Oak Hill High School
Student Handbook
2025-2026

Mark Roberts
Principal
Maegan Schopper
High School Assistant Principal
Brandy Perkins
Elementary Assistant Principal
Crystal Crooks
Lead Teacher
Sarah Smith
Guidance Counselor

OAK HILL SCHOOL

Vision Statement

Oak Hill High School is where all students achieve at high levels, receive the support they need, and leave high school prepared for college, career and life. Leadership and staff model excellence and accountability, and the whole community is engaged as partners in supporting and strengthening the school.

Mission

To provide a quality education for every student

Motto

We Are RAMS

Responsible- Achieving- Motivated- Students

RPSB Motto

Engage.. ...Empower.. ...Elevate

Better Together!

People You Should Know

Principal	Mark Roberts
Asst Principal HS	Maegan Schopper
Asst Principal Elem	Brandy Perkins
Guidance Counselor	Sarah Smith
Lead Teacher	Crystal Crooks
Secretary — High School	Tanya Stokes
Secretary - Elementary	Esther Vaughan
Attendance Clerk	Amanda Thornton
Librarian	Stephanie Simms
Cafeteria Manager	Sharon Howell

High School Office number.....793-2014
Athletic Director number.....793-4877
Elem Office number.....793-5177
Guidance.....793-4495
Cafeteria.....793-8721

To the Student(s) of OHS,

The Oak Hill High School faculty and staff would like to welcome you and wish you success and happiness during the school year. You will be provided with many challenges, which may best be met with hard work and a desire to do your best.

This school year is going to be unlike any other school year you have experienced so far, but rest assured your safety and education are still the number one priority. We are going to make the best of an uncertain situation. Patience, understanding, kindness, and flexibility are characteristics that we all will need to practice.

As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Learning is a combination of teacher excellence, student desire, and parental support. We hope that from such a cooperative effort will emerge a student with the ability to think, evaluate, and choose wisely.

Students have responsibilities. These responsibilities include: regular school attendance, conscientious effort in classroom work, and a commitment to accept and follow school rules and regulations. These responsibilities help to create a school climate conducive to wholesome learning and living. The ultimate goal of the school is to provide students with attitudes that will lead to productive employability and result in an individual who is a positive, contributing member of society.

School officials must often make decisions to protect the health and well-being of all students while at the same time safeguarding individual rights. The need to preserve a positive educational setting is uppermost in our minds.

The need for a well-ordered school environment is unquestionable. Rules and regulations pertinent to daily school life at Oak Hill High School are outlined in these pages. Oak Hill High School is your school and all of your talents and abilities are needed to make us successful. We want to encourage students to take advantage of opportunities and become an active member of the student body.

Activities

Oak Hill High School sponsors many activities: Academic Literary Rally, Archery, Art Club, Baseball, Basketball, Bass Fishing, Beta Club, Cheerleading, Class Officers, Cross Country, Educator's Rising, FBLA, FCA, FFA, 4-H, Girls on the Run, Key Club, Robotics, Softball, Student Council, Talent Search, Theatre/Drama Club, Track & Field, YVC (Youth Volunteer Club), etc. We encourage your participation in these activities. Requirements / Guidelines are set by coaches (LHSAA) / sponsors.

Class Officer Requirements:

The requirements are as follows when running for an office: must be a student in "good standing" at OHS, maintain a GPA of at least a 2.5, must receive no OSS (out of school suspensions) or Expulsions, automatic forfeit of class officer if OSS and/or Expulsion is received and a replacement will be elected by the class / club members or the next in line of votes will be put into the position. ISS (in school suspensions) repercussions will be handled at the discretion of the club sponsor or coach.

Assemblies

Please work to maintain a reputation for courteous behavior in school assemblies. Students should give full attention to the performers on stage and show appreciation with respectful applause.

Athletics

Policies and regulations governing student activities and student participation in extracurricular activities such as sports are outlined by the Louisiana High School Athletic Association (LHSAA). We emphasize the proper ideals of sportsmanship, ethical conduct, and fair play. We encourage leadership and good judgment by our athletes and stress the values derived from playing the game fairly. The purpose of our program is to promote the physical, mental, moral, social, and emotional well-being of our athletes. Oak Hill High School athletes should take pride in our school and in playing as a team. ***Participation on a school athletic team is a privilege that can only be earned by abiding by the rules of the school, as well as the rules of the game. Our athletes are expected to be models of good behavior as they represent our school and community. In order to participate in practice or games, the student must be in attendance for a minimum of 75% ofthe school day or 5 complete class periods of the school day. Student-athletes checking in or out, must do so*** **THROUGH THE MAIN OFFICE.**

Any student who wishes to try out for an athletic team must have a physical on file with their coach. ***No student may participate with a team unless a physical has been completed.*** **THIS INCLUDES PRACTICE.**

All athletes, including cheerleaders and boosters, must pay for **RPSB Athletic Insurance** in order to participate. All **school fees must be paid in full to participate** in athletics.

Behavior of Fans at Athletic Events

Students and parents are reminded that they represent the school at athletic events. We urge them to set an example for all around them by being enthusiastic, yet respectful. Any fan removed from an event by officials or administration may be BANNED from all school activities.

Attendance Rules

Regular attendance in school, accompanied by the responsibility to study and complete course work, is required to participate in all school activities. In order to be eligible to receive grades, students shall be in attendance according to parish policy and state law. Students can have **no more than 12 unexcused absences** or risk being retained by the teacher for each class over the unexcused absent number. **In order for seniors to participate in the graduation ceremony, they must have no more than 15 unexcused absences.**

Automobiles

Students who use automobiles for transportation to and from school are expected to comply with the regulations listed below. These regulations are reasonable and are for the protection of the entire student body.

- Students must have a current driver's license and proof of liability insurance.
- Student parking is permitted in the student parking lot ONLY.
- All students must purchase a parking permit for $10.00 in the main office.
- Students must leave vehicles ***immediately*** upon arrival. He/she may only return to the vehicle during the school day with permission **from an administrator**. The vehicle MUST be locked at all times.

Driving privileges may be revoked for any of the following reasons:

1. Habitual tardiness or absenteeism (**STATE LAW**).
2. Not having required information on file.
3. Failure to arrive or leave in an *orderly* manner.
4. Failure to park in designated area.
5. Failure to ***immediately*** leave vehicle upon arrival at school.
6. Having a street legal vehicle with a **current** La. State Inspection Sticker.
7. Allowing students to ride to or from school with you without parental permission on file.
8. Violation of any traffic rule while traveling to or from school or a school sponsored activity.
9. Going out to the parking lot without administrative approval. This may also result in disciplinary action. (Teachers cannot give permission to go to the student parking lot, it must come through the main office)

THE SCHOOL AND SCHOOL PERSONNEL ARE NOT RESPONSIBLE FOR ITEMS LEFT IN STUDENT VEHICLES.

Bus Regulations

ALL regulations according to RPSB are in effect. This is for any trip involving bus transportation.

ALL MEALS (BREAKFAST & LUNCH) ARE FREE OF CHARGE FOR THE 2025-2026 SCHOOL YEAR.

CAFETERIA MANAGER: Mrs. Sharon Howell, 318-793-8721

Cafeteria Procedures

1. Students who do not wish to eat what is provided may bring their lunch from home.
2. All students must eat cafeteria food (breakfast and / or lunch) in the cafeteria or food brought from home on the patio at lunch time.
3. Failure to report to the cafeteria for lunch will be treated as any tardy.
4. Students shall line up for lunch in an orderly fashion.
5. Students shall speak in a conversational tone in the lunch line or while seated in the cafeteria.
6. Students shall remove their trays, napkins, silverware, and drink cartons from the table after eating.
7. Students shall not take food, drink or other items out of the cafeteria.

Cheating

Any student caught cheating in any form may receive a **"zero"** for the assignment. Repeated offenses will be treated more severely. **A parent will be notified by the teacher for such offenses.**

Check-Out Policy

When a student becomes ill at school and needs to check out, he/she will complete an Office Request Form, which is available in each classroom. The teacher will send the form to the office with another student and the office will contact the parent. **Parents are required to come to school to sign their child out or have another adult that has been pre-approved on the student's check-out list sign the student out.** A doctor's appointment, in hand, will only require the parent's permission via the telephone. Teachers may require students to complete a test before checking-out except in the case of an emergency. Students cannot come in the office and sign themselves out unless permission has been given by adult staff members. **Students who drive cannot check in and out during lunch. Students cannot habitually check in/out. Unexcused checking in/out will result in write-ups (infractions). Three write-ups will follow**

the school discipline policy. THERE WILL BE NO CHECK-OUTS AFTER 2:15 P.M. EACH DAY!

Closing of School

The television station, KALB as well a radio stations, KRRV, KQID, etc. will carry all school closing announcements due to inclement weather or other emergencies. All such announcements will come from the superintendent's office of the RPSB. The school will use REMIND and/or FACEBOOK to announce.

Complaint or Concern

If a student or parent has a concern, he/she should contact the office as quickly as possible to schedule an appointment to discuss the problem with the employee or sponsor in order to resolve it. The Rapides Parish School Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal/Asst. Principal
3. Superintendent or designee
4. School Board

Conduct

Every child shall comply with all rules and regulations, state and local, having to do with pupil behavior. In a democracy, there exist many privileges and freedoms, all of which are dependent on the observance of certain rules and regulations. **Any pupil, by his/her own failure to comply with school regulations, may lose his/her right to a public education.**

Students in each grade level (grades 6-12) will be informed of the Oak Hill High School Discipline policy during the first week(s) of school through an assembly held by the administration and by their grade level teachers. By signing the back page of the student handbook, students are acknowledging that they received the relevant information, Oak Hill High School Discipline Policy for 2025-2026. If there are any questions concerning the Oak Hill High School Discipline Policy, contact the administration or guidance office at 3 18-793-2014 or 3 18-793-4495.

STUDENTS WHO RECEIVE AN IN-SCHOOL (ISS) OR OUT-OF-SCHOOL (OSS) SUSPENSION WILL NOT HAVE THE PRIVILEGE OF PARTICIPATING IN EXTRA-CURRICULAR ACTIVITIES UNTIL THE SUSPENSION IS FULLY SERVED.

-Last day of ISS, student may participate that afternoon (after 3 p.m.)
-Last day of OSS, student may participate the next school day.

Oak Hill High School
Classroom Expectations
Grades 6-12

WAYS TO SUPPORT THE LEARNING PROCESS:

1. Bring required materials to class each day.
2. Sharpen pencils before class.
3. Be seated when the tardy bell rings.
4. Remain seated unless otherwise instructed.
5. Electronics, food, and gum are not allowed at school.
6. Speak when you have permission.
7. Keep hands, feet, and belongings to yourself.
8. Leave the room only with permission.
9. Pick up paper in and around your area.
10. Wait to be dismissed when the bell rings

School-Wide Expectations for Students

1. Respect yourself and others.
2. Take pride in yourself and your surroundings.
3. Ask permission to post signs or notices.
4. Keep electronics safely at home.
5. Use of tobacco in any form, on the campus or during any school-sponsored activity is prohibited.
6. No initiation activity is permitted in the name of the school or any organization.
7. Food and drink should be consumed at appropriate times (lunch and recess). Consumption of food and drink is not allowed in instructional areas unless it is part of the lesson plan and previous permission has been granted by the Assistant Principal or Principal.
8. A faculty sponsor must be present for all student meetings held before, during or after school.
9. Refrain from PDA (Public Display of Affection).
10. **Students who are suspended or expelled from school may not attend any extracurricular activities while they are under suspension or expulsion.**

Dress Code

SCHOOL UNIFORMS
Students in Pre-K thru 12th Grade

Boys:

Navy or khaki pants and shorts with button and zippered fronts (no cargo pants/no cargo shorts)
(Pre-K through third grade may wear elastic waist pants and shorts)
Solid white, royal blue, or black knit shirts with collar or cotton/cotton blend button front shirts with long or short sleeves - school logo(s) are optional

Girls:

Navy or khaki pants, capri pants, shorts, skirts, skorts, or jumpers with side or zippered fronts (no cargo pants/no cargo shorts)
(Pre-K through third grade may wear elastic waist pants and shorts)
Solid white, royal blue, or black knit shirts with collar or cotton/cotton blend button front shirts with long or short sleeves - school logo(s) are optional

The new, 2025-2026, School Spirit T-Shirts that were ordered through Impact Advertising may also be worn on Monday thru Thursday as well as on Fridays in lieu of a collared polo shirt as the uniform shirt. The Impact Advertising school spirit t-shirts from 2020-2021, 2021-2022, 2022-2023, and 2023-2024, 2024-2025 may also be worn. Any other school spirit shirt or college / university shirt may only be worn on Fridays with jeans.

Shirts must be long enough to tuck in and remain tucked in at all times.
Only solid white undershirts or camisoles shall be worn under the school uniform shirt.
No jeans will be worn in navy, khaki, or any other color. Jeans are not a part of the uniform.

Beards, mustaches, and hair are to be well groomed and non-distracting.

Students may wear any jacket when weather dictates except for trench coats, dusters, knee length starter jackets, or pullover outerwear of any kind, sweatshirts included.
Students are prohibited from wearing coats in the classroom. A light sweater or jacket is acceptable. Hats and hoods are prohibited in the building.

Uniform length: skirts, shorts, jumpers, and shorts (boys and girls) must be no shorter than four inches above the knee as measured from the back crease of the knee. The knee-length requirement has been waived for all students in grades Pre-K-3.
Shoes must be worn at all times. No rubber or foam swim footwear, flip-flops, beach or pool sandals, house shoes, or crocs will be allowed.

There will be no mutilation including tearing, ripping, or cutting of hems, cuffs, sleeves, or body of any of the coordinates. *NO OVER SIZING!* The uniform must be in the correct size to avoid any sagging.

Except finger rings, no rings, studs, or pins are to be worn on the body. However, earrings are permitted for girls and studs for boys.

School uniforms are not required at school-sponsored events.
The Superintendent shall decide the number of free dress days available for a school. The principal will have the authority to designate those free days without the Superintendent's approval.

Electronic Communication Devices

No student, unless specifically authorized by the school principal or designee, shall use or operate any electronic telecommunication device, including facsimile systems, radio paging device, mobile telephone service, intercom or electromechanical paging system in any school building or on the grounds thereof during regular school hours, except in the event of an emergency which is defined as an actual or imminent threat to public health or safety which may result in loss of life, injury or property damage, all as provided by La. Rev. Stat. Ann 517:239. Operation of such a device by the student for recording, taking pictures, creating videos during regular school hours and/or violating testing procedures shall be a serious disciplinary infraction punishable by expulsion or out-of-school suspension. Such devices shall be confiscated and may be retrieved by a parent or guardian at the principal's office the **next school day** upon paying a $15 administrative fee for each offense and signing a written receipt acknowledging receipt of the device. Pick-up time is at the discretion of the principal as is disciplinary action for repeated offenses. Any unclaimed devices will be forfeited and disposed of one week following the close of school. **"Use or operation" is defined as the device being powered on or seen or heard during regular school hours.**
Revised: August 2003
Revised: June 2008
Ref: La. Rev. Stat. Ann. "17:239, 17:415, 17:416.1; Board minutes 6-3-08.

Oak Hill Policy: First Incident $15 & warning, Second Incident = $15 & one day of ISS, Third Incident = $15 & 3 days of ISS, Fourth Incident = $15 & I day of OSS, 5 or more = recommended expulsion

FAILURE / REFUSAL TO HAND OVER AN ELECTRONIC DEVICE CAN RESULT IN 3-day OSS OR EXPULSION.

Emergency and Fire Drills

Fire drills, as required by law, will be held at regular intervals. Such practice is important and should be approached seriously.

Fees

Each student is required to pay school fees. Make checks payable to Oak Hill High JR. HIGH (Grades 6-8): $10 General School Fee
HIGH SCHOOL (Grades 9-12): $25 ($10 General School Fee & $15 Activity Fee)
Teachers in homeroom / first period may collect fees paid with checks only. All cash needs to go directly to the main office. The fees will be paid to the main office to Mrs. Amanda Thornton or Mrs. Tanya Stokes. All fees will be paid before school or during lunch time. No student should come to the main office during class time to pay fees.

Food, Candy, Gum, and Drink Policy

Food, candy, and drinks are not to be brought to class by students for consumption during a regular class period, except for special projects that have been scheduled by the instructor and approved by the principal or assistant principal.

Grading Policy

GRADE 6

a. Grade 6 housed in an elementary school will follow the grades 1-5 requirements and are not required to take final exams.

b. Grade 6 housed on campus with grades 7-8 may follow the grades 7-8 grading requirements and may be required to take final exams. School building administration shall make the determination regarding final exams in grade 6 and will notify stakeholders prior to the start of the academic year.

GRADES 7 -8

a. Numerical grades will be assigned and recorded in the electronic grade book for alt subjects during each grading period.

b. At the beginning of all Carnegie Unit courses taught in Grades 7-8, a syllabus which includes the grading policy for the course will be provided.

c. A minimum of seven (7) grades per nine weeks, per subject will be recorded each grading period. A majority of these grades must be derived from assessments and/or projects. All grades will be derived from state curriculum.

d. A rubric with specific criteria must be utilized to assign grades to all writing assignments and projects.

e. The 4 nine week numerical grades and the final exam grade (one-fifth of the final grade) will be averaged and that numerical average will then be converted to a letter grade for transcription purposes. The decimal .5 or higher will be rounded up to the next whole number.

Example:	78 + 92 + 83 + 85 + 68 (final exam) = 406 divided by 5 = 81.2 = 81 79 + 92 +93 +87 + 78 (final exam) = 428 divided by 5 = 85.6 = 86

f. To determine the semester (1/2 credit), the numerical grades will be averaged. Nine weeks grade will be doubled and final exam will count as one. The decimal .5 or higher will be rounded up to the whole number.

Example:	78 + 78 + 83 + 83 + 52 (final exam) = 374 divided by 5 = 74.8 = 75 88 + 88 +75 +75 + 86 (final exam) = 412 divided by 5 = 82.4 = 82

GRADES 9 - 12

a. Numerical grades will be assigned and recorded in the electronic grade book for all subjects during each grading period.

b. At the beginning of all Carnegie Unit courses taught in Grades 9-12, a syllabus which includes the grading policy for the course will be provided.

c. A minimum of 700 points (grades) or 7 100 points tests per nine weeks, per subject will be recorded each grading period. A majority of these grades must be derived from assessments and/or projects. All grades will be derived from state approved curriculum.

d. A rubric with specific criteria must be utilized to assign grades to all writing assignments and projects.

e. The 4 nine week numerical / letter grades and the final exam grade (one fifth of the final grade) will be averaged and that numerical / letter average will then be converted to a letter grade for transcription purposes. The decimal .5 or higher will be rounded up to the next whole number, High School E.O.C. (end of course — LEAP) tests will be used as a final exam and also for graduation purposes.

Example:	78 + 92 + 83 + 85 + 68 (final exam) = 406 divided by 5 = 81.2 = 81 78 + 92 + 93 + 87 + 78 (final exam) = 428 divided by 5 = 85.6 = 86

g. Students will fulfill all requirements of the teacher, whether or not they need the credit in the course to satisfy requirements for promotion or graduation.

CARNEGIE UNITS EARNED IN A NON-TRADITIONAL SETTING (Aiken Virtual, Graduation Alliance, etc.)

Grades earned in a non-traditional setting during the semester are "progress grades" and will be finalized at the end of each semester. Grades are not finalized each grading period; they are on-going. These grades will be weighted using the following formula:

Assignments, assessments, projects = 80%
Semester final = 20%

Graduation Requirements

Students must pass all required components of the EOC and guidelines of Rapides Parish to receive a diploma and participate in graduation exercises. Students must complete 24 units/credits. Students who meet these requirements and choose to participate in Oak Hill High School's Commencement Exercises must fulfill the following requirements in order to be eligible to participate:

1. Complete all graduation requirements listed above.
2. Must meet all attendance guidelines. **NOTE: Students who are not in compliance with this requirement may be required to attend school during senior privilege days and/or after school hours, in order to fulfill the requirement and be eligible to receive a diploma, graduate, and participate in all senior graduation activities. Must be approved by administration.**
3. **Seniors must attend school and may not exceed 15 unexcused absences in their senior year in order to participate in all graduation ceremonies / activities.**
4. Students who enroll in correspondence courses needed for graduation requirements must complete all correspondence work, prior to graduation. See Mrs. Smith for deadline.
5. Students must attend mandatory practice sessions prior to Commencement Exercises.
6. Students must complete Work Keys testing as required by the RPSB.
7. Students must complete a Senior Project as required by Oak Hill HS.
8. Oak Hill High School will recognize its Top Graduates (Top Honor Grads) in lieu of Valedictorian / Salutatorian. To determine the Top Graduates, Oak Hill High School will use the following criteria according to district and state policy.
    1. The Rapides District final grade point average (GPA) shall be calculated using the added-value method (weighted classes determined by using the BESE approved TOPS Core weighted GPA grid). All transcripted,

Carnegie unit grades will be used to calculate students' GPA with the exception of courses assigned a P (pass) or E (exempt).

2. All students with a 4.0 added-value GPA will be recognized as TOP Honor graduates. In the event there are no students with a GPA of 4.0 or higher, the high school will recognize the top 10% of the class as TOP graduates.
3. If there are students with a 4.0 GPA, Oak Hill reserves the right to also recognize students with a 3.5-3.99 as an Honor Graduates.

Schedule an appointment with our Guidance Counselor for any questions.

Guidance Department

Ms. Sarah Smith: 318-793-4495

The guidance department is an important part of the total school program at Oak Hill High School. The door is open to all students and parents. Students may request to see the counselor by completing an *Office Request Form* available from any teacher, or they may stop by the office before or after school to pick up a form. The purpose of the guidance program is to be of assistance to students, families, and teachers and to assist in making the educational process as effective as possible. Parent-teacher conferences and weekly progress reports can be arranged through the counselor. Secondary counseling services include: academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professional outside the school setting, school testing programs, career exploration, and post-graduate planning.

Handbook

All students are held responsible for knowing and abiding by the regulations in the *Oak Hill High School Student Handbook* and the *Rapides Parish Student Handbook*.

Homework Policy

The official policy has been determined by the Rapides Parish School Board. If you have a problem with your homework, please notify the Counselor or an administrator after first discussing the problem with your teacher. If you are absent, you are allowed to make up your assignments in accordance with the teacher's class syllabus.

Grades 6-8	90 minutes maximum
Grades 9-12	120 minutes maximum

Late Arrival Policy

A "Late Arrival to School" is any student that arrives at school and reports to class more than 5 minutes after the school's tardy bell sounds at the beginning of the school day. Students will be written up on the school's infraction sheet. Three write-ups will result in disciplinary action according to the Oak Hill High School discipline plan.

Late arrivals may be excused according to Rapides Parish Excused Attendance Policy for the following reasons: (see RPSB Policies Handbook for details)

1. Doctor appointments (A doctor's excuse must be submitted at time of arrival.)
2. Attending funerals of immediate family members (A parent's note must be submitted at time of arrival.)
3. Extenuating circumstances (Administration will approve these on an individual basis.)

Note: Students late for the start of school by less than 5 minutes after the tardy bell will be considered tardy to class and the school's tardy policy will be enforced.

Homecoming Court

Any female student, grades 9-12, wanting to run for court, must meet the following requirements:

2.5 cumulative G.P.A.

No suspensions (ISS and/or OSS) for the current school year

No more than 3 unexcused absences for the current school year

Each grade level will vote for their grade level representatives only. In the event of a tie, the OHS faculty, grades 9-12, will vote to break the tie. The homecoming queen will be a senior elected by the student body (grades 9-12).

Letter Jackets

Students can earn letter jackets academically, in all sports, cheerleading, and in managing. For academic requirements, see Mrs. Smith. For lettering requirements of a sport, see the Head Coach, Coach Bandy, or Mr. Roberts.

Library

The library will open each day at 7:20 a.m. and close at 2:55 p.m. Students may go to the library before school with an admission slip from their ELA teacher or permission from the librarian, Mrs. Simms to check out books. Books must be returned on or before the due date.

Lost and Found

Lost and Found is located in the office. Do not come to the office to check the Lost and Found during class. You may come before or after school or during lunch. Students who

find articles in the classroom or outside should turn them in to a teacher or to the office. Textbooks that are turned into the office are returned to the teacher who issued the book.

Make-up Work

When a student is absent, he/she is responsible to make arrangements with the teacher to make up any test/assignment missed. Teachers are **not** required to give the student class time to make up work, as this would cause the student to fall further behind as a result of missing new material being covered in class. Students have three days to make up work missed. Content area teachers are available each morning before school from 7:20 a.m. to 7:40 a.m. during R.T.I.

Medication Policy

The Rapides Parish School Board directs that, as a general principle, medication should not be given at school. Students are not allowed to have **any** medication in their possession on the school grounds. Medications include prescription drugs, over-the counter drugs, cough drops, aspirin, ointments, eye drops, asthma inhalers, etc. If a student is instructed by a physician to take any medication during the school day then a physician's order must be obtained to accompany the medication. The statement must include:

1. Name of student
2. Name of medication
3. Method of administration
4. Dosage
5. Time medication is to be given at school
6. Date prescribed
7. Duration medication is to be given at school.

Medication must be turned in to the office with the physician's statement or students could be suspended or expelled.

Note: Medication map not be transported on the bus!

Parent-Teacher Conferences

Parent/Teacher Conferences will be held on at the end of each quarter. The time will be announced. In some cases, conferences will be held when the teacher(s) and/or principal deem it necessary. **Parents may request a conference before school from 7:20 — 7:40 a.m. with their student's teacher(s) through the guidance counselor's office at 793-4495, if the need arises.**

Progress Reports

Progress reports will be given to all students every 4 1/2 week of each nine weeks.

Promotion/Retention Policy

In order for 6th 7th and 8th grade students to be eligible for promotion, they must meet certain requirements. If a student fails two or more major subjects or one major subject and two minor subjects, he/she will be retained. Major subjects are English, Mathematics, Social Studies, Science, and Reading. Minor subjects are all electives and Physical Education.

Students in grades 9-12 must pass each individual subject to receive a credit and pass their E.O.C. (End of Courses — LEAP) standardized test to be eligible for graduation.

Report Cards

Report cards will be issued at the end of each nine weeks. Progress Reports every 4 1/2 weeks.

School Resource Officer

The School Resource Officer is familiar with the physical layout of the school and is aware of who belongs on school property and who does not. The SRO wears the uniform of a deputy sheriff and is armed while on duty in the school to reinforce his role as a deputy sheriff. The SRO has three main functions: law enforcement, teacher, and counselor. The SRO is involved in a variety of functions:

- as a visible, active law enforcement figure on campus dealing with any law related issues; • as a classroom resource for instruction in the following areas: law related education, violence diffusion, safety programs, alcohol and drug prevention, crime prevention and other areas; • as a member of the faculty and administrative team working hand-in-hand to solve problems in the school community; • as a law enforcement resource for students in the students' environment; • as a resource to teachers, parents, and students for conferences on an individual basis, dealing with individual problems or questions; and
- As counseling resource in areas which may affect the educational environment but may be of a law-related nature.

Suspension/Expulsion

Students will be disciplined in accordance with RPSB policy. **Any student on suspension or expulsion, cannot attend extra-curricular activities (see the previous note on suspensions).**

Tardy Policy

Students are allowed **four minutes** between classes. They must be inside the classroom and **seated** when the tardy bell rings. If a student reports to class within five minutes after the tardy bell rings, the teacher will write up a student on the infraction sheet. After three write-ups, a student will be disciplined in accordance with the Oak Hill High School discipline policy. If a student reports to class after five minutes, he/she is considered truant to class (skipping). The teacher will report the truancy to the principal. **No student may be excused from class without permission from the administration.**

Textbooks/ Student Desk

Students are responsible for lost or damaged textbooks, desk, or any other school property, if the student damages it. Teachers will inspect books at the end of the year for damages. Desks will be inspected each hour.

Transfer/Withdrawal

If the situation arises during the school year that a student will be withdrawing and transferring to another school, the administration should be contacted. Necessary suggestions will be made by the guidance department to assist in a successful transfer.

Visitors

Students are not permitted to invite friends to attend classes or visit them during the day. No one except parents or guardians shall contact students at school in any way.
Students cannot have anything delivered to the school such as a meal, flowers, balloons, etc. ***All visitors must report to the main office.***

2025-2026
Student & Parent Agreement

I acknowledge that I have received an Oak Hill High School Student Handbook and assume responsibility for rules and policies covered. I also know this handbook does not cover all rules and regulations outlined by the RPSB policy book, which will be given at a later time and/or can be accessed by the school website and/or RPSB website, which I will also be responsible to follow.

_____	_____
(Student's name printed)	(Student's Signature)
_____	_____
(Parent/Guardian name printed)	(Parent/Guardian Signature)