

Richland High School Information
Policy and Procedure (Parent Info)
2020 – 2021

NEW BELL SCHEDULE:

Students will report to first block when they arrive on campus. If they are eating a school breakfast, they will go by the cafeteria, pick it up, and eat it in class.

7:15 – 7:45	Breakfast/Bus Drop Off
7:50 – 9:25	1 st Block
9:30 – 11:05	2 nd Block
11:10 – 1:15	3 rd Block (Lunch Block)
1:20 – 2:55	4 th Block

STUDENT SCHEDULES:

Student schedules will include an 11(A-B) block that lists Cohort 1 or Cohort 2. This is built into the schedule in the event that we switch to the Hybrid option. We are not, at this time, utilizing the Hybrid option.

Due to balancing classes for social distancing purposes, schedule changes will be limited this year. If you have a concern about your schedule, please email your counselor.

Email Mrs. Jones (she210@rcsd.ms) for grades 7 – 9.

Email Mrs. Cresap (michelle.cresap@rcsd.ms) for grades 10 – 11.

ENHANCED TRADITIONAL, HYBRID, AND VIRTUAL PLANS:

RCSD plans to begin the school year with the *enhanced traditional* scenario with a second option for *distance learning*.

Enhanced Traditional: Students will attend school in a traditional model every day with as much social distancing as practical and with enhanced hygiene/disinfection protocols.

Distance Learning: Students will do schoolwork from home. Students will use Zoom to participate in their scheduled classes with traditional students and their work will be posted on Canvas. Students must log into each Zoom session by the beginning of each block, see New Bell Schedule above for times, to be counted present. Zoom invites will be sent through each student's RCSD email address.

If schools must reduce the number of students on campus each day as determined by state and local officials, we will move from ENHANCED TRADITIONAL to the HYBRID scenario or the BRICK2CLICK Distance Learning scenario.

Hybrid: Students with last names beginning with A-K will be in Cohort-1 (Richland Cohort) and L-Z will be in Cohort-2 (Ranger Cohort). Richland Cohort will report to campus on Mondays and Thursdays for traditional face to face learning and will participate through Zoom and Canvas on Tuesday, Wednesday, and Friday. Rangers Cohort will report to campus on Tuesdays and Fridays and will participate online on Mondays, Wednesdays, and Thursdays.

Brick2Click: All students will participate in online instruction from home following their same class schedule through Zoom and Canvas.

ATTENDANCE:

Richland High School teachers and staff work diligently each day to provide each child the social and academic skills necessary to equip our students for success in the twenty-first century. Regular attendance is essential to produce the best results possible. Although your child is given opportunities to receive instruction missed during an absence, there is no substitute for the classroom environment and the critical interaction between students and teachers, as well as between students.

Another factor to consider is that education funding is based on the average daily attendance measured at each school. **According to Mississippi Law, a student shall be counted present for the day only if he/she attends 63 percent of the day.** Please have your child in school each day to enjoy the benefits of a well- rounded education supplied by highly qualified teachers.

Doctor/Dentist excuses or a note from a parent must be submitted on the day the student returns to school after being absent. Students enrolled in the Distance Learning option should contact the school office at 601-939-5144 for information on submitting excuses. There is a specific form that parent notes must be written on which can be obtained in the front office or via email by contacting the front office. The parent note must include the date(s) that the student was absent, the date the note is written, student's full name and grade, the reason the student was absent, and the phone number and signature of the parent.

Failure to submit a written excuse the day of return will result in the absence being unexcused. A student who accumulates five (5) unexcused absences (no parent note or excuse received, or a reason for the absence not allowed under the school policy) during the school year will be turned over to the Truancy Officer.

ATTENDANCE REQUIREMENT FOR RECEIVING A GRADE:

Students can miss no more than 10 days total (excused or unexcused) for a year long course and no more than 5 days for a semester course. In addition, students must be in attendance at least 70% of the class period to be considered present. **Students who exceed this standard may not, pending appeal, receive a grade or Carnegie unit in the course.** A notation of inadequate attendance (IA) will be recorded on the report card and on the transcript if the student is passing the course. **Students may, pending appeal, be required to make up class time on an hour-for-hour basis in order to remove the IA status.** If the principal determines that the credit should be withheld based on attendance, the parent will have 5 days to appeal the principal's decision. See district policy JBD.

FINAL EXAM EXEMPTION:

For all students grades 7-12, exemption from the cumulative exam administered at the end of a course is an earned privilege. A student is considered for exemption if the student has an average of 85 or higher. Students are expected to attend classes on review days.

DRESS CODE:

No saggy pants. No holes in outer garments higher than six (6) inches above the knee if skin or undergarments are showing (leggings/shorts can provide coverage). No clothing with suggestive or questionable lettering or logos. No halter tops, or cropped tops where the midriff is showing. No low-cut tops. Skirts and shorts must be no less than six (6) inches from the center of the knee. At times leggings may be so tight-fitting as to reveal the contour of the body or become transparent, we will require students to wear an over-garment long enough to properly cover the student. Open shirts that allow undergarments or side/chest/back areas to be visible are not permitted. No headgear, dew rags, rollers, hoods or hats are allowed to be worn in the building. Please refer to the student handbook and board policy for complete dress code information. Penalties for inappropriate clothing are: student will be sent to the office immediately to call a parent for a change of clothes. If a parent is unable to bring appropriate clothing to the school, the student will spend the remainder of the day in ISS.

In order to protect our students and employees, face masks/coverings are strongly encouraged, if age appropriate. Our Medical Team Advisors feel masks/coverings are beneficial in preventing the spread of

COVID-19. Wearing a face mask/covering could prevent us from having to move to a HYBRID or BRICK2CLICK DISTANCE LEARNING scenario.

- All are required to wear a mask
- We will have “mask down” times and areas where 6 ft. social distancing is possible and where the students and employees are seated.
- Teachers will have a “mask down” instructional area in the classroom with at least 6 ft. social distancing to be used when the teacher needs to remove his/her mask for instructional purposes.
- Masks shall be worn in common areas, transitions, class changes, and holding areas.
- EXCEPTION: Face masks/coverings will be REQUIRED on buses due to the inability to social distance.

DRIVER’S LICENSE FORMS:

Driver’s license attendance forms are available in the main office. These forms will be available to the student twenty-four hours after they are requested and regular attendance can be verified.

STUDENT BREAKFAST and LUNCHEs:

Students will pick up pre-packed breakfast and lunches from the cafeteria and return to their classroom to eat. We encourage parents to use MyPaymentPlus to put money on their student’s lunch account for the week, or longer, so students and staff are not having to handle money daily. Meals may be brought by students from home, but no outside food may be brought onto campus by parents or delivery services.

PARKING DECALS:

Students who desire to park on campus during the school year must purchase a numbered student parking space at a cost of \$25.00 each. Upon payment, students will be assigned a specific space. Parking spaces go on sale in the following order of sales: Seniors, Juniors, Sophomores, then Freshmen. Afterward, parking decals are available throughout the school year. All drivers must have a valid driver’s license. Once enforcement of student parking begins, violators may face disciplinary action, be assessed a parking violation fine, and/or could lose their privilege to park on campus for the entire school year. Reckless driving and excessive tardiness could result in loss of driving privileges. Purchase your parking space from office personnel.

CHECK OUT PROCEDURE:

Please refrain from checking your child out of school during school hours unless it is an emergency or a circumstance that cannot otherwise be avoided. Instructional time is crucial for your child’s success. A student may not be checked out by anyone, regardless of the circumstances, other than those listed on the student’s emergency card. **Valid photo ID** must be presented to check a student out. Any student being checked out will be called from his/her room by the front office prior to check out and must report to the front office for verification before leaving the campus. No student will be allowed to dismiss during the last 30 minutes of the school day. Students will not be dismissed during District or State test administration. Parents/guardians will check out students from the newly installed checkout station at the front of the high school building. Once the parent/guardian has checked the student out, a staff member will call the student to the lobby where they will exit and meet the parent/guardian. The parent/guardian will not enter the building during this time.

CELL PHONE/ELECTRONIC DEVICES:

Use of a cell phones or other communication devices including personal digital assistance devices, lasers, and related communication products (or other electronic items) by students is prohibited during instructional time. First offense – the device will be confiscated for five school days, or a \$15.00 fine may be assessed. Second offense – the device will be confiscated for ten school days, or a \$25.00 fine may be assessed. Third offense – the device will be confiscated for twenty school days, or a \$35.00 fine will be assessed. Fourth offense – the device will be confiscated for the remainder of the school year. Possession of any communication device during the administration of statewide tests will result in the device being confiscated for the duration of the school year and may result in suspension or termination of the student from the regular school environment for the

remainder of the year and into the alternative school setting. The **only** exception to this policy is when the teacher request students to have their devices out for instructional purposes. See district policy JE.

TARDY POLICY:

Tardies will accumulate in all classes. This means a student can accumulate several tardies in a single school day. Students will be allowed 3 tardies per semester without discipline actions being taken. A student is considered tardy to class if they arrive to class after the tardy bell. Late arriving students will be given a tardy unless they are checked in or they bring a doctor’s note. In the event this becomes an ongoing problem a parent conference with an administrator will be scheduled. See district policy JBD.

Tardy to Class

1 & 2	Free
3 rd Tardy	Warning/parent contact
4 th Tardy	1 day of before school detention (7:20 AM to 7:45 AM)
5 th Tardy	2 days of before school detention (7:20 AM to 7:45 AM)
6 th Tardy	1 day of ISS
7 th Tardy	2 days of ISS
8 th Tardy	Referral to principal for 1 day of OSS/Meeting with parent

BEFORE AND AFTER SCHOOL DETENTION PROCEDURES

The teacher or administrator will notify the parents of the date and times of their student’s assigned detention so they can arrange to pick their child up after the detention is over. Before-school detention will be held daily in the ISS room from 7:20-7:45 AM. Parents will be contacted and informed of the assigned date and time of BSD in room 2106 of the Junior High building. **A minimum of 24 hours** advance notice will be given to students and parents to arrange for transportation. Students must arrive on time. Re-assignments will be at the administrator or teacher discretion.

BUS INFORMATION:

Bus information is available on the school web site. If you need to change your bus, you must have a written note turned into the office and verified before you change buses.

FIRST DAY OF SCHOOL:

Students will report directly to 1st or 5th block each day. The first day of school, students will not report to home rooms. It is important that students look up their schedules online to know where to report to school the first day.

PARENT/TEACHER CONFERENCES & OTHER MEETINGS:

Due to social distancing guidelines, RHS will begin scheduling parent/teacher conferences via zoom whenever possible. Please contact the counselor’s office (601-939-4610) to schedule a parent teacher conference for your student.

We are requesting at this time, that parents call ahead to schedule meetings with counselors and administration whenever possible. In the event of an emergency, counselors and administration are available as needed.