

TABLE OF CONTENTS

ADMINISTRATION/OFFICE STAFF -----	1
RHS Contacts -----	2
ALMA MATER -----	3
Richwood High Fight Song-----	4
SECTION 504 COMPLIANCE POLICY STATEMENT -----	5
SECTION 504 /REHABILITATION ACT of 1973 -----	6
Parental Rights & Procedural Safeguards -----	7
TITLE VI, TITLE IX, ADA, SECTION 504 COMPLIANCE-----	8
MISSION STATEMENT -----	9
Bulletin 1794-State Textbook Adoption Policy & Academics -----	10
Pupil Progression Plan -----	11
“Bridges of Ouachita, Homeless Education Program”-----	12-13
Cell Phone Policy -----	14
OUACHITA PARISH SCHOOL SYSTEM ATTENDANCE REQUIREMENTS -----	15
Excused & Unexcused Absences -----	15
Suspensions -----	15
Extenuating Circumstances -----	15
Tardiness -----	16
Entrance Requirements -----	16
Truancy -----	16
Guidance -----	17
Grading Scale-----	17
Homework -----	17
Honor Roll -----	17
ACT Dates -----	17
Progress Reports -----	18
Schedule Changes -----	18
Valedictorian and Salutatorian-----	18
Withdrawal from School and /or Transfers -----	18
COVID-19 Protocol -----	19
DRUG TESTING-----	20-21
Checking Out of School -----	22
Electronic Devices-----	22
Hall Conduct -----	22
Public Display of Affection -----	22
DISCIPLINE -----	23
Student ID Policy -----	23
ISS Procedures -----	24
Fighting, Weapon Use and/or Possession-----	25
Expulsion -----	25
Harassment, Intimidation & Bullying Policy -----	26
School Bus Rules & Regulations for Students -----	26-27
After-School Detention -----	27
Physical Education -----	27
Dress Code-----	28
PROCEDURES AND OTHER SCHOOL INFORMATION -----	29
Accidents -----	29
Automobiles -----	29
Building Hours and Use -----	29
Student Pick-Up/Drop Off -----	29
Bell Schedule -----	29
Cafeteria -----	30
Concessions-----	30
Clubs and Organizations-----	31
Elevator -----	31
Emergency Drills -----	31
Extra-curricular Activities -----	31
Faculty Lounge and Restrooms-----	31
Fund Raising-----	31
Health Problems-----	31
Library Media Center (<i>REVISED 06/08</i>) -----	31
Lockers & School Fees -----	32
Lost and Found -----	32
Ouachita Parish School Nurse Program -----	32-33
Medications -----	33
Posters and Advertisements -----	33
Telephone -----	33
Visitors & Visitor Meals-----	33
Chromebook Responsible Use Policy -----	33-37
School Board Calendar -----	38
Crisis Plan -----	39
Parent Student Handbook Letter -----	40
OUACHITA PARISH SCHOOL SYSTEM ACCEPTABLE USAGE POLICY (AUP) FOR STUDENTS -----	41
POSITIVE SCHOOLWIDE BEHAVIOR PLAN -----	42
Football Schedule -----	43
Basketball Schedule -----	44
Parental Notification of Educational Records/FERPA -----	45

Students,

WELCOME BACK!!! I HOPE YOU ALL HAD AN AMAZING AND RESTFUL SUMMER!

The 2025-2026 school year brings many changes to Richwood High School. However, our number one priority is to provide you with a quality education. We understand that not every student plans to attend college and we will continue to provide career alternatives for you if you choose to take advantage of them. Whether you plan to attend college or not, these career alternatives should be explored by you.

As we embark upon this new school year. I want you to know that all my decisions are intended for your best interest. You may not agree with all of my decisions and that is fine. However, our administration is putting things in place to help you be successful here and once you leave this campus. We are valuing things such as dressing for success, being on time, and doing the best in everything that you do. These such values extend far beyond a traditional education, which will also be provided.

Students, I am asking you to do your part. I am asking you to be at school every day unless you are sick. I am asking you to be on time for all your classes. I am asking you to be attentive and respectful in all your classes. I am asking you to work hard in all your classes. I am asking you to not let gossip and mess stop you from being successful at Richwood High School. I am asking you to be a better version of yourself every day you step foot on this campus. In turn, I pledge to do the same for you. I want you all to be successful but ultimately YOU have to want to be successful even more.

Thank you for choosing Richwood High School. I am excited about this year and all the successes that we will have. I want you to remember your high school years as enjoyable yet valuable for providing the solid foundation that will carry you the next phase of your life. I am honored and humbled to serve as your principal. I look forward to an exciting and successful school year.

LET'S HAVE A GREAT YEAR!!

Alvin Fields, Principal
Richwood High School

RHS Student Handbook 2025-2026

Mr. Alvin Fields, Jr., Principal
Mr. Samuel Andrews, Assistant Principal
Ms. Erica Faust, Assistant Principal
Mr. Michael Hunter, Administrative Assistant
Mr. Dewayne Williams, Administrative Assistant

Mrs. Linda Coleman, Counselor
Mrs. Shawanda Smith, Counselor
Ms. Jonita Johnson, Curriculum Coordinator
Mrs. Jennifer Turner-Byrd, Special Education Coordinator
Mrs. Shawanda Smith, Technology Coordinator

Ms. LaShundria Washington, Administrative Secretary/Main Office
Mrs. Marie Croom-Williams, Secretary/Main Office
Ms. Cassandra Davis, Guidance Secretary/Student Services
Mrs. Judy Wilson, Secretary/Student Services
Mrs. LaQuinnia Brandy-Mitchell, Secretary/Freshman Academy
Ms. Timeshia Williams, Bookkeeper

Ms. Joneda Thomas, Cafeteria Manager
Mrs. Geraldine Page-Johnson, Building Supervisor
Ms. Antquionesha Smith, Assistant Building Supervisor

“Together, We Achieve Excellence”

Richwood High School

5901 Hwy 165 South

Monroe, LA 71202

Main Office: (318) 361-0467

Fax: (318) 361-9810

Website: www.opsb.net

Contacts

Accident Report/Emergency Drills	S. Andrews, A. Fields
Athletics	A. Fields, B. Guice,
Attendance	C. Davis, J. Wilson, D. Williams
Building Maintenance	S. Andrews, A. Fields, G. Johnson
Building Rental Contracts	A. Fields, T. Williams
Buses	S. Andrews
Cafeteria	A. Fields, J. Thomas
Clubs & Organizations	S. Andrews, E. Faust, A. Fields
Credit Recovery	J. Dodson,, J. Johnson, T. Martin, E. Faust
Curriculum	S. Andrews, E. Faust, A. Fields, J. Johnson, J. Turner-Byrd
Discipline	S. Andrews- 11 th Grade, D. Williams- 9 th Grade M. Hunter- 10 th Grade, E. Faust- 12 th Grade
Dual Enrollment	L. Coleman, J. Johnson, T. Martin, E. Faust, S. Smith
Duty	S. Andrews
Enrollment	C. Davis, J. Wilson
Extra-Curricular	S. Andrews, E. Faust, A. Fields, M. Hunter, D. Williams
Field/Performance Trips	A. Fields, S. Andrews
Finances	A. Fields, T. Williams
Fund Raising	A. Fields, T. Williams
LEADS	S. Andrews, E. Faust, A. Fields, J. Johnson, D Williams
Medications	C. Davis, C. Wilson, J. Wilson
PGS/ Professional Growth/PD	J. Johnson, A. Fields
Rave	S. Andrews
Registration	L Coleman, C, Davis, A. Fields, J. Wilson
Safety/Security/COVID	Frazier-May, S. Andrews
SBLC	S. Smith
School Calendar	A. Fields, J. Johnson, L.Washington
School Wide Positive Behavior	A. Fields, G. Rosales, S. Smith, J. Turner-Byrd
Section 504	S. Smith
Special Education	S. Andrews, J. Turner-Byrd
Substance/ Drug Abuse Policy	S. Andrews
Tardy Tracking System	A. Fields, D. Williams, J. Wilson
Teacher Matters	A. Fields
Technology/Webpam/School Messenger	J. Johnson, F. Lloyd, R. Rosales, S. Smith
Textbooks	M. Hunter
Withdrawal/Transfer	A. Fields, C. Davis
Title I, Title II	E. Faust, A. Fields, J. Johnson
VIP	A. Fields

Additional school and class information can be obtained by accessing opsb.net and following the Richwood High School, School Messenger Link

ALMA MATER

Dear Richwood High

A song of praise we sing thee,

Our hearts beat strong with

Love and reverence too.

Thy crimson hue and purest white

Will guide us.

Long may they live in hearts that

Are so true,

Long may our sons and daughters,

Voices ring clear,

We honor thee,

OUR ALMA MATER DEAR.

SCHOOL COLORS

RED & WHITE

SCHOOL MASCOT

RAMS



Richwood High School Fight Song

Fight Dear Richwood fight to win

Fight to be the best.

We shall make it to the top

We shall beat the rest.

NOW GO AND

Fight mighty Rams fight to be

The mightiest Rams that you can be.

Fight and win to raise the bar

So they remember who we are!

RAMS!



POLICY STATEMENT
Section 504 Compliance

The policy of the Ouachita Parish School System is to provide a free and appropriate public education to each student within its jurisdiction, including students with disabilities, regardless of the nature or severity of the disability.

It is the responsibility of the Ouachita Parish School System to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

Due process rights of disabled students and their parents under Section 504 will be enforced.



Information Regarding Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that prohibits discrimination on the basis of a disability in any entity receiving federal funding. Section 504 states that: "No otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from the participation in, be denied, the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Included in the U.S. Department of Education regulations for Section 504 is the requirement that disabled students be provided with a free appropriate public education (FAPE).

The Act defines a person with a handicap as anyone who has a mental or physical impairment that substantially limits one or more major life activities

- Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Major life activities also include other general activities such as eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating. In addition, major life activities include major bodily functions such as the functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. The above list of major life activities is not exhaustive.

School districts have specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. Appropriate services are those designed to "level the playing field" and meet the needs of students with disabilities to the same extent that the needs of students without disabilities have been met so that students with disabilities may enjoy full participation in educational opportunities. This law is intended to provide individuals with disabilities equal opportunity to pursue employment, educational, and recreational goals without discrimination.

A student must meet the definition of a student with a disability as defined in the statute to be covered under Section 504. This determination is made by a team of persons knowledgeable about the student, the evaluation data, and placement options. If the student is determined to be disabled under Section 504, the team should review the nature of the disability, how it affects the student's education, and what accommodations and services are needed. An Individual Accommodation Plan (IAP) must be developed and implemented if needed by the student. Periodic re-evaluations are required for qualified students who receive services. Districts are expected to establish prior notice and consent procedures to encourage parents' involvement in the educational decisions affecting their children. If the parent or legal guardian disagrees with the determination made by the professional staff of a school district, grievance procedures are in place to be followed.



PARENT AND STUDENT RIGHTS

IN STUDENT DETERMINATION OF PROGRAM ELIGIBILITY AS DEFINED IN SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law (Section 504 of the Rehabilitation Act of 1973) to students with disabilities. The law states that “qualified disabled persons will not be discriminated against on the basis of disability in any program, activity or employment practice. A disabled person is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.” The intent of the law is to keep students and parents fully informed concerning decisions about the student and their right to agree or disagree with any of these decisions.

YOU HAVE A RIGHT TO:

1. Have the school system advise you of your rights under federal law (Section 504).
2. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school system make reasonable accommodations to allow your child an equal opportunity to participate in academic, nonacademic, and extra-curricular activities offered by the school system.
3. Have your child take part in and receive benefits from public educational programs without discrimination because of his/her disabling condition.
4. Receive notice with respect to identification, evaluation, and educational placement of your child.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have your child receive accommodations/modifications and related services that will meet his/her needs as well as the needs of non-disabled students if he/she is found to be eligible for services under Section 504.
7. Have fair evaluation, educational and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school system.
9. Examine all relevant records relating to decisions made regarding your child’s identification, evaluation, educational program, and placement.
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.
11. Receive a response from the school system to reasonable requests for explanations and interpretations of your child’s records.
12. Request amendment of your child’s educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
13. Have an opportunity to present complaints and/or to request mediation or an impartial due process hearing related to decisions or actions regarding your child’s identification, evaluation, educational program or placement. You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made through the Ouachita Parish 504 Facilitator.
14. Request payment of reasonable attorney fees if you are successful on your claim.
15. File a local grievance.

For more information regarding Section 504, or if you have questions or need additional assistance, contact Ouachita Parish’s Section 504 Facilitator: Myrrah Thompson, 800 Claiborne Street, West Monroe, LA 71292, (318) 432-5400.



**TITLE VI, TITLE IX, THE AMERICANS WITH DISABILITIES ACT (ADA),
AND SECTION 504 COMPLIANCE**

The Title VI, Title IX, ADA, and Section 504 federal laws ensure that individuals will be free from discrimination based upon sex, race, national origin, or disabilities. To resolve problems which students, employees, or applicants for employment may believe are the result of discrimination practices, the Ouachita Parish School Board has established a grievance policy. For further information about these federal laws or the grievance process, contact:

Jason Thompson
Personnel Director/Title VI Coordinator
Ouachita Parish School Board
1600 N. 7th Street
West Monroe, LA 71291
(318) 432-5000

Angela Westerburg
Director of Special Education
Student Support Services
800 Claiborne Street
West Monroe, LA 71291
(318) 432-5400

Dr. Angela Crumpton
Director of Secondary Education/Title IX
Coordinator
Ouachita Parish School Board
1600 N. 7th Street
West Monroe, LA 71291
(318) 432-5000

Barry Johnson
Section 504 Facilitator
Student Support Services
800 Claiborne Street
West Monroe, LA 71291
(318) 432-5400

OUACHITA PARISH SCHOOLS

VISION STATEMENT

Committed to Academic Excellence for All Students!!!

MISSION STATEMENT

Through collaboration among all stakeholders, Ouachita Parish School System will ensure that all students attain the knowledge and skills needed to be productive citizens.

**RICHWOOD HIGH SCHOOL
MISSION STATEMENT**

The mission of Richwood High School is to ensure that all students will be able to achieve academic success and become productive citizens.

PHILOSOPHY

We, the administration and faculty of Richwood High School, believe that education is the foundation for building and improving a better way of life and helping each individual face the challenges in our global society.

We believe it is the objective of the educational system to ensure that each individual will be able to perform at his/her fullest potential.

We believe that in order to develop competent, responsible, motivated individuals we must provide a safe environment that is conducive to learning.

We believe it is the purpose of Richwood High School to ensure that learning is a continuous process, building on previously acquired skills.

We believe that the home and community play a vital role in the educational success of each student, and therefore, must work together toward that goal.

Bulletin 1794- State Textbook Adoption Policy & Procedure Manual

505. Local Implementation

A. Adequate and Appropriate Instructional Materials

B. Textbooks for Core Curriculum Areas

Access- A school system shall, based on input from local teachers, principals, administrators, and others, determine how access to textbooks in core subject areas will be available to students. School systems must ensure that each child within the classroom have equal access to any available instructional materials. **School systems shall also inform each parent/guardian in writing at the beginning of each school year of the method of access to textbooks which has been selected for each course or grade level. A contact person and phone number should be provided.**

Options for providing textbook access for students may include:

- a) Textbooks provided for each student to take home
- b) Textbooks provided via a classroom set
- c) Textbooks provided as both a classroom set and take home copy for each student; or
- d) Other specified arrangement as deemed appropriate to the subject area by local officials

Pupil Progression Plan

Grade 9	A 9 th grade student (<i>Freshman</i>) is one who has acquired between 0 and 5 Carnegie units and has been promoted as a result of passing all required coursework and testing at the culmination of 8 th grade. At the end of the 9 th grade year, to be considered a 10 th grader (<i>Sophomore</i>), students must have acquired at least 6 credits. <i>*Credits <u>must</u> include one credit each of Math and English.</i>
Grade 10	At the end of the 10 th grade school year, to be considered an 11 th grader (<i>Junior</i>), students must have earned 11 credits. <i>*Two courses each in English and Math, and one required course in Science and Social Studies. 10th Grade Students make the decision to pursue Jump Start TOPS Tech or TOPS graduation pathway. Students in the TOPS Tech graduation pathway are required to have two approved Jump Start elective credits for placement in the 11th grade.</i>
Grade 11	At the end of the 11 th grade year, to be considered at 12 th grader (<i>Senior</i>), students must have acquired 17 units of credit that include <i>three(3)</i> courses each in English, Math, and two courses each in Science and Social Studies.
Grade 12	Must have acquired 24 units for TOPS graduation pathway (23 for students in the TIPS Tech graduation pathway— <i>9 units must be elective credits from the selected major pathway and pass necessary industry-based certifications (IBC’s)</i>), including all required courses, and have passed the required EOC and/or LEAP 2025 HS test shall be eligible for graduation in accordance with Bulletin 741. <i>*Students identified under ACT 833 have alternative graduation requirements designated in their IEP. Students are required to attempt IBC acquisition, but failure to acquire the sought IBC does not prevent graduation.</i>

"Bridges of Ouachita, Homeless Education Program"



Robin Wilhite, District Liaison Supervisor

1600 North 7th Street
West Monroe, LA 71291
Phone: (318) 432-5330
Fax: (318) 432-5297

"Bridges of Ouachita" Homeless Education Assistance Program abides by federally mandated policies to ensure that homeless children and youth have access to free, appropriate public education on the same basis as children and youth with established residences. Laws, regulations, practices, or policies should not act as barriers to the enrollment, attendance, or school success of homeless students. (Federal Law: Title VII-B; of the McKinney-Vento Homeless Assistance Act; 42 USC 11431 at seq.) (State Law: LA. RS. 17.238/Public Law 107-110, No Child Left Behind Act of 2001; BESE Policy: 1.012.00 — 1012.05 and 2.012.00 — 2.012.04.

Definition of Homeless or "Highly Mobile" Individual...

The Stewart B. McKinney Homeless Assistance Act (P.L. 107-110) defines the term *"homeless person"* as one who lacks a fixed, regular, and adequate nighttime residence and who has a primary nighttime residence that is:

- Displaced due to a natural disaster
- A shelter/transitional housing
- The streets, cars, abandoned buildings, campgrounds, etc.
 - An institution that provides a temporary residence for individuals intended to be institutionalized
 - A residence with substandard living conditions (not fit for human habitation- no electricity, no heat, no running water, no windows/doors, holes in the roof/floor, no way to cook/store food)
 - Two or more families living together in crowded or undesirable living conditions, (doubling/tripling up because they have no place of their own to live where they can safely and healthfully meet their basic needs in privacy and with dignity
 - Runaway children who have run away from home and live in a shelter or inadequate accommodations even if parents are willing to provide a home
 - Unaccompanied youth
 - In December 2001, Congress made the law protecting the educational rights of those children even stronger by passing the McKinney-Vento Act. It gives children and youth in homeless situations the right to stay in their *"school of origin"* even if they move; enroll in a new school without proof of residence, immunizations, school records or other papers; some transportation to school; go to pre-school programs; get all the school services available; have disagreements with schools settled quickly (Dispute Resolution Policy) and be enrolled in the school for the *"best interest of the child"* while disagreements are settled.

Homeless Education Services

- Identify homeless and youth by utilization of the Residency Questionnaire
- Immediate Enrollment Assistance, including obtaining birth and immunization records
- Free lunch
- Uniforms
- School Supplies/some school fees
- Medical/Dental /Housing/counseling referrals
- Tutorials in shelters and schools
- Connect students to summer programs/preschool programs/parenting education
- Link to literacy, social, and life skills training
- Pre-service case management

Enrollment: (Bulletin 741, Section 341)

In order to ensure homeless students are being identified and tracked appropriately in our school system, the following procedure is to be followed for enrolling any homeless child residing within our district:

- 1) The person who has the responsibility for enrolling a homeless child in school must contact the District Liaison Supervisor at the OPSS Media Center to fill out a Louisiana Residency Questionnaire for eligibility required by law. (*Forms are also available at each school.*)
- 2) Upon completion of this interview process and signature of the District Liaison, all legal documents will accompany the student/guardian to the school where the child will be attending and completing the enrollment process. Student information will also be sent to the Food/Nutrition Supervisor, SIS Coordinator and Child Welfare and Attendance.
- 3) As a result of this procedure, copies of enrollment process of any homeless child will be filed at the Media Center, the CWA office, school of attendance, SIS office, and Food/Nutrition office.

NOTE: A homeless child may or may not be in the custody of a legal parent or guardian. It is the responsibility of local LEAs to eliminate barriers that homeless youth may face, including revising local enrollment policies to accommodate unaccompanied youth. In the event of natural disasters, which may cause a sudden influx of homeless students locating within our school district, we will make the enrollment of these youth an immediate priority and assist them and their caregivers in every way possible to make the enrollment process go as smoothly and quickly as possible.

Contact Information:

Robin Wilhite, District Liaison Supervisor
(318) 432-5330 (318) 432-5297(Fax)
Ouachita Parish Media Center
1600 North 7th Street
West Monroe, Louisiana 71291

State Coordinator
1-225-219-2949, 1-877-453-2721
State of L.A. Department of Education
1201 North Third Street
Baton Rouge, Louisiana 70802

MIDDLE AND HIGH SCHOOL CELL PHONE/ELECTRONIC DEVICES DISCIPLINE

School administrators shall use the following procedure as corrective action for any student who violates this policy:

First offense:

Parents will be called. Parent/Guardian may pick the device up prior to 3:30 pm Monday-Friday. Student shall receive a written report (minor infraction) parent signature

Second offense:

Parent/Guardian will be called. Parent/Guardian may pick the device up prior to 3:30 pm Monday-Friday. Student shall be assigned to Saturday Seminar or in-school detention

Third offense:

Parent/Guardian shall be called. Parent/Guardian may pick the device up prior to 3:30 pm Monday-Friday. Student shall be assigned 2 days Saturday Seminar or in-school detention. Next cell phone infraction results in phone being taken for 3 days.

Fourth offense:

Parent or Guardian will be called. Parent or Guardian may pick the device up prior to 3:30 pm Monday-Friday. The student will be given three (3) days in-school suspension. Loss of cell phone privileges at school for the remainder of the school year. Student must schedule a meeting with CWA before returning to school.

Fifth offense:

Student will be recommended for alternative placement and loss of cell phone privileges at school for the remainder of the school year.

If parent and/or student refuse the "parent pick-up" option up, the student shall receive a three (3) day suspension and will be responsible for all online coursework.

EXCEPTION FOR EMERGENCIES

In the event of an emergency, any person may use any electronic device available. Emergency is defined as an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

Revised: July 2021

Ref: La. Rev. Stat. Ann. '17:239, 17:416, 17:416.1; Board minutes, 5-22-07, 5-25-07, 6-17-08, 5-19-09.

**OUACHITA PARISH SCHOOL SYSTEM
ATTENDANCE REQUIREMENTS**

I. No high school student shall accumulate more than a total of five absences during a semester, **EXCUSES** and/or **UNEXCUSED**, as required by state law to be eligible to receive any grade earned that semester. On any **ABSENCE**, after reaching a total of five, the student and the parent will have to meet with Child Welfare and Attendance Director at the School Board Office and provide a justifiable excuse for that absence. Students and parents can check the student handbook for types of absences considered justifiable.

II. Types of Absences

A. Excused Absences- Students shall be considered excused from school for the following reasons:

1. Personal illness (with physician's verification).

Note: Personal illness: Although the absence will be counted as one of the allowed 5 days of absence, a student will be allowed to make up any work or tests missed if the student brings a note signed by the parent or guardian explaining the absence. A phone number where parents or guardians can be reached will be necessary. Students will be given the opportunity to make up work. Forged or tampered doctor's excuses will result in 3 days suspension.

2. Death in the family (not to exceed one week).

3. Serious illness in the family (with documented verification).

4. Recognized religious holidays of the student's own faith.

5. Physician's excuses (must be submitted within 48 hours of returning to school).

6. Legal appointments.

**STUDENTS WILL BE GIVEN THE OPPORTUNITY TO MAKE UP WORK
FORGED OR TAMPERED DOCTORS EXCUSES WILL RESULT IN 3 DAYS SUSPENSION**

B. Unexcused Absences

1. Students shall not be excused for any absence other than those listed above.

2. Students shall not be excused from school to work on any job including agriculture and domestic service, even in their own homes or for their own parents or tutors.

3. Any unexplained, unexcused, or illegal absence or habitual tardiness shall be reported to the Visiting Teacher and/or Supervisor of Child Welfare and Attendance when necessary.

C. Suspensions

Students missing school as a result of any suspension shall be counted as absent and will be allowed up to 75% credit for student work and/or tests missed due to an out of school suspension missed. Work and test must be completed the first day back from suspension.

III. Extenuating Circumstances

The only exception to the attendance regulation should be circumstances verified by the Director of Child Welfare and Attendance

1. Extended personal physical or emotional illness as verified by a physician.

2. Extended hospital stay as verified by a physician.

3. Extended recuperation from an accident as verified by a physician.

4. Extended contagious disease within a family as verified by a physician.

5. Prior school system approved travel for education

6. Death in the family (not to exceed one week).

7. Natural catastrophe and/or disaster.

IV. Summary

A. The previous regulations require that a high school student **ACCUMULATE NO MORE THAN (5) ABSENCES PER SEMESTER FROM ANY CLASS.**

B. Attendance requirements shall be **ENFORCED ON A CLASS-BY-CLASS BASIS.**

C. A student shall not receive grades from a class **IF HE/SHE HAS ACCUMULATED MORE THAN 5 ABSENCES, INCLUDING SUSPENSIONS.) 5 UNEXCUSED ABSENCES**

D. **ALL EXCUSES MUST BE SUBMITTED TO STUDENT SERVICES WITHIN 48 HOURS.**

RHS Student Handbook 2025-2026

V. TARDIES

Ample time has been allotted for students to be on time. Teachers, according to OPSB policy, must identify students who are tardy for class. After allowing an adequate period of time for students to learn their schedule, the following policy will be in effect:

1 st Tardy	Office visit, warning from Principal/Parental Contact
2 nd Tardy	Lunch Detention (1 day)
3 rd Tardy	Detention 1-Lunch Detentions
4 th Tardy	Detention 2- (2 Day)
5 th Tardy	Lunch Detention Room #111
6 th Tardy	In-School Suspension
7 th Tardy	Saturday Seminar

Revised 07-07-2019

STUDENTS CHECKING INTO SCHOOL DURING THE FIRST HALF OF ANY CLASS WILL BE CONSIDERED TARDY FOR CLASS UNLESS THEY HAVE A DOCTOR'S EXCUSE OR SOME OTHER REASON DEEMED EXCUSABLE BY THE ASSISTANT PRINCIPALS. STUDENTS CHECKING IN DURING THE SECOND HALF OF THE CLASS PERIOD WILL BE CONSIDERED **ABSENT** FROM CLASS AND WILL BE HELD IN STUDENT SERVICES UNTIL THE BELL RINGS FOR THE NEXT CLASS. A DOCTOR'S EXCUSE WILL ALLOW THE STUDENT TO MAKE UP ANY MISSED WORK, BUT THE ABSENCE WILL STILL BE COUNTED FOR ANY CLASSES MISSED.

Procedures for Tardiness

- Tardy students should report to Student Services
 - Students should scan ID in order to receive a pass to class
 - Students without IDs will receive an additional violation for not having an ID
 - Students should report to class immediately and present pass to teacher upon entering the classroom
- Continued tardiness may lead to longer suspension or expulsion
 - Tardiness are cumulative for ALL classes

VI. ENTRANCE REQUIREMENTS

Documents needed to enroll:

- Two proofs of residency: Lease agreement/utility bill with parent(s)/legal guardians name & address
- Withdrawal slip from previous school
- Transcript, report card, test scores
- Birth certificate, social security card, immunization
- Previous school records (Including Evaluation 1508, IEP, Behavioral Modification Plan, if applicable)

Only the legal parent or guardian is allowed to register at any time.

If a student does not live with his or her parent/guardian, legal documentation must be provided.

Out of Parish

If transferring from an out of parish school, a letter from Child Welfare Director is required. (**Contact Mr. Rodney Llyod at (318) 432-5610**)

All students upon entering Louisiana schools for the first time shall present an official birth certificate, social security card and a record of immunization. You must also have two (2) proofs of residence showing that you are zoned for Richwood High School. (lease agreement, water bill, electricity bill, etc.)

All students entering any school for the first time shall present satisfactory evidence of having been immunized against diphtheria, tetanus, whooping cough, polio-myelitis, measles, and other communicable diseases according to a schedule approved by the State Department Health and Human Resources, or shall present evidence of an immunization program in progress. In addition, each child shall have a test for meinsocytosis, commonly known as "sickle cell anemia." The test is mandatory unless the parent objects.

VII. TRUANCY

A student absent without the consent of a parent, guardian, or school official is truant. Repeated truancy may be cause for disciplinary action, suspension, expulsion, or legal action. You are truant if you do one of the following:

1. Leave school without signing out in the Student Services Office.
2. Leave school at lunch time- we operate a closed campus policy.
3. Absent from class without permission (skipping)
4. Come to school, but never attend class,
5. Obtain a pass to go to certain area of the school, but never go there.
6. Loiter anywhere on campus during school hours.
7. Arrive at school late and never sign in at the Student Services Office.

RHS Student Handbook 2025-2026

ACADEMICS

GUIDANCE

The purpose of the guidance department is to help each student in his/her social, educational, vocational, and personal development. Conferences with students receive first consideration of the counselor's time and are scheduled whenever necessary.

Counselor	According to Last Name:
Mrs. Linda Coleman	Grades 11, 12
Mrs. Shawanda Smith	Grades 9, 10
Ms. Cassandra Davis	Guidance Secretary

GRADING SCALE

A=	100-90
B=	89-80
C=	79-70
D=	69-60
F=	59-0
F6=	5 or more unexcused absences

HOMEWORK

Individual study at home or school is a necessary part of each student's educational program. Each student is expected to spend time away from school, reviewing or preparing for learning new material. Any student who is absent is responsible for checking with teachers to find out the lessons or material missed. Students are responsible for making up all work.

HONOR ROLL

Students being recognized as honor roll students must meet the following criteria:

- Principal List Students with a 4.0 GPA for the nine weeks
- Honor Rolls Students with a 3.0 GPA for the nine weeks (**excluding D's or F's**)

Important ACT Dates

Test Date	Registration Deadline	Late Registration Deadline
September 6, 2025	August 1, 2025	August 19, 2025
October 18, 2025	September 12, 2025	September 30, 2025
December 13, 2025	November 7, 2025	November 24, 2025
February 14, 2026	January 7, 2026	January 21, 2026
April 11, 2026	March 6, 2026	March 24, 2026
June 13, 2026	May 8, 2026	May 27, 2026
July 11, 2026	June 5, 2026	June 25, 2026

PROGRESS REPORTS

If your child is experiencing difficulty and you are interested in receiving progress reports, please contact your child's guidance counselor.

SCHEDULE CHANGES

Prior to class schedules being completed, students have had ample time to consider which classes will meet their interests and needs. Class schedules will only be changed for extenuating circumstances. For example, the failure of a student to pass a prerequisite subject, or the passing of a scheduled subject in summer school would be considered valid reasons to change a student's schedule. Simply wanting to be in a different lunch shift, or in a class with a friend are examples of what would not be considered valid reasons for a schedule change. All schedule changes must go through the appropriate counselor.

VALEDICTORIAN AND SALUTATORIAN

Candidates for valedictorian and salutatorian must have carried minimum of seven (7) academic credits each year. Grades for all four years (including the last semester of the senior year) of high school will be averaged to determine the first and second highest grade averages in the graduating class. To qualify for either honor, the last two years of work must be done by the student at Richwood High School. (At the completion of the senior year, all Carnegie units will be calculated to determine valedictorian and salutatorian.)

WITHDRAWAL AND TRANSFERS

The procedure for withdrawal and transferring is as follows:

1. Parent/Guardian must be present a valid ID to the Guidance Secretaries. **(All persons must have an ID to check-out students)**
2. Only the custodial parent or legal guardian(s) that initially enrolled the student(s) shall be allowed to enroll or transfer a student. Legal documentation should be provided before the student is admitted by a judge stating guardianship.
3. Students must return all school textbooks, property and make sure all fines and fees have been paid.
4. Parents/Guardian(s) must provide the school that the student is transferring to, name, address, including city and state, telephone #, and a contact number if further information is needed.
5. Potential student(s) must have all required documents to register. Richwood High will not make contact until the student is officially enrolled.

Transfer students within the United States must have verification of grade placement from their previous school within two (2) weeks after registering at Richwood High School. All foreign students must register through the Ouachita Parish School Board.

COVID-19 Protocol

- Students, Faculty, and Staff are encouraged to wear facial coverings as needed.
- Social distancing will be enforced.
- Cough and/or sneeze in your arm and away from others.
- Wash your hands frequently with soap.
- Stay at home if sick, or close contact with someone who has been sick.
- Effective symptoms screening.

Review site:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/Operational-Considerations-for-schools.pdf>

OUACHITA PARISH SCHOOL BOARD PHILOSOPHY ON DRUG TESTING

One of the primary objectives of the Ouachita Parish School Board is to provide a school environment that is safe and drug free. Many methods are being employed in order to accomplish this goal. They include a “zero tolerance” for drugs and alcohol, use of mandatory drug education, D.A.R.E., Character Counts, and other school programs.

Substance abuse in the school setting can have a damaging effect, possibly even fatal to students who abuse drugs. In recent times, an increase in the use of illegal substances by students/athletes has caused concern. School principals, school boards, law enforcement, and parents have expressed these concerns.

The use of drugs by students/athletes poses the risk of physical harm not only to the student/athlete, but to their teammates and classmates as well. Also, the “role model” effect of drug use by students/athletes has a detrimental effect on the general school population. Because of these concerns, the OPSB embraces the opportunity to provide optimum health and safety to students involved in all phases of student life through a drug-testing program.

The goal of this policy is not to invade the privacy of the student/athlete, but rather to discourage the use of drugs. This would include any controlled substance depending on usage which by its very nature would be counterproductive to the health and safety of the student/athlete and their classmates.

It is the philosophy of the OPSB that the implantation of a student drug testing policy will:

1. Serve as a deterrent to drugs being brought into the schools
2. Help identify students who need drug abuse assistance
3. Help reduce or remove drug use from our school system
4. Strengthen the parent/school relationship
5. Provide a position and course of action for community confidence
6. Improve the overall safety of our school campuses

OUACHITA PARISH SCHOOL BOARD STUDENT DRUG TESTING POLICY

The Policy Concerning Student Drug testing will be as follows:

I. Students not involved in school athletics or designated extra-curricular groups.

All students in grades 7-12, with parental consent, may volunteer to be tested by random selection. Consent forms will be obtained from parents for each student being tested. Should a parent desire that their child not be tested, the child will not be included in the randomly selected pool. Students testing negative on their test can be tested again according to the random selection process.

II. Students involved in school athletics or designated extra-curricular groups.

All athletes will be tested as a group in a unified manner at the beginning of each individual sport prior to the first contest of each sport season.

Students who participate in the designated extra-curricular groups, herein referred to as DECG, will be tested prior to that group’s first official performance/contest of the school year.

The designated extra-curricular groups are:

1. Band -performances groups
2. Choir-performance groups
3. Cheerleaders
4. Dance/Drill Team
5. Spirit Groups
6. Athletes

It is the position of the Ouachita Parish School Board and its schools that participation in school DECG is a special privilege and carries an added responsibility of representing the school in a unique way.

Therefore, these tests will be strictly enforced and participation will be mandatory, since the parents/guardian have freely chosen to allow their sons/daughters to participate in the DECG activity. No student will be tested unless both parent(s) and the student sign a form giving permission to have the tests performed. By signing, the parent(s) and the student acknowledge that they consented to the administration of the tests and waive any claim of an invasion of privacy and waive any objection to the necessary action in the furtherance of these safety proceedings. The refusal of a student/parent to allow tests to be administered shall serve as an acknowledgment that the student has voluntarily chosen not to participate in the DECG program for that school.

PROCEDURE FOR STUDENTS TESTING POSITIVE

If a student test positive for any drug, he/she must adhere to the following:

Article I

1st Offense

Parents are notified in writing and must have a conference with the school principal. A minimum eight (8) hours of drug counseling, provided by a certified drug counselor chosen and paid for by the parents, will be required. A student testing positive on the initial test will be retested at some time during the school year.

2nd Offense

Student is suspended for three (3) and eight (8) additional hours of drug counseling (at parent's expense) are required. A retest is also required.

3rd Offense

Student is expelled from school for the remainder of the year. The student must present proof of a negative drug test administered by an OPSB approved agency before being readmitted into an OPSB school.

All students participating in school-sponsored DECG will be tested prior to the first contest of each individual DECG season, and are also subject to random testing in accordance with this policy. The date of testing will be determined by the principal and DECG director of each school.

ARTICLE II

If a DECG student test positive for any drug, he/she must adhere to the following:

Article

1. Be suspended from the DECG until a negative test has been obtained.
2. Follow procedures outlined above in **Section I** for each offense.
3. If the results of second drug test are positive, the student will be suspended from that DECG for the remainder of the season.

Any student involved in school-sponsored DECG who test positive for any drug will not be allowed to practice or compete in any DECG activities, until a negative test has been obtained.

The cost of the retest will be at the parent's/student expense once the student has tested positive. A student who refuses to be retested will be dismissed from all DECG programs.

CONFIDENTIALITY

The results of the drug test will be kept strictly confidential with the principal and the Supervisor of Drug Free Education. Parents of students whose test yield a positive result shall meet immediately with the principal. The results of a positive drug screen are not to be disclosed to law enforcement officers.

LAB

The drug testing will done by the Ouachita Parish School Board's designated laboratory. The specimens will only be tested for the prohibited drugs listed below. The testing firm will collect the specimen and will handle the chain of custody and reporting of the results. Testing will be done by urine sampling. The specimens will not be tested for any diseases or conditions other than drug use. Those students to be tested, who are not involved in DECG, will be randomly selected by computer at the laboratory. Random selection will be generated by student I.D. or social security number.

The drug test will screen for the following classes of drugs:

1. Opiates
2. Cocaine
3. Amphetamines
4. Cannabinoids (marijuana)
5. Phencyclidines (PCP)
6. Benzodiazepines

RHS Student Handbook 2025-2026

NOTES

1. If a student is/has been taking medication, he/she will be able to indicate this prior to the administration of the test will identify the prescribing physician.
2. The principal of each school shall be required to have a signature consent form on file for every student that will participate in the drug testing program.
3. Each school will have a student drug-testing committee for the purpose of implementation of this program. The committee will be composed of the principal, a counselor, the DECG directors, a classroom teacher and a parent.
4. It is imperative to note that these procedures are only to be used for the appearance of non-apparent controlled substances. Consequently, if a student is apprehended by anyone as a result of being in illegal possession of alcohol and/or a controlled substance, the regular school discipline policies will apply.
5. The drug testing program is for all students in grades 7-12 in the Ouachita Parish School System.

CODE OF CONDUCT

As a member of the Ouachita Parish School System, Richwood High School believes the philosophy stating that education is the foundation for building and improving a better way of life and helping each individual student face the challenges in our global society. The conduct of our students plays a vital role in them being successful in this endeavor.

It is expected that our students be able to perform his/her fullest potential. In order to develop competent, responsible, motivated individuals, we must provide a safe environment that is conducive to learning. Therefore, we expect our students to know and understand the following rules of conduct and apply these rules on a daily basis. Students are expected to:

1. Attend school whenever classes are in session
2. Respect all school personnel and other students at all times
3. Be on time for school and all classes.
4. Know the rules, policies, and procedures, outlined in the student handbook of school and follow them at all times.
5. And in general conduct themselves at all times in a manner that is educationally acceptable at school, as well as acceptable to our society.

RICHWOOD STUDENT BEHAVIORAL EXPECTATIONS

Remember to keep hands, feet, and attitude to yourself.

Abide by all school rules, and policies, and procedures.

Master punctuality, preparedness, and productivity.

Show respect to yourself and others

STATEMENT OF COMPLIANCE (RS 17; 235.2)

CHECKING OUT OF SCHOOL -NO TELEPHONE CHECK OUTS

1. Students may check out of school in the Student Services Office when determined necessary by parents and/or administration.
2. Parents are required to personally check out students in the Student Services Office and must be listed on the student Demographic record.
3. Parents can only check out their own children.
4. If any emergency arises and a parent cannot be present to check out a student, a designated school official or administrator must confirm the emergency or reason for checking out with a parent or guardian before the student will be allowed to check out of school with someone other than his or her guardian.
5. Students must sign the check-out list before leaving.
6. Parents and/or guardians must present license or ID to check student out.

ELECTRONIC DEVICES: Headphones/Air pods

Electronic devices should not be brought on campus (i.e. Headphones iPods, iPads, cameras, recorders, etc). In the event a student brings one of these items on campus and it is lost or stolen, it is NOT the responsibility of the administration, faculty or staff to locate the item. Cell phones must remain off and out of sight. It is not the responsibility of the administration to locate lost or stolen cell phones that are not kept secure by the owner. (*See cell phone policy*). **Headphone/Air pods should not be worn or visible.**

HALL CONDUCT

Students should be in the halls only at the beginning and close of school, during lunch break, or while moving from one class to another, unless they have special permission or special duties that require them to be there.

1. Students in the hall during class time must have a hall pass. Any student in the hall without permission should be referred to the disciplinary office.
2. Students are asked to be courteous at all times and to keep to the right when moving in the hall.
3. Running and shouting in the halls or other parts of the building is not allowed.
4. Loitering is not allowed in the hall between classes (**NO STANDING AROUND**). Students are not to congregate or loiter in restrooms. Students should limit locker use to as few times as possible. Students are to move directly from one class to their next class.\
5. **ONLY THOSE STUDENTS WHO HAVE A CLASS IN THE FINE ARTS HALL (BAND, CHOIR) ARE ALLOWED IN THAT HALL AT ANY TIME. THE SAME IS TRUE FOR THE P.E. HALL AS WELL AS THE DENTAL AND CAREER BUILDINGS.**
6. **STUDENTS MUST AT ALL TIMES ANSWER APPROPRIATELY AND COURTEOUSLY ANY QUESTIONS ADDRESSED TO THEM BY FACULTY, STAFF, HALL MONITORS, AND SCHOOL ADMINSTRATIONS,**
7. Upper classmen are not allowed on the Freshman Academy Hall, unless they are attending classes.

PUBLIC DISPLAY OF AFFECTION

Public display of affection on campus will not be allowed. If this policy is not followed, disciplinary action will be determined by the administrator.

RHS Student Handbook 2025-2026

DISCIPLINE

Discipline problems will be guided ACT R.S. 17.416 of the Louisiana Legislature and the Ouachita Parish School Board Policies and Procedures for discipline and attendance. Richwood High School strives to provide an environment conducive for students to learn. Thus at any time, if the severity of the behavior warrants, the administration can make adjustment to the discipline policy. Our basic format for working with students who are having discipline problems is as follows:

Note: Each teacher will contact parents when a problem persists or the teachers determine it is serious enough for parental intervention.

1. Verbal reprimand from teacher
2. Parent Contact
3. Referred to discipline office

Once the student has been referred to the office, the administration will follow this discipline guide. Any misbehavior resulting in a total of five, referrals to the office may result in suspension.

MISBEHAVIOR	1 st Time	2 nd Time	3 rd Time
Alcohol use and/or possession	Recommend Expulsion		
Bomb Threats	Recommend Expulsion		
Cheating on exam	Zero on exam	Suspension(1) & zero	Recommend Expulsion
Destruction of school property	Replace/Suspension/Saturday Seminar (3)		Recommend Expulsion
Disobedience	Detention/Suspension	Suspension	
Disrespectful	Suspension/SS (1)	Suspension (2)	Suspension (3)
Disturbing Class	Detention (3)	Suspension (1)	Suspension/Saturday Seminar (3)
Dress Code Violation	(See Dress Code Policy)	ISS (1)	Saturday Seminar (SS)
Drug use and/or possession	(See Drug Policy)		
Earphones/Headphones/Air pods	Confiscate (5 Days) (Parent pick-up)	Confiscate (15Days)(Parent Pick-up)	Remainder of the year (30 days)
Fighting	Alternative Replacement		
Forgery	Suspension (3)	Suspension (3)	Recommend Expulsion
Gambling	Confiscation/Parent Conference	Suspension (1)	Suspension (2) CWA Conference
Leaving Campus	Suspension (3)	Recommend for Expulsion	Recommend Expulsion
Not Serving Detention	ISS	Saturday Seminar (1)	Suspension (1)
Profanity in class/campus	Lunch Detention/ISS	Suspension (1)	Suspension (2)
Restricted Area	Suspension (1)	Suspension (2)	Suspension (3)
Refusing ISS	SS/Suspension	Suspension (1)	Suspension (3)
Skipping Class	Suspension (1)	Suspension (2)	Suspension (3)
Sleeping in Class	Detention (1)	Detention (3)	ISS
Tardiness	(See Tardy Policy)		
Tobacco use and/or possession	Suspension (1)	Suspension (2)	Suspension (3)
Theft	Suspension (3)	Recommend Expulsion	
Threatening faculty	Recommend Expulsion	Recommend Expulsion	Recommend Expulsion
Threatening student	Suspension	Suspension	Recommend Expulsion
Weapon use and/or possession	Recommend Expulsion		

Use of electronic devices during school day (cell phone, recording is prohibited, smart watches, laser pointers, cameras, CD players, Earphones/Air pods) **Consequences for smart watches will be the same as cellular devices.**

Device will not be returned to student, will be held until parent picks up after fifteen (5) days.

***Note:** In-school suspension & Saturday Seminar may affect the order of discipline action taken to keep a student from receiving an out-of-school suspension. Administrators will make that decision.

*Other behaviors determined to be appropriate by an administrator will result in punishment determined by that administrator. The seriousness of the misbehavior may result in suspension or expulsion the first time.

After being recommended for expulsion, parents must set a hearing date with Director of Child Welfare & Attendance. Extracurricular activities can also be denied at the discretion of the administrators.

STUDENT ID CARD POLICY

Students are required to wear student ID's at all times on campus. Student ID's will be required in order to receive cafeteria meals each day. **Replacement ID \$5.00**

Discipline procedures for ID Violations:

ID VIOLAITON	PENALTY
1 ST Offense	Warning
2 nd Offense	Office visit, warning from Principal/Call to Parent/Guardian
3 rd Offense	Call Parents for Replacement fee
4 th Offense	Written assignment (Assigned by Administrator)
5 th Offense	Lunch Detention (1 Day)
6 th Offense	Lunch Detention (2 Day)
7 th Offense	Lunch Detention (3 Days)
8 th Offense	After School Detention
9 th Offense	Saturday Seminar (SS)
10 th Offense	Start back at Step 2

ISS Plan 2024-2025

I: Curriculum Expectations

- Students will work on Edgenuity/Credit Recovery courses as needed.
- Students will follow the bell schedule and rotate between their courses at each bell.
- If a teacher sends materials to ISS for a student(s) to work on, he/she is required to complete those assignments first.
- ISS Supervisor will check Edgenuity to see how much work has been completed by each student.
- ISS Supervisor will monitor written work every 30 minutes.
- If there are more students than computers, **students on computers will rotate off at 11:00 am** and those **not on computers will rotate on for the rest of the day**. Each group of students will receive at least 4 hours on computers.

II: Lunch/Bathroom procedures

- Teacher will line up students and walk the group to the restroom. NO Talking allowed!
- Students will get water while waiting during the restroom break.
- Students will NOT be allowed to go to the restroom on his/her own.
- Restroom breaks are scheduled for the following:

9:30 am - Morning

11:30 am - Midday

1:30 pm - Afternoon

- Lunch will be delivered; students must eat in silence.

III: ISS Classroom Procedures

1. Cell phones will be turned in to appropriate administrator.
2. Talking will not be allowed.
3. **STUDENTS ARE NOT ALLOWED TO LEAVE THE ISS ROOM.**
4. Students should remain seated at all times.
5. Students should be engaged in instruction at all times.
6. Students not assigned to ISS should not be allowed in the ISS Room.
7. No Hoodies or Jackets are allowed in the ISS Room.
8. Backpacks will be collected upon entering the ISS Room.

IV: Attendance Procedure

1. Students are to report directly to the ISS Room and sign in prior to the tardy bell.
2. If student reports tardy or late they will be assigned another day and/or lunch detention.

FIGHTING

The Ouachita Parish School Board considers fighting an extremely serious offense that will result in suspension and may result in change of placement for the remainder of the current semester or school year. All students participating in gang-related fights, planned fights, or extremely violent fights will be recommended for change of placement for the current semester or the entire school year. All Students participating in minor fights or scrapes should be suspended for three (3) days, in addition to a conference with parents, principal and will have to be conference with the Director of Child Welfare before returning to school. All fights thereafter shall be considered major, and a change of placement shall be recommended.

WEAPON USE AND/OR POSSESSION

The carrying of a firearm on school property (including school buses) by anyone is a crime punishable by imprisonment at hard labor for up to five (5) years. LA REVISED statute 14:9562.

SUSPENSION; R.S. 17:416

Every teacher is authorized to hold each pupil to strict accountability for any disorderly conduct in school, or during intermission, breaks, or lunch. A school principal may suspend from school or suspend from riding on any school bus any pupil who:

1. Is guilty of willful disobedience;
2. Treats with intentional disrespect a teacher, principal, superintendent, member, or employee of local school board;
3. Makes an unfounded charge against any school personnel.
4. Is guilty of immoral or vicious practices, or of conduct or habits injurious to his associates;
5. Uses unchaste or profane language;
6. Uses tobacco or alcoholic beverage or any controlled substance governed by the Uniform Controlled Dangerous Substance Law, in any form, in school buildings, on school grounds, or on school buses owned by, contracted to, or jointly owned by any city or parish board;
7. Disturbs the school and habitually violates any rule
8. Cuts, defaces, or injures any part of public school buildings, and property belonging to the buildings, or any school buses owned by, contracted to, or jointly owned by any city or parish school board;
9. Writes any profane or obscene language or draws obscene pictures in or on any school material or on any public school premises, on any fence pole, sidewalk, or building on the way to or from school, or on any school bus, including those owned by, contracted to, or jointly owned by any city or parish school board;
10. Is found carrying firearms, knives, or other implements which can be used as weapons, the careless use of which might inflict harm or injury;
11. Throws missiles liable to injure other persons on the school grounds or while on any school bus, including those owned by, contracted to, or jointly owned by any city or parish school board;
12. Instigates or participates in fights while under school supervision
13. Violates traffic and safety regulations;
14. Leave his classroom during class hours or detention without permission;
15. Leaves the school premises without school permission;
16. Is habitually tardy or absent; or
17. Commits any other serious offense

***Students suspended or Recommended of Expulsion will forfeit their right to attend Pep Rallies, Homecoming Dance, and other events determined by Administration.**

EXPULSION; R.S. 14-416

Students who have been suspended and/or out of school can be excluded from activities such as school dances, athletic events, and school sponsored trips and other extra-curricular activities that are sponsored by RHS.

Any student after being suspended for committing any offense enumerated previously may be expelled upon recommendation of the principal. The principal shall immediately recommend for expulsion a student who is found carrying or possessing a firearm, knife, or other dangerous instrumentalities, or who distributes, sells, gives, or loans any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, in any form.

Any student, after being suspended for three (3) occasions for committing any of the offenses enumerated above, during the same school year, shall on committing the fourth such offense, be expelled from all the public schools of the parish or city school system wherein he resided until the beginning of the next regular school year, subject to the review and approval of the local school board.

RHS Student Handbook 2025-2026

Any student, after being suspended for (3) occasions for committing any of the offenses enumerated above, during the same school year, shall on committing the fourth such offense, be expelled from all the public schools of the parish or city school system wherein he resided until the beginning of the next regular school year, subject to the review and approval of the local school board.

HARASSMENT, INTIMIDATION, AND BULLYING POLICY:

The Ouachita Parish School Board directs students, school board employees and school volunteers to report any incidents of harassment, intimidation, or bullying of a student by another student. For purposes of this policy, the terms "harassment", intimidation" or bullying shall mean any intentional gesture written, verbal or physical act that:

1. Under the circumstances, a reasonable person should know the effects of harming a student, threatening his/her life, placing a student in reasonable fear of harm to his/her person or damaging his/her property; and
2. Is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment of a student.

The Ouachita parish School System will not tolerate harassment, intimidation, or bullying of students on school property, riding a school bus, or going to, or returning from school. The school administrator shall investigate any reported incident of harassment, intimidation, or bullying. Should the investigation determine that an incident has occurred, the students involved shall be disciplined in accordance with this policy. The disciplinary action may include a conference with the student (s) involved; a conference with parents/guardians, a warning, or in more serious cases, the student (s) may be suspended /expelled from school as follows:

VIOLATION	PENALTY
First offense	1-3 Day suspension, counseling required
Second offense	1-5 Day suspension, counseling required
Three or more offenses	1-5 Day suspension or a recommendation for expulsion
Serious Cases	Recommendation for expulsion, and/or alternative school placement for the remainder of the year

LEGAL REFERENCE: Louisiana R.S. 17:416.13

Ouachita Parish School Board- Approved December 17, 2002

SCHOOL BUS RULES AND REGULATIONS FOR STUDENTS:

1. The driver is in **FULL CHARGE** of the bus. The students shall obey the driver cheerfully and promptly.
2. Students shall obey and respect the orders of monitors, aides, or patrols on duty.
3. Students shall occupy the space designated for them by the driver.
4. Students shall be on time waiting for the bus at the designated bus stops. **THE BUS WILL NOT WAIT FOR THOSE WHO ARE LATE.**
5. Students shall observe the following:
 - a. Never stand in the road while waiting for the bus.
 - b. Clean feet before entering the bus.
 - c. No spitting on the floor of the bus
 - d. Do not throw waste paper or other rubbish on the bus floor
 - e. Do not mark or otherwise deface the bus. Report to the driver any damage to the bus. Students/parents shall be responsible for payment of damages.
 - f. Do not get on the bus when sick or when any member of your family has a contagious disease.
 - g. Avoid unnecessary conversation with the driver.
 - h. Tobacco products of any kind are prohibited on any bus.
 - i. Keep arms and head inside the bus window at all times.
 - j. Get on or off the bus or change seats on the bus when it is not in motion
 - k. Do not leave the bus without driver's consent except at home or at school
 - l. Walk on the left side of the road, facing traffic
 - m. Articles carried by students must be size to fit under the seat or be held in the student's lap. It is the driver's discretion to determine if an object is distracting, dangerous, or too large to carry on the bus. Glass objects of any size will not be allowed
 - n. Inappropriate language and/or printed materials will not be allowed
 - o. Eating food and drinking beverages are not permitted.
 - p. The sale of candy or other items is forbidden on the bus.
 - q. There will be no fighting at bus stops, nor on the bus.
 - r. Getting off at stops other than the student's regular place of drop is forbidden unless the permission of the principal is obtained.
 - s. Students must remain seated until the bus has come to a complete stop.
6. Students who must cross the road after exiting from the bus or when boarding the bus should always **PASS 10 FEET** in front of the bus and **NEVER** behind it. The driver should see that the road is clear before the child is permitted to cross.
7. Cell Phones should not be used on the bus.

FAILURE TO COMPLY WITH THE RULES AND REGULATIONS LISTED LATER IN THIS HANDBOOK WILL RESULT IN THE FOLLOWING ACTIONS:

FIRST INFRACTION

Written discipline reports by the bus drivers are submitted to the principal of the school. The **principal shall** summon the student to the office for a warning and **notify the parent or guardian of the incident.** (Bus drivers should also attempt to contact the parent). The principal shall make documentation of action taken and contact the parent. **The principal shall also send a copy of the discipline report to the bus driver and the Transportation Department.**

SECOND INFRACTION

The student shall be suspended from bus riding privileges for a minimum of three (3) days, **NO EXCEPTIONS**

THIRD INFRACTION

The student shall be suspended from bus riding privileges for a minimum of one (1) week. Principal may hold conference with parent.

FOURTH INFRACTION

The student shall be suspended from bus riding privileges for the remainders of the school term. ** At anytime, if the severity of the behavior warrants, the student may be suspended from school on the first infraction. The following actions will be considered severe behavior and students may be suspended from school for a minimum of three days or for the remainder of the school year for such behavior:

1. **FIGHTING**
2. **POSSESSION OF ALCOHOL OR ILLEGAL DRUGS**
3. **SMOKING**
4. **POSSESSION OF ANY KIND OF WEAPON**
5. **ASSAULT**
6. **DESTRUCTION OF SCHOOL BOARD PROPERTY**
7. **INTENTIONAL DISRESPECT (EX. CURSING THE DRIVER)**

As indicated above, school bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/guardian and submitted to the office for the principal's signature. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. No student may ride two different buses (one in the morning and a different one in the evening). The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus **MUST** comply with the request of the driver.

DRESS CODE

The Ouachita Parish School Board considers appropriate dress an important part of the learning process. The following general guidelines are required:

1. Clothing advertising any type of political agenda, alcoholic beverages, illegal drugs, or suggestive words or pictures will not be allowed. Teachers and administrators will determine what is inappropriate.
2. **Distressed jeans (with holes, rips, etc. above the knee) can only be worn with tights or shorts. (Skin cannot be visible, tights cannot be skin tone, and they must be of a darker color).**
3. Mini-skirts should not be worn. Skirt hems should not be over six inches above the knee.
4. Spandex based pants that fit like leggings may only be worn under a regular **dress or skirt**. Transparent pants or tights will not be allowed.
5. Students are not allowed to wear caps, hats, and hoods on their heads in the building.
6. Tube tops, tank tops, blouses, shirts, and similar items of clothing that expose the midriff or any cleavage are not allowed.
7. Shoes/Footwear: Students will not be allowed to wear crocs, house shoes, house slippers, or flip-flops. Other backless shoes are discouraged due to safety concerns.
8. Belts and suspenders shall be fastened as designed.
9. Sunglasses will not be allowed to be worn inside the building.
10. Shirt-tails must be tucked in at all times.
11. No wallet or belt chains.
12. Bandannas are not permitted on the school campus.
13. Combs, picks, sharp pointed items will not be allowed.
14. No pajama pants may be worn.
15. **Pants must be worn at the waist level. No sagging pants will be allowed.**
16. Shorts may not be worn except on designated days.
17. Capri pants must be worn below the knee.
18. No drawstring, elastic waist, jersey **and/or gym shorts allowed in the class setting.**
19. **Girl's** hair must be exposed if adorned with scarves. No bonnets are to be worn in the building.
20. No removable grills or removable teeth are allowed.
21. Ear piercings may be worn if not excessive in size that could pose a safety issue to the student or cause a distraction to the learning environment. Only nose studs may be worn by high school students (grades 9-12). No other piercings are allowed.
22. The School Board shall not exclude a student on account of a natural, protective or cultural hairstyle. Natural, protective, or cultural hairstyle shall include, but is not limited to, afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.
23. Hooded garments are discouraged, but will be allowed. Under no circumstance is the hood allowed on the student's head at any time while on school campus or on the school bus. If the student violates this rule the student will then receive behavior consequences. No hooded garments are allowed when students take any standardized test.
24. No blankets or throws allowed on campus.

****NOTE:**

**Students shall not wear any clothing considered revealing or inappropriate. (Administrators WILL have the final say with dress code)*

**On certain designated days shorts may be worn, but, must be over (4) inches above the knee. Walking shorts, Bermuda shorts, Pedal Pushers, Cargo Shorts, and Belts must be worn. No shorts with elastic bands (such as gym shorts) WILL BE ALLOWED*

Discipline Procedures for Dress Code

DRESS CODE VIOLAITON	PENALTY
1 st Offense	Office visit/call to parents/Dress Code violation corrected or student will be placed in ISS.
2 nd Offense	In-School Suspension (ISS)
3 rd Offense	In-School Suspension (2 Days)
4 th Offense	Saturday Seminar
5 th Offense	Out of School Suspension (1 Day)
6 th Offense	Starts over at Step 2

A STUDENT WHOSE ATTIRE IS NOT ACCEPTABLE MAY BE REQUIRED TO RETURN HOME TO MAKE NECESSARY CHANGES IN HIS/HER APPEARANCE OR CLOTHING. DRESS CODE VIOLATIONS MAY LEAD TO ISS, SUSPENSIONS, OR SATURDAY SEMINAR. OTHER DRESS CODE ISSUES DETERMINED TO BE INAPPROPRIATE BY THE ADMINISTRATION COULD RESULT IN DISCIPLINARY ACTION. IN CASES REGARDING ITEMS THAT ARE NOT SPECIFICALLY MENTIONED IN THE DRESS CODE, THE PRINCIPAL AND /OR ASSISTANT PRINCIPALS WILL MAKE THE DETERMINATION AS TO WHETHER DRESS/GROOMING IS APPROPRIATE.

ONLY CLEAR BOOK BAGS WILL BE ALLOWED IN THE BUILDING.

PROCEDURES AND OTHER SCHOOL INFORMATION

ACCIDENTS

When an accident occurs, it must be reported at once to the nearest faculty or staff member. He/ She will then report it to the office and/or an Administrator.

AUTOMOBILES

Driving a vehicle is a privilege. Failure to adhere to the following school rules and the rules of the Louisiana Department of Transportation will result in the loss of this privilege.

1. All students who drive to school **must register** their vehicles with the school resource officer.
2. **Students driving vehicles to school must park in the student parking lot (football stadium parking lot). Parking in faculty parking lot is prohibited.** All vehicles should be locked after arrival in the morning.
3. Students **must exercise extreme caution** when driving on school grounds. **MAXIMUM SPEED LIMIT IS 10 MPH!**
4. Vehicles should not be used during school day unless permission has been granted by an administrator.
5. Students are not permitted to sit in vehicles during the school day. If students need to return to their vehicles, they must obtain a pass to enter the parking lot during school hours. Such permission should be received from an administrator.
6. Students are not to loiter by or in the vehicles at the beginning or end of the school day. Students are to leave their vehicles immediately upon arrival to school and are to leave the school grounds immediately when school is dismissed.
7. Reckless operation of vehicles on campus will result in loss of driving privileges and/or suspension from school. No passing vehicles on school campus.
8. Driving privileges may be revoked for students not following policies.

ALL LOUISIANA MOTOR VEHICLE LAWS APPLY ON SCHOOL GROUNDS.

ANY DAMAGE TO A STUDENTS VEHICLE IS NOT THE RESPONSIBILITY OF THE SCHOOL

BUILDING HOURS AND USE

The school building is officially opened at 7:20 a.m. and closed at 3:10 p.m. Any student or group of students in the building before 7:30 a.m. and after 3:10 p.m. must be supervised by a member of the faculty. Maintenance personnel will not assume this responsibility. Students must be out of the building by 4:00 p.m.

Groups using the building for supervised activities should leave all rooms and equipment that they use in the proper condition. Any damage rooms or equipment should be reported to the principal.

STUDENT PICK-UP/DROP-OFF

1. Car drop off and walkers enter the building from the East Entrance by the Main Building.
2. Pick- ups are on the North Entrance of the building by the Freshmen Academy.

**Regular Bell Schedule
2025-2026**

	7:50	Early Bell
	7:55-8:55	1 st Period
	9:00-9:50	2 nd Period
	9:55-10:45	3 rd Period
	10:50-11:40	4 th Period
	10:50-12:25	Lunch Rotation
1 st Lunch Shift	10:45-11:15	1 st Lunch
	11:20-12:15	4 th Period
2 nd Lunch Shift	11:45-12:15	2 nd Lunch
	12:20-1:10	5 th Period
	1:15-2:05	6 th Period
	2:10-3:00	7 th Period

***All students not participating in school-related activities should be out of the building by 3:15 p.m.**

***Students not following a full schedule MUST leave the campus immediately upon completion of classes for the school day, failure to do so will be treated as a disciplinary problem.**

Students not leaving the campus immediately will be given a full schedule of classes.

CAFETERIA

The cafeteria is offered as convenience to the student body. Students are expected to conduct themselves in an orderly fashion during the lunch period. Students must wash hands. Students should wait politely in the service line. Trays should be properly returned to the tray window. Any misconduct in the cafeteria will result in disciplinary action. **NO FOOD OR DRINK IS ALLOWED TO BE TAKEN OUT OF**

CAFETERIA

CONCESSIONS

The concessions area is an extra privilege for the students. This will operate only as long as students abide by the rules concerning its use. Lost funds are to be reported to administration immediately. The Canteen will be open only after all those students eating in the cafeteria have gone through the serving lines. **NO FOOD OR DRINK SHOULD BE TAKEN OUT OF THE CAFETERIA.**

STUDENTS ARE NOT ALLOWED TO ORDER OR HAVE FOOD DELIVERED TO THE SCHOOL.

CLUBS AND ORGANIZATIONS

All clubs organizations on the school campus must be approved by the principal and must have a faculty sponsor. Recognition cannot be given to any fraternity or sorority because this is a public, tax supported school. Because these organizations do not have open membership and are not under school supervision, they are not allowed to operate on campus.

ELEVATOR

Due to the school's population, the use of the school elevator is restricted. The elevator will be used for the following purposes:

1. Maintenance of the school building.
2. Emergencies (Transporting persons because of illness, accidents, or injuries.)
3. Access to the 2nd floor by any handicapped person (s).
4. Students are not allowed to use the elevator.
5. Students disobeying this policy will be disciplined accordingly.

EMERGENCY DRILLS

Fire, tornado, and other evacuation drills are held at irregular intervals throughout the school year. Remember the following basic rules:

1. Check the posted instructions in each classroom indicating how to leave the building in case of a drill of actual emergency.
2. Walk. No talking. Move quickly and quietly to designated area.

EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities are viewed as an extension of the school day. All rules governing regular school day activities apply to all extra-curricular activities on and off campus.

Failure to attend will result in students not able to participate in the extracurricular activity.

Students, who have not paid their school fees (\$25.00), will not be allowed to participate in scheduled activities.

FACULTY LOUNGE, RESTROOMS, ELEVATOR

The lounge facility, restrooms, and elevators are to be used only by faculty members. These areas are off limit to students at all times (during the school day or after school hours when students are participating in extracurricular events and/or practicing). Faculty members are not to provide soft drinks or food articles from the vending machines to students. Faculty members are not to allow students to purchase sodas or food articles for them.

FUND RAISING

ALL FUND-RAISING PROJECTS MUST BE APPROVED BY THE PRINCIPAL PRIOR TO THE START OF THE ACTIVITY.

ANY FEES CHARGED TO STUDENTS MUST BE APPROVED BY THE PRINCIPAL PRIOR TO COLLECTION.

HEALTH PROBLEMS

Students with health problems should report to the school office at the beginning of the school term or when such a problem arises. Special health problems that need reporting include vision disorders, hearing disorders, epilepsy, diabetes, recent surgery, or anything that might limit or hinder your progress or endanger you health at school.

LIBRARY MEDIA CENTER (REVISED 6/08)

The Library Media Center is open to students, faculty and staff for research and for pleasure reading. The library is open from 7:30 a.m. to 3:00 p.m. Monday-Friday. The Library Media Center is open during all lunch shifts for completing projects, doing research or for reading pleasure. Copying services are available a charge of ten cents per page. Fines are charges for materials kept past due at a rate of ten cents per item per school day. **LARGE BOOKBAGS, SACKS, ETC. ARE NOT ALLOWED IN THE LIBRARY FOR SECURITY AND SAFETY REASONS.** Students are expected to be respectful in the library atmosphere.

RHS Student Handbook 2025-2026

Student Fees will cover the following:		
Honors Breakfast	NO Tardy Party	Honor Program/Awards
Student of the Week/Month Program	School-Wide Positive Behavior	Lockers
Student Incentives	Industry Based Certifications Incentives	Student IDs and Lanyards
Expenses for mailing report cards and other mail outs	Testing Rally	Testing Incentives

Students who have not paid School Fees will not be eligible to participate in school sponsored activities (Field Trips, Pep Assemblies, Graduation, Homecoming, or any other extracurricular activities).

LOST AND FOUND

Students who lost or misplaced personal items or school materials should check with Maintenance. You must provide verification that the item belongs to you. All unclaimed items will be given to the Salvation Army at the end of each nine weeks.

OUACHITA PARISH SCHOOL NURSE’S PROGRAM

The school nurse program continues to expand their services, and strives to fulfill mandated legislation; their primary concern is for the health, safety, and welfare of the students. The school nurse is available as a resource person for any health related concerns you may have. The nurse can provide preventative measures, health counseling and education and can assist with medical problems. The nurse can help to promote understanding of chronic health problems and assist the student, family and school personnel in the adjustment to those problems.

The school nurse conducts screening programs during the year as follows:

1. Mandated vision and hearing screenings per recommendation by the American Academy of Pediatrics or by special request by parents, children, and school personnel. Screenings are primarily conducted in kindergarten and odd grades through 9th grade.
2. Scoliosis screenings on 6th and 8th grade students or by request.
3. Pediculosis (head lice) checks on elementary students per parish protocol.
4. Personal hygiene classes taught to 5th grade girls.
5. General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds, and visual assessments.
6. Breast Self Exam and Cervical Cancer classes provided for 7th -12th grade.

IF YOU DO NOT WANT YOU CHILD TO PARTICIPATE IN ANY OF THE ABOVE, THEN YOU MUST LET THE SCHOOL NURSE KNOW IN WRITING EACH YEAR.

**OUACHITA PARISH SCHOOL NURSES
701 ST. JOHN ST.
MONROE, LA 71201**

The school nurse needs to be notified of any changes that occur in your child’s health condition, provide updated telephone numbers and address changes readily, to facilitate the care needs of the child. These health needs should be submitted in writing to your school nurse each school year. The school nurse makes weekly visits to her school and can be reached by calling (318) 432-5330.

REQUIRMENTS FOR ADOLESCENTS BETWEEN THE AGES OF 11-18 YEARS:

The table below will help you understand what is required by the LA State Law (Statute 17:170 for All Children between the ages of 11-18:

- 1Tdap –(Tetanus, Diphtheria, & Pertussis) *New
- 1 MCV 4 (Meningitis Vaccine)*New
- 2 Varicella- (Chicken Pox Vaccine)* Must have 2nd vaccine if only 1 noted on record.
- 3 HBV’s –(Hepatitis B Vaccine) *Should already have Kindergarten
- 2 MMR’s- (Measles, Mumps & Rubella) *Should already have Kindergarten

CURRENT FACILITIES OFFERING SHOTS ARE:

- GRMC – Medical Mall 329-8590
- P & S Surgical 998-7333
- Ouachita Parish Health Unit 361-7281
- Northeast Rural Health Center 387-4878

RHS Student Handbook 2025-2026

Please check with the school nurse to discuss your child's immunization record to ensure they are up-to-date prior to the beginning of the school year.

MEDICATIONS

As a general principle, medications are not given at school. However, when circumstances arise in which a student develops a long-term health problem, the following policy will be adhered to:

1. Any student, who is required to take medication during school hours, must have written orders from a physician, detailing the name of the medicine, dosage, and exact time to be given on the proper Ouachita Parish medication order form. Parents must meet with the school nurse to sign medication forms before any medication can be administered at the school.
2. Medications must be brought to the school by the parents in a current container appropriately labeled by the pharmacy. No more than a 25 day supply will be accepted.
3. No **over the counter** medications will be given at school unless prescribed by a doctor or dentist with proper paperwork completed. (Aspirin, Tylenol, cough syrup, cough drops, antacids, etc.)
4. Students are not allowed to have any medications in their possession with the exception on an inhaler and epic-pen. Additional paperwork would need to be completed with these exceptions.
5. A parent may administer any medication at any time to their child without meeting requirements.

POSTERS AND ADVERTISEMENTS

All posters, announcements or advertisements to be displayed anywhere in the building or on the school grounds must be approved by the Principal.

TELEPHONE

In case of emergency, students may use the phone in Student Services. In the event that a student receives a call, he/she will be called out of class only for an emergency.

Students must have a pass from the teacher in order to use the office telephone.

VISITORS

PARENTS ARE ALWAYS WELCOME AT RICHWOOD!!!! To ensure the safety of our students, faculty, and staff and the smooth operation of the school, we have instituted the following rules for visitors.

1. The school policy is to accept visitors in the school who have legitimate business.
2. All visitors should report to Student Services and present a valid Driver's License.
3. All visitors must have & display a visitor's pass.
4. Visitors are expected to leave promptly when they have completed their business.
5. Unauthorized persons shall not be allowed on campus and will be removed, when necessary, by law enforcement officials. The parking lot is considered a part of the campus.

VISITOR MEALS

As with most federally funded programs, State and Federal regulations dictate procedures. A few of the regulations which apply directly to visitor meals are as follows:

- A visitor is defined as an individual who is not employed by Ouachita Parish School Board, such as parents, visiting children not currently enrolled in Ouachita Parish School System (regardless of age), and Senior Citizens.
- Principals may invite visitors on campus to eat in the school cafeteria. The meal must be paid for by the principal or visitor. Otherwise, meal service is prohibited for "passers-by".
- Parents are encouraged to visit the school board on invitation and must pay for their meals. The Ouachita Parish Child Nutrition Program invites parents and family members throughout the school year to eat with their children on special days such as "Mom's Day", "Dad's Day", "Grandparent's Day", Christmas and other holidays.
- Meals are priced as whole unit. State regulations do not allow "a la carte" (by the item) sales. The charge for visitor's meals in Ouachita Parish is \$5.00 per plate. **PRICES ARE SUBJECT TO CHANGE.**
- Elderly persons (60 years and older) may eat in the school cafeteria on a daily basis if they live in the neighborhood. They pay the visitor price of \$5.00 **PRICES ARE SUBJECT TO CHANGE.**
- All foods and beverages available to adults shall be a part of the regular meal served to the children. In other words, whatever is offered to the adults must be offered to the students.
- Adults shall be served the same meal as students in portions not to exceed that of secondary students.

Chromebook Responsible Use Policy

Program Purpose

District

The Ouachita Parish School (OPSB) Chromebook Implementation Policy provides tools and resources for our students. Increasing access to technology is essential to build upon college and career readiness skills. OPSB wants all students to be responsible digital citizens, thrive intellectually, personally, physical and creatively.

The policies, procedures, and information within this document serve as information for students and parents/guardians. Teachers may set additional requirements for Chromebook use in their classroom. In addition, forms are provided that must be signed by a parent/guardian, as well as the student, before a Chromebook will be issued.

Acceptable Use Guidelines

Students are responsible for their own behavior at all times in accordance with the OPSB District Handbook for Students and Parents, the OPSB Computer and Internet Use Policy, and the OPSB Chromebook Responsible Use Policy. Please refer to the discipline provisions found in the above policies with respect to violations.

Distribution of Chromebooks

Chromebooks will be distributed at the beginning of the school year. Chromebooks will only be distributed to students who have turned in their signed Chromebook Agreement Form signed by parent/guardian. Chromebooks will be distributed through English Classes.

Chromebook log-In

Students will log into their Chromebook using their school issued account. Students should never share account passwords with others.

Returning the Chromebook

Chromebooks will be returned at the end of each school year. Instructions for such will be given at that time. Students transferring out of the District will be required to return their Chromebook before they are dropped from the district. If a Chromebook is not returned, the parent/guardian will be held responsible for payment in full.

Digital Citizenship

School-issued Chromebooks should be used for educational purposes, and students are to adhere to OPSB policies and all corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good citizens by adhering to the following:

1. Respect Yourself
2. Protect Yourself
3. Respect Others
4. Protect Other
5. Respect Intellectual Property
6. Protect Intellectual Property

Caring for your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. A student who has a broken or inoperable Chromebook, must report this issue immediately.

General Precautions

- I will insert and remove cords and cables carefully
- I will not remove any case or cover issued by OPSB.
- I will keep my Chromebook free of any stickers, writing, or drawings that are not property of OPSB.
- I will close the Chromebook gently on a flat surface and ensure that there is nothing on the keyboard that could prevent full closure.
- I will not eat or drink near any Chromebook.
- I will not place any heavy objects or drop any object on the Chromebook.
- I will not block air flow around the Chromebook when it is on.
- I will not expose the Chromebook to extreme heat and cold, and I will keep them out of direct sunlight or in any area that could harm them.
- I will not remove or interfere with identification placed on the Chromebook by OPSB, including, but not limited to tags, serial numbers, labels, etc.
- I will not leave my Chromebook unattended.
- I will carry my Chromebook with the lid closed.

Screen Care

- I will use only fingers to touch the keyboard or screen.
- I will not spray or wipe my Chromebook with any household cleaning product or wipes. I will use only soft, dry microfiber cloth or anti-static cloth.
- The hinge of the screen will only open to a slight angle. I will not attempt to open the screen beyond this stopping point as the screen will break if forced.

Preparation and Use

At school

A charging cord will be issued with the Chromebook. Each student is expected to bring a fully charged Chromebook to school every day, and bring his/her Chromebook to all classes unless specifically advised not to do so by the teacher. School staff will monitor student use of Apps when students are at school. In addition to teacher expectations for Chromebook use, students will be accessing curriculum information and content-appropriate online information in all classes. Any strategy used to circumvent security setting, including removing the device from the domain, is a violation of this policy. External removable devices are prohibited, including USB drives and flash drives.

Chromebook Home Use

All students are required to take their Chromebooks home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. If fully charged at home, the battery will last throughout the day. Repeatedly leaving Chromebooks at home may result in referral to administration and possible disciplinary action. Parents are responsible for monitoring their child's use of the Chromebook when accessing programs from home. Some sites may be blocked even at home since they are filtered by our System. OPSB makes significant efforts to filter objectionable content, but we recommend that parents and guardians remain diligent in observing student behavior when using this device outside of school. Remember, the Chromebook is an educational tool and should still be considered and used for Educational Purposes only. Some applications can be used while not connected to the Internet.

Sharing Chromebooks

Each student is assigned a Chromebook. No student should share or allow another student to use their assigned Chromebook. If, lost, stolen, or damaged, the student whom the Chromebook was assigned to will be responsible for the cost to replace or repair the Chromebook.

Leaving Chromebooks Unattended

Chromebooks should not be left unattended at any time. Students should keep their Chromebook in their possession at all times. Students should not leave their Chromebook in a teacher's classroom, locker room, cafeteria, or at school unless informed by the school administrator or school technologist. In the case that a Chromebook is lost, stolen, or damaged due to the student neglect, the student will be responsible for the cost to replace or repair Chromebook

Damaged Equipment

Accidental Damage vs. Negligence/Intentional Damage

Accidents do happen. There is a difference, however, between an accident and negligence or intentional damage. The price that the District paid for the Chromebook includes: the Chromebook and charger. After an investigation by the school administration, if the Chromebook is deemed to be intentionally or negligently damaged, the student may be subject to discipline and/or the cost of repair or replacement.

Consequences

The privilege of having a computer comes with a new set of responsibilities and new consequences. Violations of this Chromebook Policy may have consequences, including but not limited to:

- Notification to parents/guardians
- Suspension of network, technology, or Chromebook privileges;
- Complete loss of Chromebook;
- Detention or suspension from school and school related activities; and/or
- Legal action and/or prosecution.

Student Device Damage Coverage Program

Your OPSB Student Fees include the cost of enrollment in the Student Device Damage Coverage Program. This coverage is for accidental damage or damage sustained from normal use and does not cover intentional or negligent damage by the student. This coverage also does not cover lost or stolen devices. A police report must be filed for the student to be issued another device in the event of theft. If a student shows a pattern of intentional or negligent damage with their Chromebook (s), they may be asked to purchase additional device coverage to receive a new Chromebook.

Please review the OPSB Chromebook policy for additional information

OPSB Chromebook Repair Price Schedule

Item	Price
AC Adapter	\$30.00
Bezel	\$25.00
Battery	\$40.00
Camera	\$20.00
Keyboard	\$60.00
LCD Screen	\$80.00
Motherboard Dell 3120/3180	\$75.00
Dell 3100	\$140.00
Asset/Service Tag Removal	\$10.00
Complete Device Replacement	\$283.00
*Prices of subject to Change	

I have read the rules for using the Ouachita Parish School Board Chromebook and shall ask my parent/guardian, teacher and/or administrator at my school for clarification if I do not fully understand the terms and policies of the Chromebook responsibility and usage.

**2025 - 2026 OUACHITA PARISH SCHOOL
CALENDAR BOARD APPROVED MARCH 14, 2024**

AUGUST 1 (Friday) {No Students}11, 10½, 10, 9½ MONTH EMPLOYEES BEGIN
 AUGUST 4-8 (Monday-Friday) {No Students}TEACHERS & PARAPROFESSIONALS BEGIN MANDATORY
 EMPLOYEE INSERVICE {Full Days}
 AUGUST 11 (Monday)..... GRADES 1-12 STUDENTS BEGIN FULL DAYS
 {Pre-K Testing Day / Kindergarten Registration}
 AUGUST 12 (Tuesday).....PRE-K & K GIRLS ATTEND
 {All grades 1-12 attend}
 AUGUST 13 (Wednesday).....PRE-K & K BOYS ATTEND
 {All grades 1-12 attend
 AUGUST 15 (Friday).....ALL STUDENTS/ALL GRADES ATTEND
 SEPTEMBER 1 (Monday) {Holiday}LABOR DAY
 SEPTEMBER 22 (Monday) {No Students}.....MANDATORY EMPLOYEE INSERVICE
 {Full Day / Paraprofessionals do not attend}
 OCTOBER 13-17 (Monday-Friday) {Holiday}..... FALL BREAK
 OCTOBER 20 (MONDAY).....MANDATORY TEACHER WORKDAY/STUDENT REMOTE/VIRTUAL DAY
 NOVEMBER 11 (TUESDAY) {Holiday}.....ELECTION DAY/VETERANS' DAY OBSERVED
 NOVEMBER 24-28 (Monday-Friday) {Holiday}..... THANKSGIVING
 DECEMBER 12 (Friday) {No Students}.....MANDATORY EMPLOYEE INSERVICE {Half Day}
 DECEMBER 23 2 JANUARY 2 (Monday-Friday) {Holiday}CHRISTMAS/NEW YEAR
 JANUARY 19 (Monday) {Holiday}..... MARTIN LUTHER KING, JR. DAY
 JANUARY 21 (TUESDAY).....MANDATORY TEACHER WORKDAY/STUDENT REMOTE/VIRTAL DAY
 FEBRUARY 16 (Monday) {Holiday}PRESIDENTS' DAY
 FEBRUARY 17 (Tuesday) {No Students}.....MANDATORY EMPLOYEE INSERVICE
 {Full Day/ Paraprofessionals do not attend}
 MARCH 23-27 (Monday-Friday) {Holiday}SPRING BREAK
 APRIL 3-6 (FRIDAY-MONDAY) {Holiday}.....EASTER BREAK
 MAY 9 (Thursday)..... SENIORS LAST DAY
 MAY 11-16 (Monday-Thursday).....GRADUATIONS
 MAY 21 (Thursday).....STUDENTS / PARAPROFESSIONALS LAST DAY {Full Day}
 MAY 22 (Friday).....TEACHERS LAST DAY {Full Day}
 MAY 25 (Monday) {Holiday}..... MEMORIAL DAY
 JULY 4 (Saturday) {Holiday}INDEPENDENCE DAY

End of Marking Periods/Report Card Dates	
1: 10-9-25 / 10-24-25	3: 3-12-26 / 3-19-26
2: 1-7-26 / 1-14-26	4: 5-21-26 / TBA

Date: _____

Dear Parents,

We will conduct our tornado, fire, and school safety drills periodically throughout the school year. We have a Crisis Plan in place and will practice these procedures for the protection and safety of your students and staff. We will also practice an evacuation drills. Our evacuation sites include Pleasant Green Baptist Church and St. James No. 2 Baptist Church. Parents will be informed prior to conducting an off-campus evacuation.

If you have any questions, please feel free to contact me.

Sincerely,

Mr. Alvin Fields, Jr.
Principal

2025-2026 PARENT STUDENT HANDBOOK LETTER

Dear Parents,

This 2024-2025- Richwood High School Student Handbook is presented to each RHS student and parent/guardian. It is the responsibility of each student and parent to become familiar with the rules and regulations that govern student behavior, activities, and policies.

Students and parents should sign and return this form to the student’s English Teacher. Questions concerning this handbook or any school related issue should be presented to the appropriate Administrator.

Thank you for your support and cooperation with the education of your child. As always, we are expecting the best of your child and for your child.

RICHWOOD HIGH SCHOOL FACULTY AND ADMINISTRATION

Student Signature

Parent/Guardian Signature

Date

Date



Ouachita Parish School System

Acceptable Usage Policy (AUP) for Students

Because computers and Internet access are provided in Ouachita Parish School System schools as an educational resource, the following procedures and guidelines are used to help ensure appropriate, considerate, ethical, and responsible use of all technology at Ouachita Parish School System Schools. All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violations can lead to prosecution. We *require* that all students abide by the following rules for acceptable user behavior.

1. Acceptable Use.

The use of an assigned account must be in support of educational goals and objectives of the Ouachita Parish School System. Students are not allowed to access email accounts other than those assigned by the teacher.

2. Network Etiquette.

Communication on the Internet may be scrutinized by the teacher or the System Administrator. Each Internet user is expected to abide by the following generally accepted rules of user etiquette.

- a. Be polite
- b. Use appropriate language.
- c. Use email in an appropriate manner.

3. **The following behaviors are not permitted.**

- a. Sending or displaying offensive messages or pictures;
- b. Encrypting of any files;
- c. Using obscene language;
- d. Harassing, insulting, or attacking others;
- e. Damaging computers, computer systems, or computer networks;
- f. Trespassing in another person's folders, work or files;
- g. Intentionally wasting limited resources, including the use of "chain letters" and messages broadcasted to mailing lists or individuals;
- h. Employing the computer for commercial purposes;
- i. Revealing the personal address or phone number of any other person;
- j. Changing the default settings (desktop settings, screen saver, etc.) on the computer;
- k. Installing ANY unauthorized or unlicensed software on school/school board computers;
- l. Installing ANY unauthorized or unlicensed school/school board software on personal/home computers;
- m. Using ANY outside media (diskettes, CD's, tapes, etc.);
- n. Any illegal activities, "hacking", or attempts to otherwise compromise system security.

Inappropriate use of the computer and Internet access may result in the temporary or permanent cancellation of that privilege. As with any other serious violation of school or district rules and regulations, consequences of violation of school or district rules and regulations, consequences of violations include the possibility of suspension or expulsion from school. Should a student violate this policy, he/she may lose computer and Internet access privileges. Users agree to report any misuse of electronic information.

Richwood High School

School-Wide Positive Behavior Support

Richwood High School believes each member of our school community is responsible for maintaining an educational environment that promotes quality teaching and learning for all. Based on this belief, we have attempted to clearly define acceptable versus unacceptable conduct, and ensure that interventions are applied fairly, promptly, and appropriately.

Code of Conduct

Our "Student Code of Conduct" applies to **all** students who are on school property, in attendance at school or at any school-sponsored activity, whether on-campus or off-site, or whose conduct at any time or place directly impacts the operations and/or general welfare of our school community.

Ram Expectations

There are three expectations by which everyone supports. They are:

- **Respect all people**
- **Answer To Authority**
- **Maintain Self control**

Students will be recognized for positive behavior with both verbal and tangible reinforcements.

Rams Classroom Expectations

All Richwood High School students are expected to adhere daily to the following classroom rules

- Report to you assigned seat and prepared to work before tardy bell rings
- Bring all books and materials to class and take them with you after class
- Follow directions immediately
- Treat each person with dignity and respect
- Follow all RHS policies and procedures in the student handbook.

Level of Interventions

Level I Infractions-Discipline incidents that should be managed by the teacher and do not warrant a standard discipline referral or administrative assistance.

Possible corrective strategies:

- Re-teach behavior expectations
- Letter of warning
- Teacher/Student Contracts

Repeated Infractions

- Conference/communication with parent
- Infraction Assignment
- Detention

Level II Infractions- Discipline incidents that should be managed by the teacher and may possibly warrant a standard discipline referral and administrative assistance.

Possible corrective strategies:

- Re-teach behavior expectation
- Letter of warning
- Student/Teacher contracts

Repeated Infractions

- Conference /communication with parents
- Infraction assignment
- Detention
- Saturday Seminar

Level III Infractions- Discipline incidents that warrant a standard discipline referral and administrative assistance/interventions possible corrective strategies:

Repeated Infractions

- **Communication with parent**
- **Conference with parent**
- **Detention**
- **Saturday Seminar**
- **In-School Suspension**
- **Out of School Suspension**
- **Alternative Placement**
- **Expulsion**

RICHWOOD RAMS

2025 VARSITY FOOTBALL SCHEDULE

AUG. 22	MADISON (Fall Scrimmage)	AWAY	6:00 P.M.
AUG. 29	MANGHAM (BAYOU JAMBOREE)	ULM	6:00 P.M.
SEPT. 05	WEST OUACHITA	HOME	7:00 P.M.
SEPT. 12	MANGHAM	AWAY	7:00 P.M.
SEPT. 19	WOSSMAN	AWAY	7:00 P.M.
SEPT. 26	TIOGA	HOME	7:00 P.M.
OCT. 3	BYE WEEK		
OCT. 10	*STERLINGTON*	AWAY	7:00 P.M.
OCT. 17	LAKE ARTHUR	HOME	7:00 P.M.
OCT. 24	*NORTH WEBSTER* (HOMECOMING)	HOME	7:00 P.M.
OCT. 31	*BASTROP* (Senior Night)	AWAY	7:00 P.M.
NOV. 07	*CARROLL*	HOME	7:00 P.M.

Principal: Alvin Fields, Jr.
Athletic Director/Head Football Coach: Bakari Guice

***Denotes District Games**

Richwood H.S. Rams & Lady Rams Basketball 2025-2026

Oct. 28	WOHS scrimmage	Away	JVB, VG, VB	4pm
Nov. 3	Rayville scrimmage	Home	VB, VG	4pm
Nov. 13	Neville(Jamboree)	Home	VG,VB	6pm
Nov. 19-20	Tioga Tournament	Away	VG, VB	TBA
Nov. 22	Hall of Fame @ Wossman	Away	VG, VB	TBA
Nov. 26	Rod Jenkins (Memorial Shootout)	Home	VG, VB	TBA
Dec. 2	Delhi	Home	VG, VB	6pm
Dec. 4-5	Delhi Tournament	Away	VG, VB	TBA
Dec. 6	Carroll Shootout	Away	VB (Only)	TBA
Dec. 8	West Monroe	Away	JVB, VG, VB	5pm
Dec. 9	Neville	Away	JVB, VG, VB	5pm
Dec. 11-13	Wossman Tournament	Away	VB (Only)	TBA
Dec. 15	Delhi	Away	VG, VB	5pm
Dec. 16	Tioga	Home	JVB, VG, VB	TBA
Dec. 18	Ouachita	Away	JVB, VG, VB	5pm
Dec. 20	Hoopfest @ Wossman	Away	VB (Only)	TBA
Dec. 22	Franklin Parish	Away	JVB, VG, VB	5pm
Jan. 7-10	Ouachita Tournament	Away	VB (Only)	TBA
Jan. 13	*North Webster	Home	JVG, VG	5:30pm
Jan. 16	*Bastrop	Away	JVB, VG, VB	5pm
Jan. 17	Lincoln Prep Shootout	Away	VB (Only)	TBA
Jan. 20	*Sterlington	Home	JVB, VG, VB	TBA
Jan. 22	Wossman	Home	JVB, VG, VB	5PM
Jan. 27	*Carroll	Home	JVB, VG, VB	5pm
Jan. 30	*North Webster (Senior Night)	Home	JVB, VG, VB	5pm
Feb. 3	* Bastrop	Home	JVB, VG, VB	5pm
Feb. 6	*Sterlington	Home	JVB, VG, VB	5pm
Feb. 10	Franklin Parish	Home	JVB, VG, VB	5pm
Feb. 13	*Carroll	Away	JVB, VG, VB	5pm
Feb.17	Ouachita	Home	JVB, VB	5pm
Feb. 20	Ferriday	Away	JVB, VB	5pm

Boys Head Coach: Terry Martin Sr.

Girls Head Coach: Tenisha Shaw

Asst. Coaches: Ronnie Brothers, Michael Hunter Sr.

Asst. Coaches: Chris Hunter, Fred Llyod, LaVelle Wilson Jr

Keldric Martin

Principal: Alvin Fields

Assistant Principals: Samuel Andrews, Erica Faust

Administrative Assistant: Michael Hunter, Dewayne Williams

Athletic Director: Bakari Guice

Parental/Students and Former Students (Age of Majority) Notification Regarding the Destruction of Educational Records

This notification is intended to inform all parents, legal guardians, students, and former students of the school system policy regarding the destruction of educational records. All records of students served under the Individual's With Disabilities Education Act (IDEA) in the Ouachita Parish School System will be destroyed in accordance with one of the following conditions. This policy is in addition to the Ouachita Parish School District policy regarding student records.

1. Students who reach the age of 25 and who have completed their education in some form in the Ouachita Parish School System.
2. When students transfer to a school district outside of Louisiana their records will be kept for an additional 3 years.
3. All records of students will be scanned in accordance with copyright law and therefore the district will retain a digital copy of IDEA evaluations and Individual Education Plans (IEP).

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.