11:00	46 minutes	4 th Period	9:50 - 10:28	38 minutes
LUNCH	11:00 - 11:30	30 minutes	5 th Period	10:30 - 11:08	38 minutes
5 th Period	11:33 - 12:19	46 minutes	LUNCH	11:08 - 11:38	30 minutes
6 th Period	12:21 - 1:07	46 minutes	6 th Period	11:41 - 12:19	38 minutes
7 th Period	1:09 - 1:55	46 minutes	7 th Period	12:21 - 12:59	38 minutes
8 th Period	1:57 - 2:43	46 minutes	8 th Period	1:01 – 1:38	38 minutes
Pep Rally	2:45 - 3:09	24 minutes	Academic Pep Rally & Dragon Store	1:39 – 3:09	90 minutes
Bus Bell	3:09		Bus Bell	3:09	
Walker/Car Line Bell	3:12		Walker/Car Line Bell	3:12	

Mangham Junior High Principal's Message

Welcome to the 2026-2027 school year! Mangham has a legacy of excellent schools and a supportive community, and we have much to be thankful for to be a part of that legacy. To continue that success, we need your help, leadership, and support as parents, students, and community members. This document is provided to every student and their guardian to provide an understanding of the daily conduct of school at Mangham Junior High and how we will work together to be successful. If there are any items that need to be explained in greater detail, please reach out to the office so that we can provide clarification.

Students, I want you to be proud of yourself and MJH. I want you to be confident, self-motivated learners that advocate for your own success. I want you to report to school and to each class with all the needed materials, dressed in the proper manner, and prepared for class. Being on time is very important and is a strong attribute of good self-discipline. My hope is that you not only learn your curriculum at MJH, but you learn how to become responsible citizens, future leaders, and life-long learners.

I encourage all students to participate in MJH activities. That participation will make school more enjoyable and add to your success as a student. Our faculty strives to help each of you realize your potential and empower you to excel both academically and socially. These activities promote the development of social skills such as empathy, tolerance, and respect while emphasizing self-discipline, motivation, and responsibility.

*Parents, we hope that you will be very involved in your child's education and be a part of the many activities scheduled throughout this school year. Please take note of the opportunities to join in your child's education. We have a parent resource center with fliers to assist you in helping your child succeed. You are a vital part of our school's success whether it is through helping your child with homework or supporting them in their learning and extracurricular activities. **We ask that you review this handbook and have you and your student sign the Student/Parent Signature forms in your student packet and return it to school.** Your signature will indicate that you have received and reviewed this handbook with your child and understand all of the policies and procedures.*

As a faculty, we are dedicated to having a well disciplined student body and hold all to the high standards of teaching and learning. With our dedication and the positive support from parents, guardians, and community members, I know that we will see our students "Raising the Roof and Letting the Learning Rise Higher!" I look forward to serving you as your principal, and I hope that you will join us in making this school year a success!

*Beth Gregorie, Principal
Mangham Junior High School*



MANGHAM JUNIOR HIGH SCHOOL

OUR GUIDING PRINCIPLES

VISION

Mangham Junior High develops well-rounded students that enter high school prepared to be lifelong learners, striving to improve themselves and their understanding daily, setting goals for themselves, working to achieve those goals, and giving back to their community through their unique gifts.

MISSION

D | DRAGONS
R | REACHING
A | ACADEMIC
G | GOALS —
O | OBTAINING
N | NEW
S | SUCCESSES

CORE VALUES



RESPECT (Protecting the Den)

Valuing the diverse perspectives, property, and dignity of every individual—including ourselves.

For Staff:

We listen actively to colleagues, address concerns directly rather than engaging in gossip, and model professional self-care and healthy boundaries.

For Students:

We use kind language to build others up (online and in person), follow instructions the first time, and take pride in our school's equipment and facilities.



TEAMWORK & SUPPORT (Raising the Roof Together)

Recognizing that we are stronger together and that no Dragon files alone.

For Staff:

We welcome peer observations and feedback as tools to sharpen our craft, sharing resources and ideas freely rather than working in silos.

For Students:

We share our goals with teachers and peers so they can help us stay on track, work collaboratively in groups, and celebrate a classmate's success as a win for the whole Den.



THE WHOLE DRAGON (More Than a Score)

We celebrate the person, not just the performance, valuing character, creativity, and well-being as much as academic achievement.

For Staff:

We value our teachers as whole people—honoring their roles as mentors and coaches, and respecting their personal lives, families, and passions outside of school.

For Students:

We encourage growth in electives, sports, and community service, believing that being a "good human" is the ultimate goal of education.



PROGRESS OVER PERFECTION (The Dragon's Path)

We value the courage to try and the resilience to fail, focusing on being 1% better today than we were yesterday.

For Staff:

We are willing to experiment with new instructional strategies and are transparent with students when a lesson doesn't go as planned.

For Students:

We don't hide our mistakes; we learn from them. We ask for help when we are stuck and view "re-dos" as opportunities to grow, not failures.

MJH will Raise the Roof!

Mangham Junior High School Student Code of Conduct

Students at Mangham Junior High School are entitled to a safe and secure environment. Students also have individual rights and can expect to have those rights protected. That is the reason we have rules for the safe and orderly conduct of our students. The faculty and staff are charged with making our students aware of proper conduct as part of the learning environment. Under state law, students are accountable to the faculty and staff during school, and at any time students are under the supervision of the school. When faculty or staff properly corrects students they are expected, under the law, to obey immediately and completely.

Listed below are several areas within the Student Code of Conduct. Unfortunately, disciplinary action is required when students repeatedly violate our code of conduct.

Attitudes

- *Students are expected to be mannerly, and respectful to all adults and to other students.*
- *Students will address faculty, staff, or any adult as Mr./Miss/Ms./Mrs.*
- *Students are expected to use phrases of accepted social courtesies such as “please”, “thank you”, “good morning or afternoon”, “yes mam or yes sir”, “no mam or no sir.”*
- *Students will always be expected to show respect for our country.*
- *Students are also charged with being supportive toward the school and toward faculty and staff.*

Conduct in the Classroom

- *Students will follow the rules of his/her classroom teacher.*
- *Students will not disrupt the classroom and interfere with the learning environment.*
- *Students will be expected to take care of their chromebooks, textbooks, lockers, locks, furniture, and equipment.*
- *Students will be expected to be quiet and pay attention to the teacher in the classroom.*

Internet Conduct

- *Students are expected to take care of chromebooks or other technological devices that are provided by the school*
- *Students will conduct themselves appropriately while utilizing technology, refraining from searching any inappropriate images, sites, etc.*
- *Students will not utilize technology to record or take images of anything or anyone in the classrooms*
- *Students will place personal cell phones in the storage pockets at the beginning of the day and will have them returned prior to the end of the school day.*
- *Students will understand that technology is a privilege, but if they cannot behave themselves appropriately, they will be provided hard copy work instead of digital.*

Social media:

Student personal use of social media outside of school hours is not monitored by MJH administration. However, if students post information that causes a disruption to campus, including, but not limited to statements or images depicting faculty and staff in a negative light, statements of harm to oneself or another student, or any other type of post causing disruption on school campus, administration has the right to investigate and discipline students accordingly. (include School Board policy number.)

Hallway Conduct

- *Students will walk in the hallway at all times.*
- *Students will be expected to be quiet and orderly in the halls with no loud talk or play.*
- *Students will go to the restroom and water fountain when they have permission or at a scheduled time for restroom use.*
- *Students will not gather in hallway for any discussions or for any other reason at any time*

Conduct in the Cafeteria

- *Students will stand in a single file line, facing forward at all times while waiting in line to be served.*
- *Students will be kind and polite to cafeteria staff.*
- *Students will dispose of all trash in their area and clean up any messes that may be made.*
- *Students will keep hands off of each other's food.*
- *Voices will be kept at a low/soft volume.*
- *Students will use the restroom before exiting to recess.*
- *Students should enter the gym quietly and go directly to the designated seating area.*
- *No ice cream or other foods/drinks are to be brought out of the cafeteria*

Conduct in the Gymnasium During Inclement Weather or Assemblies

- *Students shall go to the restroom located in the hall before going to the gym.*
- *Students should enter the gym quietly and go directly to the designated seating area.*
- *All students should sit in the bleachers and not stand up.*
- *There shall be no horse playing, tapping or beating on the bleachers, chanting, singing, or yelling across the gym.*
- *No food or drinks are to be brought from the cafeteria into the gym.*
- *Students should not be on the basketball court at any time. They need to walk around the court when the bell rings to return to class. Students will be dismissed from the gym by grade level.*

Recess Conduct

- *Students will use the restroom and use the office phone during their assigned recess time, not when the bell rings to come inside.*
- *Students will refrain from wrestling, pushing, hitting or fighting type activities.*
- *Students will stay in the front circle recess area and will only leave when they have gained permission.*
- *There will be no tackle football. No hard ball of any type will be allowed on the playground.*
- *Horse playing will not be tolerated.*
- *Picnic tables should be sat on correctly. Do not sit or stand on the tabletops or benches.*
- *Students will be expected to stay out of any water that may be on the grounds. The Gym will be used when inclement weather occurs.*
- *Students are not to throw objects of any kind*
- *Areas that students are not allowed to go:*
 - ☐ *Front of High School or anywhere next to High School*
 - ☐ *Gym Parking Lot*
 - ☐ *Between MJH and MHS*
 - ☐ *Outside the sidewalk around the campus*
 - ☐ *Cafeteria Parking Lot*
 - ☐ *Elementary School*
 - ☐ *On the drive in front of MJH*
 - ☐ *In front of any doorway openings*

Athletics and Support Groups

- *A student athlete must have a 1.75 GPA and pass 5 subjects to be eligible. Eligibility will be checked each six weeks. Cheerleaders and pep squad must follow the guidelines set forth in their constitution.*
- *All athletes or spirit teams must either show that they have insurance or take out the school insurance.*
- *Parents must sign permission slips for students to participate in spirit teams or athletics.*
- *Students who do not show good sportsmanship or that don't follow team or spirit team rules will be dismissed from the team.*
- *Parents and students must complete substance abuse/misuse consent form*

Mangham Junior High 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 Junior 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 or tutoring shall be required to have a parent/guardian pick them up within a reasonable time after activity has concluded. 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 Junior High 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 a student the message.

Tardiness

Being punctual is important to the good order and discipline of any school. Mangham Junior High School students are expected to report to class on time. The instructional bell rings at 7:35. If a student enters campus after this bell rings, they are considered tardy. If students do not have the self-discipline to accomplish reporting in a timely fashion, they are considered tardy. In order to create the best learning environment, teachers expect students to report to class on time and with proper materials. If a student does not have the necessary discipline to bring the proper materials to class, they will have to get those materials. Because those students have to take extra time to be in class they will be considered tardy.

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 and report them daily to the office.

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

3 tardies: Office warning/parent letter

4 tardies: Seat Time Recovery

5 tardies: Student is reported to truancy officer

More than 5 tardies will result in more Seat Time Recovery

End of Day Dismissal

The first bell is for dismissal of bus riders only. If a student is riding with an older sibling or staying after school for extracurriculars, they may not leave until the second bell. All students riding the bus will exit out the north back door. All cars and walkers will report to flagpole in front of the building. Students being picked up in a vehicle must have parents pick them up in the circle drive. The gymnasium parking lot and the highway are off limits. Walkers will leave campus once all cars have left the circle drive.

Check Out and Early Dismissal

*Please avoid early checkout as much as possible except in the case of an emergency or appointment. When possible, medical or dental appointments should be made after school. The parent, or authorized person, must report to the office and sign the student out. **No one under the age of 18 will be allowed to check out a child unless they have written permission signed by the parent.** Excessive early checkouts will be reported to the truancy officer and/or the FINS (Families in Need of Services) officer.*

Seat Time Recovery (STR)

*Seat Time Recovery (STR) is offered for those students who are failing due to excessive absences or tardiness. 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. Students must be present a minimum of eighty-one (81) days each eighty-six (86) day semester or one hundred sixty-one (161) days of the one hundred seventy-one (171) day school year to be eligible to receive credit for courses taken. To successfully obtain ½ Carnegie credit, a student must not miss more than 5 days per semester. **Our goal is to ensure students graduate with their cohort!***

Please do not wait until the end of the year to try to clear up absences. Richland Parish Policy States: “All excuses for a student’s absence must be presented within five (5) school days of the student’s return to school or the absence shall be considered unexcused and the student is not allowed to make up work.” Students and parents will be notified and receive a letter if they are in jeopardy of failing due to attendance.

*Seat Time Recovery will be offered during Lunch Recess to make up missed assignments while absent. Students are required to remain for the entire time they are assigned. It is the student’s responsibility to bring enough academic work to keep him/her occupied for the duration of each session. **In order for a student to recover one (1) day of absence, they must attend four sessions of seat time recovery.***

The STR staff will have the right to dismiss a student at any time when deemed necessary due to lack of materials, behavioral problems, etc. Upon dismissal, no STR hours will be made up for that day.

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. Oversized 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, 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.**

GUIDANCE FOR COMPLIANCE WITH CELL PHONE POLICY

In accordance with Richland Parish Policy JCDAE, “No student shall possess on his/her person, an electronic telecommunication device throughout the instructional day.” In an effort to maximize student engagement and minimize distractions, MJH will enforce the following daily protocol:

- As students enter the building, they will turn their electronic devices (including cell phones, smart watches, and bluetooth headphones) off or on silent and place them in a holder labeled with their class section and name.
- All devices will be placed in a locked room until the end of the school day, when they will be returned to their owners.
- Students that check in late or check out early will drop off and pick up their devices in the front office.
- Nothing will prohibit the use and operation of electronic devices 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.

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

Mangham Junior High School Master Plan for Discipline

Positive Behavior Support

In order to assure classroom management using positive behavioral supports and effective disciplinary tools, Mangham Junior High School will identify data-driven academic, career and technical, discipline/behavioral performance results in the School Improvement Plan (SIP). Mangham Junior 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 Junior High School to ensure that the policy is in compliance 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 Junior 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 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 the purpose of 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 Junior 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/incentive 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.

MJHS Plan of Action for Office Referrals

1st office referral – Administrator contacts parents/JPAMS referral – Conference

2nd office referral – Alternate Placement at RCCA - Insights to Behavior Plan

3rd office referral – Suspension (1 or 2 days)

4th office referral – Suspension (3 days) AND FINS referral

5th office referral – Suspension (7-9 days) AND recommend Expulsion (placement at RCCA)

Mangham Junior High School adopts the following clearly defined behavioral expectations in these five basic rules.

P – prepare for school with proper materials

R – respect yourself and others

I – ignore temptations for misbehaviors

D – demonstrate appropriate behavior at all times

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 Junior High School shall develop lesson plans and 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 Good Behavior Field Trips, Dances, Dragon Dollars and the Dragon Store will be implemented each six weeks.

Students with a JPAMs Office Referral will not be allowed entrance to a dance or field trip. Students with excessive unexcused absences (More than 5 per semester) will not be allowed to attend dances or field trips.

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

Safe School Planning

Mangham Junior 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 Junior 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 Junior 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 require the participation and coordination of numerous state and local, public and private agencies shall be encouraged. Mangham Junior 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 Junior 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 Junior 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 Junior High School.

Inter-Agency Cooperation

Mangham Junior 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.

Student Records

Mangham Junior 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 seeking enrollment. The transfer of such records, whether by mail or otherwise, shall occur no later 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 a 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 Junior 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 Junior High School to cooperate fully with the visiting teachers, or supervisors of child welfare and attendance. Mangham Junior 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 department 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 Mangham Junior High School.

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.

Visitors to Schools

Parents and others are welcomed and encouraged to visit schools at appropriate times. Special programs and visiting days may be planned throughout each school year to provide opportunities for such visits. All visitors must report to the principal's office immediately upon coming onto school grounds. They must sign in and out, indicate the purpose of the visit, and wear a visitor's badge issued to them. While we welcome visitors and observation of classrooms, we also protect our instructional time. Please refrain from bringing young children, answering phone calls or utilizing technology, recording class or students, or interrupting instruction in any other way. Principals are responsible for establishing procedures within their schools that will ensure the proper protection of instructional time and the welfare of students and staff. Principals are authorized to take the necessary steps in dealing with unauthorized or disruptive visitors.

School Telephone Use

Students may use school telephones for emergencies or during lunch recess. Students will not be called out of class to receive a phone call. A message will be taken and the student may return the phone call at lunch recess or afternoon recess. Students will not be excused from class to call home unless they are ill or have an emergency.

Emergency Procedures

Special drill activities are planned by the principal, faculty, and School Resource Officer of each school to ensure the orderly movement/evacuation of students and staff to the safest area, in the event of an emergency. Students and staff are informed of escape routes. A map is displayed in each room specifying the routes and procedures for evacuating the building.

The board authorizes the superintendent/designee to close any and all schools when prevailing or potential hazards threaten the safety and well-being of students, staff, or school property. Announcements and news releases to the media concerning such closing(s) are made by the superintendent/designee. The Richland Parish School Board provides a comprehensive plan for evacuation of schools in the event of a disaster. In cooperation with the local police and fire departments, 911 Call Center, and the Richland Office of Emergency Preparedness, the plan includes all centers and schools located in Richland Parish. All principals and center directors are responsible for informing their teachers and staff of the details and procedures of the evacuation plans. A map and details of the evacuation plan are kept in the office of the principal and/or center director, and a copy is given to the law enforcement officer that arrives for the escort of the evacuation.

Pep Rallies

Pep Rallies will be held on designated days agreed on by administration. The purpose of such a gathering is to encourage school spirit and to support members of the team for which the rally is being thrown. Attending a pep rally is a privilege. Therefore, students who do not conform to such behavior may not be allowed to attend. Cell phones may be redistributed to students prior to pep rallies to facilitate ease of dismissal. However, cellphone policy still remains in effect until the bell for dismissal. Students are not allowed to be on their phones during pep rallies. Failure to comply will result in the cell phone being confiscated.

Homework Requests

Most assignments are available through the Google Classroom platform. Parents requesting hard copies of homework for students who are ill should contact the office before 8:30 AM. Those assignments will be available to pick up by 12:00 that same day.

Library Service

Students are encouraged to use the library as much as possible. From time to time it may be desirable for a student to visit the library during class time to do research. Students will ONLY come with a teacher or written permission from the office. Students may only check out two books for up to two weeks at a time. After four weeks a fine of \$2.00 per book will be assessed. Books will be turned into the library box which only library personnel will be allowed to unlock. Students are responsible for loss/damage that may occur while books are checked out. This

includes tearing out the barcodes or stickers inside/outside the book. All previous fees (or current fees) must be paid or the student may be restricted from activities until these fees have been cleared. Failure to follow the rules may result in loss of library privileges. The library will be open on a daily basis.

Incentives and Awards

PBIS Incentive Awards

Students are rewarded and recognized for their positive behaviors in the classroom. Students receive points daily using Class DoJo for demonstrating Dragon PRIDE. Every 5 DoJo points correlates to a Dragon Dollar earned at the end of the six weeks. Students accumulate Dragon Dollars and are offered the opportunity to spend those Dragon Dollars at the Dragon Store at the end of the six weeks.

Students are also rewarded for exhibiting Dragon PRIDE through prizes at the conclusion of each six weeks and semester. To be eligible for PBIS prizes at the conclusion of the six weeks, students must not have received a minor infraction, major office referral, dress code violation, and must be in compliance with attendance requirements. Eligibility resets each six weeks to provide students the opportunity to redeem their behaviors and have something to continue to strive for. Larger PBIS prizes are awarded at the end of the first semester and the conclusion of the school year. These large prizes are cumulative of all prior six weeks.

Incentive prizes and dates are developed with student input and communicated to students throughout the school year.

Academic Pep Rallies

Academic Pep Rallies are held at the conclusion of each six weeks to recognize students for their outstanding academic accomplishments. Students are recognized for various areas such as Banner Roll, Honor Roll, Honorable Mention, AR points, Growth in remediation platforms, etc. Eligible students are rewarded with the opportunity to play games. This program offers an incentive and reward system for students to strive to grow and achieve each six weeks.

Academic & Athletic Awards Day

At the conclusion of the school year, Mangham Junior High recognizes students for their Academic and Athletic Achievements. Guidelines for eligibility of awards are listed below:

- **Banner Roll** - All A's for the entire school year (4.0 GPA)
- **Honor Roll** - A's and B's for the entire school year (3.0 or Higher GPA, No C's)
- **Honorable Mention** - 3.0 or Higher GPA with 1 C
- **AR Achievement** - Highest AR Points (recipient numbers vary based on available sponsors)
- **Growth in Remediation Platforms** - Top 3 per grade level
- **Dragon PRIDE** - Top 5 DoJo points per Grade
- **Athlete Award** - Students must complete the entire season with their team to be eligible
- **Outstanding Athlete Award** - Students must participate in 3 or more sports

School Organizations/Clubs

BETA

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

Eligibility:

1. A 6th – 8th grader:
 - a. Must have a 3.0 or better.
 - b. Must not have a D or F on report card in any classes at any time.
 - c. Must not have a C, D, or F in any semester or final grades.
 - d. Must not have any major office referrals.
 - e. Must attend school on a regular basis and not be in jeopardy of failing due to absences.
 - f. Must exhibit high moral standards.
2. Students who transfer from other schools and belong to their Beta Club can join if their academic record meets Mangham Beta club standards.
3. 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 Junior High School Beta Club, the student must follow the following academic requirements:
 - a. All As & Bs are preferred; One C per report card will not be penalized.
 - b. **No** Ds or Fs are permitted in any class at any time. This will result in an **automatic dismissal**.
 - c. Must have at least Honorable Mention each six weeks.
 - d. A student may not have a C in their **semester or final grades** for a any core class, 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 Jr. Beta Club.
2. Once a student is in the Mangham Junior High School Beta Club, the student must follow community service requirements:
 - a. A member is required to obtain 6 service points per semester.
 - 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. Harrison by placing it in the designated spot beside her door before the semester 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 Junior 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. will be placed on probation and may 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 **one 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 semester. 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 may not be reinstated, depending on the offense.

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, photography, 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 after school and in-school.

FFA

FFA is a High School club open to 8th grade students at MJH. FFA prepares members for premier leadership, personal growth and career success through agricultural education and develops members' potential, helping them discover their talent through hands-on experiences, which give members the tools to achieve real-world success. Members are future chemists, veterinarians, government officials, entrepreneurs, bankers, international business leaders, teachers and premier professionals in many career fields. FFA is an intracurricular student organization for those interested in agriculture and leadership. It is one of the three components of agricultural education. The official name of the organization is the National FFA Organization. The letters "FFA" stand for Future Farmers of America. These letters are a part of our history and our heritage that will never change.

MJH Pep Squad Constitution

I. Purpose

It shall be the purpose of the Mangham Junior High Pep Squad to promote and uphold team spirit for those we encounter, to develop good sportsmanship by example, to support good relations in the community and between teams and squads during events.

II. Eligibility

- A. A Grade point average of 2.5 must be maintained (No F's on the report card)
- B. If a member is suspended from school for any reason, she will be disqualified from pep squad.
- C. Pep squad fee of \$150 must be paid in full

III. Attendance and Requirements

- A. Members must attend all MJH Football games
- B. Members must cheer with the cheerleaders during the game
- C. No negative comments towards the team, other pep squad members, or the cheerleaders
- D. No eating or drinking except at the designated break times
- E. Members must remain in their assigned prepositions without excess talking
- F. Members **must ride the bus to and from away games**
- G. No vulgar cheers or motions
- H. No gum chewing. It's hard to yell when you are blowing bubbles
- I. All backpacks, purses, etc. should be stored under your seat where it will not block the aisle or left on the bus during away games
- J. Respect is to be shown to all sponsors and adults
- K. Follow all instructions of the sponsors and chaperones
- L. No cell phone use during the game unless it's a designated break time
- M. Members must be at school the day of the game to come to the home game and sit with the pep squad
- N. If a member chooses to break any of the following rules, they will be warned on the 1st offense. The 2nd time a member breaks a rule, they will have to sit out a game, and the 3rd time they will be dismissed from the squad.
- O. If at any time the member is disrespectful to the sponsor or chaperones, she will automatically be disqualified from the squad and will not be allowed on it the following year.
- P. Members must be present at the time the sponsor specifies. Members that are late twice will be dismissed.
- Q. MJH Pep Squad sponsors are not responsible for students that are not picked up in a timely manner. members not picked up will be escorted to the police station. If this occurs more than once, the member will be dismissed.

IV. Game day SCHOOL attire

- A. Pep Squad shirts must be worn on game days or squad members will not be able to participate
- B. Pep Squad shirts must be worn with school appropriate blue jeans to school on game days
- C. Tennis shoes with low or no-show socks are to be worn to school on game days and at all times. NO sandals or flip flops will be allowed

V. Game Attire/ Uniform to WEAR TO THE GAME

- A. Pep Squad must wear corresponding attire:
 - 1. Pep Squad shirt
 - 2. Black wind shorts
 - 3. Tennis shoes with low or no show socks. NO sandals or flip flops will be allowed

VI. Game Day Agenda

- A. Away Games: Girls will stay after school in my classroom until time to load the bus to go to the game. They may bring drinks and snacks. **Everyone MUST ride the bus to and from the game (School Board Policy)**
- B. Home Games: Girls must go home after school. I will send a message through the REMIND App with the time the girls will need to return to the MHS Home side bleachers
- C. Girls will be allowed to call parents when we get on the bus to come home to let you know what time to meet us at school. Please be at school waiting for us when we return.

Mangham Jr. High Cheer Constitution

I. Purpose

It shall be the purpose of the Mangham Jr. High School Cheerleaders to promote and uphold team spirit for those we encounter, 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 and perform at school games. They shall serve as good role models for all Richland Parish schools.

II. 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. Each candidate must submit all forms agreeing to all cheer responsibilities before tryouts and also pay the tryout fee amount of \$25
- C. No candidate with an expulsion in the previous year will be allowed to try-out for MJH Cheerleader.
- D. No candidate may have ever been pregnant, had a baby or have been married.
- E. No candidate may have an arrest record at any time.
- F. Each candidate must pay all financial costs excluding camp and stunt clinic. Those that do not do so will not be permitted to remain on the cheer squad.
- G. Each candidate must pay all financial costs for camp. Those that do not do so will not be permitted to remain on the cheer squad and a refund for clothing paid for prior to this date will not be refunded.
- H. Each candidate must pay financial costs for any stunt clinic, one week prior to the date of the clinic.
- I. Each candidate MUST be prepared to attend EVERY practice and stay until the end of practice, unless special permission for special circumstances arises.
- J. Each candidate MUST ATTEND summer camp (3 days). Camp dates will be provided ASAP.
- K. Any money owed to the school must be paid before tryouts or the student is not allowed to tryout.

L. Tryout Candidates must have been present at least 75% of the 1st semester of the school year, regardless of excused or unexcused absences. (Unless approved by the principal or sponsor)

III. Selection

- A. Tryouts will be three days during the Spring Semester of the previous school year. Times starting at 3:20 and end at 5:00pm. Candidates are able to leave once they have tried out.
- D. Cheerleaders will be chosen from any 6th or 7th grader, who attends MJH.
- E. Candidates will be judged on teacher evaluation, GPA scores, jumps, tumbling, and other abilities. They must be able to provide 2 jumps, a cheer, a chant and a dance.
- F. Judges are hired through UCA and are unbiased parties.
- G. Those with the overall highest combined scores will be the ones selected to the squad.
- H. The number of cheerleaders will be determined by the break in scores and by the final decision of the sponsor.
- I. Every candidate must try out each year.
- J. Candidates will know the day of tryouts as soon as all scores are calculated and checked.
- K. Each candidate will have a number and no names will appear on a poster posted for candidates to see that they have made the squad.

IV. Financial Responsibilities

- A. Parents or guardians are responsible for ALL expenses that may incur as a member of the MJH Cheerleading organization.
- B. Fundraising will be offered to help deter costs, but ultimately all money is the responsibility of the parent(s)/member. Individual fundraising will be on a personal choice and not required.
- C. Payments must be made on time, so that orders and supplies are delivered on time and camp can be reserved.
- D. Camp materials or uniforms will be given a few days before camp, in order for things not to be lost or stolen.
- E. Leaving MJH or being dismissed from the squad still constitutes payment in full to MJH Cheerleaders. No money will be refunded.
- F. Fundraising— “If” we do a group fundraiser, everyone will be required to participate. Non-participation in required fundraising or not meeting the required goal will result in the cheerleader missing one game.
- G. In the event we put together a school dance, each cheerleader must have an adult representing them to chaperone.

V. Attendance and Requirements

- A. The ENTIRE squad is required to cheer at all games, promotions, fundraisers, community events and charity events.
- B. Cheer Practices and Games
 - 1. Every cheerleader is expected to be at ALL practices and remain until the end.
 - 2. Practices will end at 5:00 unless otherwise stated.
 - 3. Doctor’s, Dentist’s, Orthodontist’s, etc. appointments need to be made at times NOT conflicting with practices.

4. Absences will NOT be approved the week prior to camp. A doctor's excuse will only be accepted if the cheerleader is actually sick. Excuses for scheduled doctor's appointments will not be accepted and NO vacations will be approved. The only other excused absence will be a funeral. For each unexcused absence during this time, the cheerleader will not cheer in the same number of pep-rallies and football games during the next football season and will also be required to do the 50 jumps for missing a practice unexcused.
5. If a student is absent from school or is checked out for illness or any other reason that results in missing practice, they must notify ME immediately!! (Notification cannot be made through other cheerleaders) 50 jumps will be given for every absence where I am not notified. It is the cheerleader's responsibility to notify the coach, not your parents.
6. Cheerleaders must be present at least 4 class periods of the day to be allowed to practice or participate in games.
7. Each missed practice will result in 50 jumps to be completed at the next practice. Listed below are the only reasons for absences that will not result in jumps:
 - a. Sick and had to see a doctor (must bring excuse).
 - b. Previously seen a dr. that excuses members from activity.
 - c. Death in the immediate family or funeral.
 - d. School-related trip.
 - e. Immediate family in hospital.
8. Consequences for missing practice during football season (excused or unexcused)
 - a. 1 missed practice – cheerleader will not participate in the pep rally, but will be expected to attend the pep rally and sit with the sponsor.
 - b. 2 missed practices – cheerleaders will not participate in the pep rally nor at the game, but will be expected to attend and sit with the sponsor.
 - c. 3 or more missed practices – cheerleaders will not participate in the pep rally nor at the game, but will be expected to attend and sit with the sponsor. At this point, this could result in dismissal from the squad.
9. Cheerleaders are required to attend ALL football games. Listed below are the only reasons absences will not result in jumps or dismissal from squad:
 - a. Sick and had to see a doctor (must bring excuse).
 - b. Death in the immediate family or funeral.
 - c. Immediate family in hospital.
10. Cheerleaders are required to cheer at HOME Basketball games.
 - a. 1 missed game – 50 jumps to be done at the next game.
 - b. 2 missed games – 100 jumps to be done at the next game.
 - c. 3 missed games – cheerleader will be dismissed from the squad and will not be able to try-out for the following year.
11. Sponsor has the right to not approve a request made to miss a practice or a game.
12. There will be a dress code for practices and all cheerleaders are expected to abide by the code and look alike. For every missing item on that date, 25 jumps will be given per incorrect item.
13. NO JEWELRY of any kind will be allowed!! This is a safety issue and is enforced and stressed by every UCA instructor.
14. Nail polish and fake fingernails are not allowed!!! 25 jumps will be given each day.

Neutral colors are acceptable. Get approval to be sure.

15. Must be dressed and ready to stretch by 3:20. (each minute after that constitutes jumps)

16. Cell phones must be off or silenced during practices. Looking at or using cell phones during practice (unless given permission by the sponsor) constitutes jumps.

17. No visitors at practice and no leaving practice to visit with someone.

18. DO NOT LEAVE TRASH BEHIND!!! (whole squad will jump, unless it is determined who left it)

19. No unnecessary talking between cheers or while information is being given out.

20. Practice will start when Track season ends, usually the end of March 2024 and will end when school ends.

21. Practice will start again the day school starts back in August 2024.

22. Cheerleaders are required to participate in dress up days during HOCO Week. 50 jumps per day will be given for each day the cheerleader is not dressed up.

23. If the school participates in weekly game day dress up days, cheerleaders are required to participate or dress up in purple and white. 50 jumps per day will be given for each day the cheerleader is not dressed up.

VI. Stunting

A. If we are allowed to have a stunt clinic, attendance will be required.

B. If a flier hits the ground, all members of the stunt group will receive 100 jumps.

C. If the fall is deemed intentional, the spotters and backstop will receive 250 jumps.

*****Safety is NUMBER 1 PRIORITY during stunting!!!

D. No talking during stunts. This is grounds for jumps.

E. There will be ABSOLUTELY NO STUNTING when the sponsor is not in the room. The group responsible will receive 200 jumps.

VII. Cheer Camp

A. All cheerleaders are required to attend summer camp and all practices prior to camp. Camp is MANDATORY, with the exception of an immediate family member's death.

B. Camp will be at ULM and dates will be announced as soon as possible.

VIII. Social Activities

A. All members are strongly encouraged to attend any functions within the community and help out whenever needed or asked to do so. Absence from such functions, say something about your desire to be a part of the team.

B. Reasonable notices about community functions will be given.

C. Work, etc. must not interfere with practices, games, or other obligations.

IX. Transportation

A. School officials and vehicles will transport members to and from all away games. It is the responsibility of the parent/member to meet the squad at the scheduled place in time for transportation. Members who arrive late will be left, will not be allowed to cheer at that particular game, and will receive 50 jumps at the next practice.

B. Practice: 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 job of the sponsor to stay late. Cheerleaders will receive 25 jumps that will be done at the next practice, if they are late for practice or if their ride is not present when practice is over.

C. Away Games:

1. All cheerleaders are required to ride on the bus provided by Mangham Jr. High to and from away games.

X. Cheerleader Responsibilities

A. Character

1. Display good social behavior at ALL times.
2. SOCIAL MEDIA SITES- DO NOT SEND INAPPROPRIATE PICTURES
3. NO Profanity on any sites
4. NO cyber bullying
5. NO pictures with you SMOKING & DRINKING
6. Be Honest and Trustworthy at all times.
7. Always exhibit school spirit, no matter the sport.
8. Respect yourselves and show high moral standards.
9. Fighting on campus will NOT be tolerated. (this could result in automatic removal from the squad)
10. You may not attend functions at other schools such as pep rallies in your MJH cheer uniform.

B. Appearance

1. Uniforms must be spotless and fit well!
2. Make-up should be natural and not excessive.
3. Hair should be of proper color and not in an out of control manner. (sponsor may ask you to change it)
4. Hair will be worn in a ponytail and out of face, unless approved by the sponsor for special occasions. Bows will be kept clean and worn while in uniform.
5. Shoes should be clean and well kept. Do not wear shoes anywhere other than cheer practice or football games.
6. Cheerleaders should always strive to look their best.
7. Tattoos must not be visible at any time.
8. No one other than a cheerleader is allowed to wear MJH Cheerleader clothing. After basketball season who you allow to wear your clothing is your choice, but until then do not allow anyone to wear your cheer clothing. (this includes jackets and sweaters)
9. All rain/cold weather gear is required to be in a cheerleader's bag every game.

C. Conduct

1. MJH cheerleaders will represent MJH at all times in a respectable manner!!
2. Members are expected to be polite, friendly and maintain good character with other spirit groups.
3. Members are required to behave in class and show respect to teachers, principals, staff and other classmates.
4. Members are expected to follow school rules at all times.

5. Cheerleaders are NOT allowed to sit in anyone's lap in uniform. I do NOT care if he is your cousin.
 6. Inappropriate pictures, text messages, or social media posts are unacceptable.
- D. Discipline
1. Jumps and sprints may be given at the discretion of the sponsor for any act she deems necessary.
 2. Immediate dismissal may also come from being suspended, not abiding by the sponsor's rules, smoking or drinking or doing drugs even at events representing MJH (or posting these types of pictures on a social network). Not attending a mandatory camp/workshop/event/or game without prior notice to the sponsor is another reason for an immediate dismissal.
 3. All disciplinary jumps given will be done at the end of practice under my supervisor.
- E. Grades
1. A cheerleader must maintain a 2.5 GPA throughout the year.
 2. If a member's GPA falls below a 2.5 twice, the member will be removed. If a member's GPA falls below a 2.5 during the school year, the cheerleader will be put on probation and will sit out until the next progress report. During probation, the cheerleader is required to attend all practices and games, but will not be able to participate. If a member's GPA falls below a 2.5 again the next six weeks, the member will be dismissed from the squad.
 3. Failure of a school year (for grades or any other reason) will result in immediate removal from the squad and will no longer be a MJH cheerleader.

Members will be given a warning for their first indiscretion and may be removed from the squad for any following indiscretion. (Inappropriate social media post must be removed immediately)

There will be times you do not agree with my decisions, but I would like for you to address the situation with me and not throughout the community or on social media. I promise to listen and give my sincerest consideration. However, that does not mean I will always agree with you or change my decision. Please understand, I want the very best for the girls. I want them to perform to the very best of their ability. A lot of hard work is required for that to happen. As a member of the MJH cheer squad, they not only represent themselves, they represent me, our principal and our school. Please remember that any decision is made for the squad as a whole. So while you may not agree, please understand, it is being made in the best interest of the entire squad. Thank you for your support and allowing your child to be considered for the MJH cheer Squad.

Snapdragon Constitution and Rules

For all members

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). An overall “C” (2.0 GPA) 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).

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, must not have an arrest record at any time, 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.

Membership: If a member leaves the group on her own accord, she will become eligible to tryout the following tryout period. If a member is dropped from the group, she is not eligible to tryout out the next tryout period.

Selection:

- A) Snapdragons will be chosen from 6th - 11th grade girls who attend MJH and MHS.
- B) Candidates will be judged by a combination of 2 teacher evaluations, GPA scores, discipline problems and ability.
- C) The number of members chosen is solely the decision of the sponsor and school administration.
- E) Every candidate must try out each year.

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 per school rules.
- C) Members must be on time to all functions. If not on time, member will receive kicks as stated

in the kick chart

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

E) 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.

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

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

H) 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.

I) 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.

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

K) Be on time for practice

Attendance:

A) Every member is expected to be at every practice until the end.

B) Listed below are the only reasons for **excused** absences from practice. 1) Sick and had to see a doctor during school hours or previously seen a doctor who excuses you from activity 2) Sick enough to miss school, but not to see doctor. 3) Death in the immediate family or funeral 4) School-related trip 5) Immediate family member in hospital 6) Permission of the director

C) 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 - 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 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.

Duties of Officers

A) **Captain**: The captain will oversee the everyday routine of the team. 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 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 fulfill responsibilities as set forth by the Captain and/or the director. 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) **1st and 2nd 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 before mentioned duties of an officer could result in dismissal from the line, dismissal from position as an officer or disciplinary probation.

Camp: All members are required to attend camp in order to participate as a member of the squad in the fall. All practices before camp are MANDATORY to participate in the Team Routine. 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 home game.
- 3) **No one** will be allowed to sit with the dance team unless approved by sponsor.
- 4) Snapdragons may cheer with the cheerleaders and band on the sidelines.
- 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.

Cell Phones

During practices and performances, cell phones must be turned off and in a purse or bag. 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. 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. Snapdragon members look to their parents, friends and sponsor for motivation and moral support during the year.

Payments

All payments are to be sent on time and must be paid off 70% 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.

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

Additions revised to constitution 2026:

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 on social media conducting **ANY** inappropriate actions that are not deemed fit by the school.

*REMEMBER YOU ARE A ROLE MODEL IN OUR COMMUNITY. **2. SOCIAL MEDIA:**

Members are asked to keep their social media clean and appropriate, especially if wearing

team uniforms or practice wear. 3. Markings on the body/piercings: marks are to be covered while in uniform. Tattoos, Henna Tattoos, Henna Art, Permanent Marker, Bruises or Scrapes.

Only pierced ears are allowed while in uniform. Any other types must be removed or covered.

Hickies are UNACCEPTABLE. If you have a hickey 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 4th 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.

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 drill team section during 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.

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.

Mangham High School DrumLine 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

- A. 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 school year.
- B. 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)
- 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

- A. Drummers will be chosen from 6th-12th graders enrolled at Mangham Jr. High or Mangham High School.
- B. Which drummers play which instruments will be decided based on scoring criteria during auditions.
- C. Section captains will also be determined by scoring criteria and must demonstrate appropriate behavior at all times.

- D. 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

- A. 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.
- B. **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:
 - a. Drum line official t-shirt
 - b. Drum line official hoodie
 - c. Drum line official jacket
 - d. Black joggers for cooler weather
 - e. Drum pad to be used for home practice OR gloves for cymbalists
 - f. 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.
- D. 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 responsibility of parent(s)/drummer.
- E. Leaving or Dismissal from the line still constitutes payment in full to MHS Drum Line.
- F. Fundraising—Everyone will be required to participate in group fundraising, if same is undertaken.

V. Attendance and Requirements

- A. **Attendance:** Every drummer is expected to be at ALL practices and MHS games and must remain until the end.
- B. **Practice: Practice will be required for all drummers, and will start again when school starts in August.**
 - a. **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 sponsor.**
 - b. **Prep:** During the school year, drummers must be in the library and ready to practice at 3:15 PM.
 - c. **Appointments:** Doctor's, Dentist's, Orthodontist's, etc. appointments need to be made at times not conflicting with practices.
 - d. **Visitors:** No visitors at practice and no leaving practice to visit with someone.
- C. **Phones: Cell phones must be off or silenced during practices.**
 - a. **Parents/Guardians: please do not expect drummers to answer during this time.**

- b. **Call my phone if there is an emergency or you need immediate contact.**
- D. **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.
- E. **Notification of absence:** On a practice day or a game day, if 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).
- F. **UNIFORMS:** There will be dress code for game days/games.
 - a. **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.
 - b. **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.
- G. **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.
- H. **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

- A. 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.
- B. 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

- 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.**
- B. 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.
- C. 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

- A. **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.
 - a. Excessive tardies (3+) following breaks will result in being benched for a minimum of a week.
 - b. 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!
 - a. Laps may be given at the discretion of the sponsor for any act she deems necessary.
 - b. A lap is four times around the basketball court (if in the gym) or once around the football field if at the field.
 3. **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*).
 - a. 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.
- 4. 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.

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 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.

SCHOOL-PARENT COMPACT

Mangham Junior High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the school year **2026-2027**.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities

Mangham Junior High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's challenging State academic standards as follows:
 - *Teach Tier I High Quality Instructional Materials.*
 - *All teachers will engage in ongoing professional development to strengthen their instructional practices*
 - *Protect instructional time and provide for extra learning opportunities during Math RTI and Literacy Extension and Differentiation (LEAD) to support struggling students and accelerate students that have mastered grade level expectations.*
 - *Monitor and analyze individual student data, and develop plans to support each student's individual academic needs.*
 - *Provide a well rounded education by offering elective courses, clubs, and athletic programs.*
 - *Engage with and educate parents about their student's educational progress and opportunities to provide support at home.*
 - *Address student wellbeing through Social Emotional Learning Curriculum, Positive Behavioral Interventions & Supports, Reward Systems, and Medical and Counseling services through the Delhi Hospital System.*
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:
 - September 25, 2026
 - February 26, 2026
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide report cards as follows:
 - September 25, 2026
 - November 6, 2026
 - January 13, 2027
 - February 26, 2027
 - April 14, 2027
 - May 21, 2027

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Edlio School App will provide two way messaging with teachers.
 - Email
 - Phone calls are available during teacher planning periods. If a parent calls while the teacher is in class, the secretary will take a message and the teacher will return the call during their planning period.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - Dragon Store and Academic Pep Rallies each Six Weeks
 - Walk A Day in My Sneakers - Observe your student in their classes
 - LEAP Test Monitoring
 - Field Day
6. Ensure regular two-way, meaningful communication between family members and school staff that is, to the extent practicable, in a language that family members can understand, as follows:
 - Two way communication is provided via the Edlio School App. Parents may directly message teachers through the app
 - If a family needs communication translated to their native language, Mangham Junior High will provide translated messages and fliers.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Attend Back to School Night and other Family Academic Events
- Attend Parent Teacher Conferences
- Communicate with teachers regularly about students' progress and concerns we may have about our student
- Ensure that students are at school on time every day and ready to learn.
- Monitor student attendance.
- Making sure that homework is completed.
- Monitoring social media and technology that students participate in.
- Communicate with students about safety concerns and appropriate behaviors at school.
- Volunteer at school events
- Participate, as appropriate, in decisions relating to our children's education.
- Promote positive use of our child's extracurricular time.
- Stay informed about our child's education and communicate with the school by promptly reading all notices from the school or the school district either received by our student or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's Title I Policy Advisory Committee, the District-wide Community Engagement Advisory Council, the State's Committee of Practitioners, the School Support Team, or other school advisory or policy groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Set academic goals and make decisions that will support us to reach our goals.
- Be at school on time every day and prepared to learn
- Bring all materials and assignments to class each day and actively participate in lessons.
- Complete homework and study at home
- Read at least 30 minutes every day outside of school time.
- Ask for help when we do not understand.
- Give our parents or the adult who is responsible for our welfare all notices and information received from my school every day.

Additional Required School Responsibilities

Mangham Junior High School will:

1. Involve parents in the planning, review, and improvement of the school's parent and family engagement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parent and family engagement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts, and reading.
8. Provide each parent timely notice that their child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Mangham Junior High Parent and Family Engagement Policy 2026-2027

In support of strengthening student academic achievement, Mangham Junior High School receives Title I, Part A funds and must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the district.

Mangham Junior High agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the targeted assistance or schoolwide program plan.
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:
 - *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 ensuring:
Parents play an integral role in assisting their child's learning,*
 - *Parents are encouraged to be actively involved in their child's education at school,*
 - *Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child, and Other activities are carried out, such as those described in Section 1116 of ESSA.*

Required School Parent and Family Engagement Policy Components

The school parent and family engagement policy includes a description of how the school will implement or accomplish each of the following components:

- **Jointly Developed**

Mangham Junior High will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

MJH Family Engagement Policies, School Improvement Plan, and Strategic Action Plans, and Literacy Plans are reviewed each school year and revised annually. Various opportunities are provided for parents to regularly give feedback, including but not limited to quarterly Parent Advisory meetings, parent-teacher conferences each semester, regular school and district level surveys via school website, JText, etc., as well as phone calls and meetings with faculty and administration throughout the year. All feedback and information provided from these meetings are utilized to develop these policies and plans. All policies and plans are posted on our school website where they are available for parent comments and suggestions if parents feel that the schoolwide plan is not satisfactory. This policy is a working document subject to review and revision.

- **Annual Title I Meeting**

Mangham Junior High will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

MJH will conduct its annual Title I meeting in conjunction with Back to School Night. Parents are informed about the school's Title I program, the requirements of the program for school and parents, the family engagement policy, the school-parent compact, and the school's planned family engagement activities. At this meeting, parents are also introduced to the curriculum and forms of assessment used to measure student progress and the proficiency levels that students are expected to meet throughout the academic year.

Parents are surveyed to determine whether parent engagement needs are being met effectively and appropriately through the implementation of the parent and family engagement programs. Parents will be given the option to complete the survey via paper copy or electronically. The results of these surveys will be used to develop strategies for school improvement and to revise

the district and school Parent and Family Engagement Policies. These results are also used in planning future parent meetings. Areas evaluated include academics and school leadership, parent involvement, Title I, school environment, and the school Parent and Family Engagement Program.

- **Communications**

Mangham Junior High will take the following actions to provide parents of participating children the following:

- o Timely information about the Title I programs,
- o Flexible number of meetings, such as meetings in the morning or evening
- o Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

MJH will make the School Family Engagement policy available to all parents by publishing the policy in the student handbook and on the school website. Quarterly newsletters outlining parent engagement opportunities and school activities are mailed home, sent via JText, and posted on the school website and school facebook page. Communications and reports are also provided in a format and language that all families can understand in accordance with ESSA Section 1116(f).

- **School-Parent Compact**

Mangham Junior High will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

MJH will annually hold a parent advisory committee meeting to review and discuss any needed changes to the jointly developed school compact. This compact will outline how the entire school staff, parents, and students will share the responsibility for improved student academic achievement. The compact will describe not only the school's responsibility in providing high quality instruction and curriculum, but the student and parent responsibilities for meeting and supporting the learning processes. The compact will address how parents have reasonable access to staff, receive frequent communication on their progress, and have the opportunity to volunteer and observe in the classroom.

- **Reservation of Funds (only applicable to districts with Title I allocations of \$500,000 or more)**

If applicable, Mangham Junior High will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

MJH offers parents the opportunity to give feedback on the 1% reservation of funds by surveying parents on the use of funds. During the Annual Title I meeting (Back to School Night) and parent advisory committee meetings, the school will share the budget for parent and family engagement activities.

- **Coordination of Services**

Mangham Junior High will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

MJH will coordinate with Mangham Elementary School, Mangham High School, ULM Trio, the Richland Parish Library, and the Delhi Health System to facilitate smooth transitions for both parents and students from elementary to middle and middle to high school by working collaboratively with these outside agencies. Information provided in parent resource centers, literacy programs, and health service bulletins are designed to support parents in the overall health, education, and development of their students.

- **Building Capacity of Parents**

Mangham Junior High will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- o Provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards;
- o Provide materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement; and
- o Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The challenging State's academic standards,
 - The State and local academic assessments including alternate assessments,
 - The requirements of Title I, Part A,
 - How to monitor their child's progress, and

- How to work with educators to improve the achievement of their child.

MJH will provide multiple family engagement events throughout the school year to provide parents with opportunities to engage with Tier I curricula, ask questions, and monitor their student's progress. Literacy levels are assessed and communicated annually, and resources are provided to support student growth and achievement. MJH will communicate support materials and opportunities, as well as Louisiana state standards and assessment data with parents via parent-teacher conferences and school website.

- **Building Capacity of School Staff**

Mangham Junior High will provide training to educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

MJH will provide training for teachers on effective parent communication throughout the school year and prior to each parent-teacher conference. Information pertaining to student success and support opportunities will be distributed via newsletters, progress reports and report cards, scheduling parent teacher conferences, and making phone calls. Two way communication options are provided via the Edlio School App. The parent advisory committee has the opportunity to provide feedback on communication and effective engagement strategies by MJH faculty and staff. This feedback is used to make changes and improve family engagement.

Richland Parish Non-Discrimination Statements

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 Supervisor, Address: 411 Foster Street, Rayville, Louisiana 71269, Phone: (318) 728-5964, email: chendrix@richland.k12.la.us or Joyce Smith, Section 504 Supervisor, Address: 411 Foster Street, Rayville, Louisiana 71269, Phone: (318) 728-5964, Email: joysmith@richland.k12.la.us

Richland Parish advises students, parents, employees, and the general public that all career and technical education opportunities will be offered regardless of race, color, national origin, sex, or disability. Richland Parish School System offers career and technical education programs that include, but are not limited to Manufacturing, Health Sciences, and Architecture/Construction. Admission is open to all students.

For information about your rights or grievance procedures, contact Christy Hendrix, Title IX Supervisor, Address: 411 Foster Street, Rayville, Louisiana 71269, Phone: (318) 728-5964, email: chendrix@richland.k12.la.us or Joyce Smith, Section 504 Supervisor, Address: 411 Foster Street, Rayville, Louisiana 71269, Phone: (318) 728-5964, Email: joysmith@richland.k12.la.us

Equal Education Opportunities (RPSBPM: JAA)

It shall be the policy of the Richland Parish School Board that the school district shall place emphasis upon the nondiscriminatory provision of educational opportunities for children and no person shall be excluded from participation in or denied the benefits of any education service, program or activity on the basis of race, color, disability, religion, creed, national origin, age, or sex. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

The Superintendent shall designate a member of the staff to investigate any and all complaints which may be brought against the district in regard to any alleged discriminatory action. Adequate procedures shall be maintained to provide for prompt and equitable resolution of student complaints.

**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:
 - o 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
 - o vehicle safety restraints when used as intended during the transport of a student in a moving vehicle

- o restraints for medical immobilization
- o 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