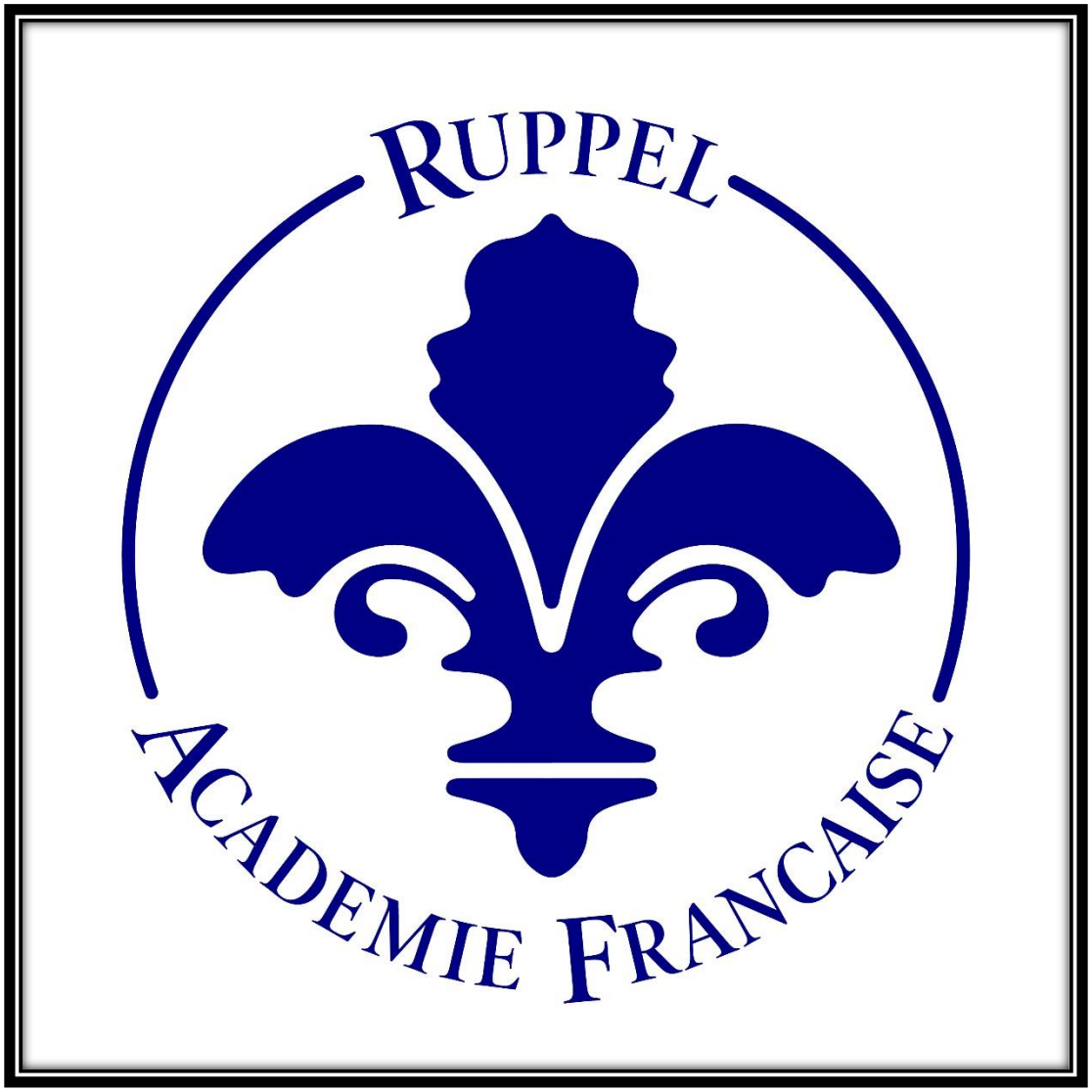


Ruppel Academie Francaise

Student Handbook
2026-2027

2026-2027

RUPPEL ACADEMIE FRANCAISE
Grades Pre-K-8th
Parent and Student Handbook

MISSION STATEMENT

Ruppel Academie Francaise fosters a rigorous, multilingual approach to learning that empowers ALL students to be life-long learners and productive members of the global community.

VISION STATEMENT

Our vision is to create a challenging environment that nurtures high ideals, creative thoughts and positive actions.

OUR BELIEFS

- Establish a safe and physically comfortable environment that promotes student learning and culture.
- Develop skills that will enable all members of the school community to address our needs in today's technologically driven society.
- Provide parents and other community members with opportunities to participate in school programs and activities.
- Incorporate curriculum and instructional practices with a variety of learning activities to accommodate differences in learning styles.
- Promote cultural diversity among the school community by understanding different people and cultures.

It is the policy of the Jefferson Parish Public School System not to discriminate in its educational programs, activities, or employment policies on the basis of race, color, religion, or natural origin as required by Title VI of the 1972 Education Amendments, or on the basis of disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

The school system also complies with the requirements of Title IV of the General Education Provisions Act, as amended, protecting the privacy of educational records. Inquiries may be made by contacting the ADA Compliance Office, 501 Manhattan Blvd. Harvey, LA 70058 or by calling (504) 365-5309 from 8 A.M. to 4 P.M., Monday through Friday.

ESSENTIAL SCHOOL INFORMATION

Principal:	**Emily Miller** (emily.miller1@jpschools.org)
Assistant Principal:	**Caroline Myers (caroline.myers@jpschools.org)**
School Board Member:	**Dr. Gerard Leblanc, District I**
Secretary:	**Tonjanyka Grayson**
Account Clerk:	**Darlene St. Germain**
Address:	**815 Huey P. Long Ave.**
	Gretna, LA 70053
Phone:	**(504) 361-8905**
Fax:	**(504) 361-0792**
Grades:	**Pre-K – 8th**
School Colors:	**Burgundy and Khaki**
School Hours	**7:20 A.M. – 2:10 P.M.**
Office Hours:	**6:30 A.M.-2:45 P.M.**

ABSENCES / LATE TO SCHOOL / MAKE-UP WORK / HOMEWORK REQUESTS

Elementary/Middle Schools: According to the policy of the state of Louisiana, students must attend elementary or middle school for a total of 60,120 minutes to be eligible for promotion.

Attendance Requirements 8th Grade Algebra I and English I –In addition to meeting overall attendance requirements, middle and high school students must also meet certain attendance requirements to receive Carnegie Credit for individual classes.

Please refer to pages 10-11 in the *Jefferson Parish Schools Procedures and Policies* handbook to review the attendance policy in its entirety.

https://resources.finalsite.net/images/v1753709463/jpschoolsorg/u3j6seciegkxvldwl0mq/July2025FinalApproved-Formatted-2026-2028PoliciesProcedures3.pdf

MAKE UP WORK REQUESTS

Students are allowed to complete make-up work for absences within 10 school days of their last absence.
It is the student's responsibility to initiate conversation with teacher if there are questions about make-up work or if a test needs to be scheduled. A student will receive a failing grade on all make-up work not completed.

All make-up work should be accessed on Google Classroom. The office will not request make-up work from teachers at the request of families. If after reviewing Google Classroom there are questions about the make-up work expectations, the parent or student should email the teacher for clarification.

LATE TO SCHOOL

A student is considered tardy if he/she is not in class at 7:20 a.m. Students arriving after 7:20 A.M. must obtain a pass in the office. Excessive tardiness to school will result in disciplinary action **(see Consequences chart below)**.

- Any student who is not sitting in his/her classroom when the bell rings at 7:20 A.M. is considered **tardy unexcused** (unless there is a documented excuse) and must check in with the front office in order to be admitted to class.
- Students will get warnings, but students who are **HABITUALLY** tardy will receive consequences as per the tardy policy below.
- The carpool line moves smoothly to accommodate all families if everyone arrives in the carpool line within a reasonable time. Families concerned about being tardy should consider how to adjust the morning routine to arrive in the line earlier.
- Many families must complete multiple carpools in the morning or have other challenging scheduling parameters. Ruppel's carpool line opens at 6:50 a.m. and moves very quickly in an effort to accommodate those families.
- The duty team must enter the building at 7:20 because other students are waiting for them.
- The office staff and duty team will note cars arriving in the line after 7:20, and those students will be marked tardy.
- UNDER NO CIRCUMSTANCES IS IT ACCEPTABLE TO PARK AND WALK A CHILD TO THE GATE OR BUILDING DURING CARPOOL. This creates an unsafe situation in many regards.

LATE TO SCHOOL CONSEQUENCES

1st Offense – Restate Expectation/Rule
2nd Offense – Notice to parent
3rd Offense – Missed recess
4th Offense – Lunch Detention
5th Offense - Refer to Counselor
5th Offense –Morning Detention
6th Offense – Administrative Intervention (Major Referral, ISS, OSS, etc.)
NOTE: Tardy logs reset each semester

ACADEMIC DISMISSAL POLICY

The information below regarding academic and/or behavior dismissal is Jefferson Parish School Board Policy.

Academic Dismissal Policy: Each Ruppel Academie Francaise student's final course averages in grades two through seven will be reviewed at the end of a school year. In grades 3-8, a student's final/end of course letter grade for all courses attempted excluding physical education and health, will be averaged using the following un-weighted (honors points not included) quality point values: A = 4, B = 3, C = 2, D = 1, and F = 0. In grade 2, a final letter grade in Language Arts and math will be averaged. If a student earns less than a 2.0 final average (rounding up is not permitted) in all qualifying courses attempted during a school year, he/she will be dismissed from Ruppel Academie Francaise and not be allowed to apply for readmission for at least one academic year. In addition to the grade point average requirement, a student's performance in all courses attempted during the school year will be reviewed at the conclusion of a school year. If a student earns a final/end of course letter grade average of "F" for any two courses attempted during the course of a school year, the student will be dismissed and not be allowed to apply for readmission to Ruppel Academie Francaise for at least one academic year. Families who wish to appeal an academic dismissal may submit an Academic Dismissal Appeal Form to the Compliance Office for consideration.

Behavioral Dismissal: Students attending Ruppel Academie Francaise will be expected to adhere to Jefferson Parish Public School System discipline guidelines as outlined in the Procedures and Policies for Parents and Students.

ACADEMIC INTEGRITY POLICY

Academic integrity is an important part of Ruppel's mission to provide a safe environment for a diverse learning community, which values academic excellence, individual responsibility and life-long learning. Students are responsible for learning and upholding ethical and honest standards of research, writing, and assessment in all academic areas. **Written or other work which students submit must be the product of their own efforts**. Academic dishonesty, which includes cheating, plagiarism, use of AI, and other forms of dishonest or unethical behavior, is prohibited. See complete policy in the back of the handbook.

ACCIDENTS/ EMERGENCY CARDS

Report all accidents to the nearest teacher, counselor, or administrator who will then complete an accident/incident report, which will be kept on file. AN EMERGENCY CARD MUST BE ON FILE IN THE OFFICE FOR EACH STUDENT. It is the responsibility of the parent to have the emergency card updated as the need arises (change of address, phone number, etc.). Updates must be made in writing with parent signature.

ACTIVITIES

All activities such as athletic events, dances, group practices, etc. are extensions of the school day and all expectations in the handbook apply. Parish academic eligibility procedures are followed where applicable for participation. Students (and approved guests) participating in any activity must follow the Ruppel Uniform Policy/ Dress Code.

When guests are allowed to accompany Ruppel students to a dance, a guest permission form will be available in the front office. Students are not allowed to leave a dance early without parental consent. Students from schools other than Ruppel are NOT allowed to attend athletic events during the school day.

Students who are absent for any part of the school day (includes check-in and check-out) may not attend any school activity on the day or days they are absent unless absence is excused with documentation, approval from administration, and medical clearance is provided if a medical excuse; this includes, but is not limited to, athletic events, dances, field trips, special event, and/or practices.

Students who are suspended from school may not attend any school activity on the days they are suspended; this includes, but is not limited to, athletic events, dances, field trips, special events, and practices

APPOINTMENTS AND MESSAGES

Parents are urged to arrange a conference with their child's teacher when any problems arise. However, since class time belongs to all of the children, visits should never be attempted during class hours or recreation periods. The teachers may schedule appointments during their planning time to assure sufficient time.

Visits with the principal or the teacher should be made by appointment. Appointments will **not** be scheduled between 6:50-7:30 a.m. or between 1:45-2:20 p.m. daily.

Do not "drop in" the front office during arrival or dismissal time as employees are focused solely on getting students safely from one place to another.

The school will not deliver messages to students.

ARRIVAL / DISMISSAL

(See the Appendix 2 for additional details about carpool.)

ARRIVAL: Buses will drop students off on 8th Street. Parents dropping off students are to use Huey P. Long Avenue. Students may not arrive on campus prior to 6:50 A.M. when duty teachers report to their positions. Once dropped off, students should move immediately to the cafeteria. Parents may not walk students into the school. Parents should drop students off via the carpool line in front of the school.

DISMISSAL: Dismissal begins at 2:10 P.M. unless a student is participating in an extra-curricular activity or is enrolled in child care. Students may not wait for others involved in activities after school. Students who remain on campus after 2:10 P.M. without reason will be sent to after school care, and the family will be responsible for all related costs.

The safe transport of students home each day is a priority. To that end, the following guidelines are in place to facilitate the organization and communication of student dismissal assignments among campus employees. Failure to comply with these directions increases the chance of errors, which could result in an unsafe scenario for a child.

Each student must have an Afternoon Transportation Form on file with the front office. The parent must select ONE consistent means of afternoon transportation (bus, carpool/child care, or walker) for the school year. If a child is not picked up at carpool, he/she is automatically designated as child care.

To make an OCCASIONAL change from bus to car or car to bus, the parent must send the directive in writing in the VIP folder to the homeroom teacher at the beginning of the school day. A parent may not call or email the school to make changes to afternoon transportation.

Carpool

- Carpool will start after the 2:10 bell. Students will not line up prior to 2:10, so there will be a slight delay after the bell.
- An employee will list the names of families in the carpool line, and students will be organized accordingly as listed.
- The carpool list closes promptly at 2:25 p.m. at which time a child is considered child care. **The parent is responsible for the cost of child care if not on the carpool list by 2:25 p.m.**
- Car riders are to be picked up on Huey P. Long Avenue.
- The line forms between 9th and 10th Streets and U-turns from across the neutral ground at the 10th Street intersection. (See map in orientation packet.)
- Parents who pick up students from school are to utilize the carpool line only. A parent may never park and walk up to the school to get a child during carpool. This policy is in place to ensure the safe and orderly dismissal of all students and as a courtesy to our neighbors.
- Never block the 9th Street intersection or a driveway.
- "Official" Ruppel carpool tags must be displayed in the front window during afternoon carpool. For safety purposes, students will not be released without this tag being presented. If the official sign is not displayed, the student will have to be picked up from the office. A picture ID will be requested by the office staff.

Walkers

- To be considered a "walker," the school administrator must approve. Walkers are approved based on residency in the immediate area surrounding the school.
- Elementary students will not be released to leave school as a walker unless escorted his/her parent or designated adult. Middle school students may walk home independently if the appropriate permission form is completed by the parent.
- Students will not be allowed to leave campus as a walker unless the Afternoon Transportation form completed by the parent/guardian states permission.
- Students may only walk to the location stated on the form and must report directly to that location.
- Walkers will be dismissed after all carpool students.
- Walkers must sign-out with the teacher on duty.

Bus Riders

- Bus riders will be picked up on 8th Street. All students will be supervised by employees on duty.
- Students may only ride the bus assigned to them by the district based on residency. Students may only utilize the stop assigned by transportation. Bus drivers are expected to follow these guidelines.
- Requests to change a bus or stop will only be considered due to extraordinary circumstances. A letter explaining the situation must be sent to the school principal for first approval. Then, the letter will be sent to transportation for final approval. Transportation approval takes time, so same-day requests will not be considered. Multiple buses/bus stops or alternating buses/bus stops will not be approved. In the case of complex custody situations, it is the responsibility of the parents to coordinate how to accommodate the child's assigned bus and stop.
- For Pre-K and kindergarten students utilizing a bus, a parent/guardian or designee who is at least 12 years old is required to be present when that student gets on the bus in the morning and is dropped off at the bus stop that afternoon. It is the responsibility of the parent/guardian to provide the school and bus operator with the names and a working phone number for those persons authorized to receive a student at the bus stop. PK and kindergarten students must have a Ridership Agreement on file in order for the child to be a bus rider.
- If a parent does not want an **elementary student bus rider** to ride the bus home on any given day, the parent must write a note to the homeroom teacher. The note should include the date, change in transportation instructions, and the parent's signature. Please include a telephone number where the parent may be reached during the day.
- Due to safety considerations, the office will not accept phone calls requesting change to afternoon bus transportation.

ATHLETICS (Middle School)

Middle school athletics is offered in cooperation with Thomas Jefferson Advanced Studies Academy. Students may not try-out, practice, or compete for any athletic team unless the child has a current physical and insurance copy on file in the office. The student is responsible for providing the physical and insurance by the deadline stated which will be in advance of the tryout date. Physicals and insurance will not be accepted on the day of the tryout.

Students must meet the GPA requirement in order to try-out.

Try-out dates and deadlines will be announced to students but will not be texted or emailed. Students interested in athletics are entirely responsible for communicating deadlines and transportation arrangements with families in advance.

Students participating in athletics will ride a shuttle bus from Ruppel to TJASA for practices and games. Parents are responsible for picking up students at the conclusion of practices or games at TJASA or the competition venue. If a student participates in athletics, he/she must ride the designated bus from RAF to TJASA; parent carpool between RAF and TJASA is not allowed except in extraordinary circumstances with administrator approval. Requests must be in writing to Ms. Miller.

Athletic bags that are not see-through must be placed in Ms. Myers office before 7:20 a.m. Forgotten athletic items may not be delivered to school by the parent.

Middle school athletes are to follow all Jefferson Parish, Ruppel, and TJASA policies while participating. Any disruption to the TJASA campus or instructional time is grounds for immediate removal from the team and possible disciplinary consequences.

AWARDS / CLOSING CEREMONY

Medals, pins, trophies, and certificates are presented to students who earn academic, service, and athletic awards during a ceremony that will be held at the end of the school year. Parents will be invited to the 8th grade awards ceremony, the kindergarten closing ceremony, and the PK breakfast. The other awards ceremonies will be for students and faculty only with a virtual link provided. (See Honor Roll sections as well.)

BUS BEHAVIOR

All JPPSS policies and Ruppel school rules apply on the bus, at the bus stop, and on the way to and from the bus stop. Students may only ride the bus they are assigned to ride.

CELL PHONE POLICY

Students are allowed to possess cell phones on campus; however, they must be **COMPLETELY OFF** and stored in a backpack, not a purse or lunchbox. Cell phone use is not allowed on campus, in child care, on the bus, or at any other school function unless specified. A cell phone is NEVER allowed in a school restroom or locker room. Elementary students are discouraged from bringing a cell phone at all.

Cell phones may not be in clothing pockets. Any cell phone that is visible or audible during the school day will be confiscated and turned in to the office. The use of a cell phone during the school day will result in a major referral regardless of the situation. Students who are experiencing some kind of emergency may report to the school office to contact a family member. Parents/guardians must pick up confiscated phones between the hours of 8:00 A.M. and 1:00 P.M. Ruppel Academie Francaise, the Jefferson Parish Public School System, and its employees will not be held responsible for lost, stolen, or damaged phones on campus. *School buses are considered an extension of the school day; therefore, cell phones may not be used on the bus.*
NOTE: No other electronic devices are allowed on campus including laptops, e-readers, game systems, internet accessible watches, etc. (see Unauthorized Items)

CHILD CARE

- Child care is offered as an option for working parents not for entertainment. Out of respect for the dedicated child care staff, parents should pick up children in a timely manner and should not leave children in child care until 6:00 p.m. unless absolutely necessary.
- If a student is not on the carpool list by 2:25 p.m., he/she will be escorted to child care, and the parent will be responsible for the charge. (This includes the one time $20 registration and the daily fee.)
- Each family is encouraged to pay the one-time registration fee for child care each year as a back-up plan in the case of an emergency.
- Any child attending child care must pay a registration fee.
- Child care check-in begins at 2:20 p.m. daily, so any child on campus after that time is subject to a daily charge.
- **Child care pick up does not begin until 2:30** daily after dismissal and child care attendance has been taken.
- Families may enter and park in the back parking lot after 2:25 p.m. daily ONLY AFTER ALL BUSES HAVE BEEN DISMISSED.
- Families will enter child care through the courtyard cafeteria door.
- ID is required to pick up a child.
- A parent or designee must report to the sign-out table to sign-out the child. For the safety of all students, families should not interact or engage with other children in child care.

CLUBS AND ORGANIZATIONS

Students are encouraged to participate in clubs and organizations. All academic and discipline eligibility requirements are strictly enforced.

COMMUNICATION

- Elementary students will have a VIP folder for communication between home and school. The replacement cost of the VIP folder is $5.00. (see page 16)
- All parents can expect to receive text message and email communication periodically.
- The monthly school newsletter will be sent home only via email.
- Students are responsible for communicating important information with family and are responsible for information and deadlines communicated via morning and afternoon announcements.
- Families are responsible for all grades, assignment details, and information shared by teachers via the Student Progress Center.

COMPUTER USE

Students are expected to follow all of the computer use rules and policies or will be subject to a discipline referral.

- The district has a one-to-one computer initiative set to allow each child to have an assigned computer for use at school and if allowed, at home.
- To receive a district-issued computer, the parent must sign the Technology Agreement each year, and a computer will be checked-out to the child for the duration of the year.
- The computer is to remain on campus at all times unless the student is instructed by an adult to take the computer home.
- Computers are NEVER to be placed in a bookbag while on campus.
- Whether at school or at home, the checked-out computer is the sole responsibility of the student and failure to check-in the computer at the end of the year for any reason will result in the student being charged a replacement fee as outlined by the district.
- Students are only allowed to use computers for Internet research with parental permission.
- Students are to access the Internet exactly as the teacher directs for the given assignment or activity.
- Students accessing games or other sites **not** directed by the teacher will receive a major referral.
- Computer keys do not fall off unless the student does this purposefully. Missing computer keys will result in a major referral.
- Students are never to use social media sites or to stream music, games, etc.
- School computers are for educational use. Students are not to download music, pictures or videos, unless this is part of a class assignment.
- Each student will have a JPS Google Classroom account. This is the only account that students may use on campus to access files and documents for class assignments. A student found to be using any personal email or other account to access messages, chats, or files will receive a major referral.
- Students may not store files on school computers or via flash drives. And may not change any computer settings, including accessibility features, without teacher permission.
- Earbuds are required daily, so each child must have a pair of earbuds (or headphones) on campus.
- It is the responsibility of the student to place the computer in the cart each day to charge and failure to have a charged computer will result in discipline.
- It is the student's responsibility to get his/her OWN computer daily, to return it to charge each afternoon, and to verify with the teacher that he/she has placed it in the cart.
- It is the student's responsibility to report immediately if his/her computer is not in the cart, is damaged, or is malfunctioning.
- A student may NEVER touch a computer on campus that is not assigned to him/her.

COUNSELOR

A counselor is available to all students to discuss any issues or concerns that arise. Students will not be granted permission to see the counselor during class time unless there is evidence of risk to student safety. A Student Needs Form should be completed and submitted to the counselor. The counselor will call the student during an appropriate time.

CRISIS MANAGEMENT PLAN

By definition a "crisis" is an extraordinary event that has the potential for completely disrupting the educational process on campus or that may result in serious injury to staff or students. Responses to each crisis event will vary depending upon proper protocol for that event. It is important that every student remains with the classroom teacher and follows the instruction of the administration and the teacher. In the event that students are asked to leave the building, it is imperative that the students report to the designated areas and remain under the supervision of the teacher or administrator. There will be practice fire, tornado, and lockdown drills throughout the school year and there is no need to be alarmed regarding the practice events. Additionally, random searches will be conducted at least once a month. Specific instructions will be given for various drills. Students should observe evacuation maps that are posted in the teacher's classroom so that the student is aware of the evacuation route.

CURRICULUM / HIGH QUALITY INSTRUCTIONAL MATERIALS

Ruppel follows all state standards and utilizes Tier I curriculum resources as outlined by the state and Jefferson Parish schools. Ruppel students are advanced a grade level in ELA. The following curriculum is used in each grade level.

	English Language Arts	Math	Science	S/S
PK	CKLA (Core Knowledge) Kindergarten	Resources vary	Resources vary	Resources vary
K	CKLA (Core Knowledge) 1st grade	Illustrative Math	OpenSciEd	LA Framework & Bayou Bridges
1st	CKLA (Core Knowledge) 2nd grade	Illustrative Math	OpenSciEd	LA Framework & Bayou Bridges
2nd	LA Guidebook 3rd grade	Illustrative Math	OpenSciEd	LA Framework & Bayou Bridges
3rd	LA Guidebook 4th grade	Illustrative Math	OpenSciEd	LA Framework & Bayou Bridges
4th	LA Guidebook 5th grade	Illustrative Math	OpenSciEd	LA Framework & Bayou Bridges
5th	LA Guidebook 6th grade	Illustrative Math	OpenSciEd	LA Framework & Bayou Bridges
6th	LA Guidebook 7th grade	Illustrative Math Accelerated	OpenSciEd	LA Framework & Bayou Bridges
7th	LA Guidebook 8th grade	Illustrative Math Accelerated	OpenSciEd	LA Framework & Bayou Bridges
8th	LA Guidebook English I	Illustrative Math Algebra I	OpenSciEd	LA Framework & Bayou Bridges

In addition to these curriculum resources, the district provides Google Classroom access for each child and access to other on-line platforms for practice, review, and remediation. All on-line instructional programs purchased by the school district or by the school can be accessed through the child's Clever account.

BEHAVIOR CODE FOR STUDENTS

CLASSROOM BEHAVIOR/PBIS

Each classroom will have class rules as part of our Positive Behavior and Intervention Support Plan and others that have been carefully developed by the teacher and/or other students, appropriate for that learning environment. It is the responsibility of the student to comply with and conform to the class rules. Failure to comply with a teacher's classroom rules may result in disciplinary procedures described in the discipline section of this handbook. Students who remain within the guidelines will receive all of the benefits of the Positive Behavior and Intervention Support components as implemented by the teacher. It is through positive classroom behavior, including student engagement, which students can expect to learn and succeed in their classes.

Ruppel Expectations

Be Respectful
Be Accountable
Be Motivated
Be Safe

POSITIVE BEHAVIOR and INTERVENTION SUPPORT (PBIS)

Positive Behavior & Intervention Support is a program to encourage appropriate student behavior through the support of good behaviors and reward program for these behaviors as set up by each teacher. Teachers use Class Dojo to add or remove points based on the behaviors of the students.

Ruppel Monthly Principal Award

Ruppel is implementing a Principal Award to be given each month to students who demonstrate their Ram's Pride. We want to recognize well-rounded students who contribute to the Ruppel community in a positive way.

The principal award will be given to students who demonstrate excellent behavior inside and outside of the classroom, are well-mannered, and are respectful to both peers and teachers. Honorees will be students who demonstrate excellent citizenship and

exemplary character through compassion, honesty, trustworthiness, responsibility, optimism, and loyalty. The award does not represent academic achievement, but honorees should be diligent students who demonstrate responsibility and consistent effort in completing assignments to the best of their ability.

The monthly Principal's Award will be given to the students demonstrating their Ram's Pride in the following areas:

Respectful

- ✔ Compassionate
- ✔ Loyal
- ✔ Honest
- ✔ Good citizen/willingness to help others
- ✔ Well-mannered

Accountable

- ✔ Attendance
- ✔ Timeliness in deadlines
- ✔ Punctual

Motivated toward academic excellence

- ✔ Diligence in academics
- ✔ Work ethic
- ✔ Not necessarily an A student

Safe

- ✔ Appropriate behavior
- ✔ Trustworthy
- ✔ Follows school policies

DISCIPLINE CHART: Disruption of the Classroom Environment

This chart does NOT represent the full scope of possible infractions and discipline consequences but focuses on behaviors that are most disruptive to the classroom environment. Please refer to the Ruppel and JP Schools Policy books for a comprehensive explanation of policies and procedures.

Suggested Consequence	Student Action
Recess Detention	• Not have earbuds or other materials for class • Not organized (Example: The student is not able to participate properly in the lesson because he/she is looking for materials.) • Failure to have charged Chromebook • Habitual failure to follow the restroom schedule resulting in the repeated interruption of classroom instruction. • Standing without permission; failing to be in an assigned seat • Yelling out comments or questions during class time without permission
Lunch Detention	• Bad language • Refusing to do work when directed by a teacher (including saying "I do not know what to do." and refusing to try to figure it out.) • Arguing with the teacher • Ignoring the directions of the teacher (includes refusing to do work) • Being in an unauthorized area (leaving class without teacher permission, in an area of the campus other than had permission to be)
Minor Referral Morning Detention	• Receiving multiple infractions (including those infractions listed above) • Touching/taking the belongings of others without permission • Hitting/kicking/ pushing • Misuse of technology • Cell phone use • Using a computer that is not checked out to you • Unauthorized area (leaving class without teacher permission, in an area of the campus other than had permission to be) • Destruction of school property • Being untruthful when making a statement about an incident

*Consequences are subject to change based on the details of each situation, the age/grade of the child, and the child's recent discipline history.

Infractions

The following types of behavior will result in disciplinary action, which may include detention, suspension, expulsion and/or arrest.

1. Severe and repeated class disruption.
2. Fighting, instigating a fight, disruption, or interference with curricular or extracurricular activities.
3. Damage or destruction of school property or private property.
4. Possession of a weapon or any items which may be used as a weapon.
5. Possession or use of narcotics, alcoholic beverages, and other dangerous drugs while on school premises or while in the custody and control of the school, or school related activity.
6. Entering campus while under the influence of any controlled substance or alcohol.
7. Violation of rules of conduct for school buses.
8. Use or possession of cigarettes, lighters, matches, or fireworks.
9. Stealing or possession of stolen or lost private property.
10. Violation of attendance rules and/or truancy policy.
11. Violation of student uniform/dress code.
12. Insubordination or disrespect toward a school board employee.
13. Inappropriate display of affection while on school premises.
14. Use of profanity or obscenity (written or verbal) including obscene gestures, signs, pictures, or publications.
15. Leaving campus/class or cutting class without proper permission.
16. Turning the lights out in the classroom without permission.
17. Inappropriate use of communication/electronic devices.
18. Behaviors that interfere with the proper implementation of school safety procedures.

***Any acts that are not listed above but are deemed a violation of the student behavior code may be added by administration and warrant disciplinary action.**

Consequences for Inappropriate Behaviors

Consequences of inappropriate behaviors include but are not limited to: verbal warning, lunch detentions, morning/after school detention, parent notification, loss of privileges, office referral, suspension (ISS or OSS). Students will not receive repeated warnings about inappropriate behaviors.

DISCIPLINE REFERRALS

If a child has a discipline infraction there are two types of referrals:

1) Minor referrals are given to students who have minor classroom or school-wide infractions. The issuing teacher decides the consequence and notifies the child. In some cases, the parent may be notified in writing or by phone.

When a child receives four minor referrals, the child will be referred to the school administrator for discipline. An administrative after school detention is issued for every 4th minor referral. The number of minor referrals will impact the child's eligibility for participation in any PBIS events.

2) Major referrals are given for serious infractions including but not limited to: willful disobedience, fighting, bullying, cell phone violations, and failure to follow the technology policy. The administrator will investigate, decide the consequence, and notify the child and family. A student receiving a major referral is not eligible for PBIS events.

DETENTION POLICY

School-wide detentions as a result of an office referral are typically held on Wednesday mornings from 6:30-7:15 a.m. but may also be scheduled in the afternoons as per the principal. Notice will be sent at least 24 hours prior to the detention and must be signed by the parent/guardian BEFORE the detention is served. Failure to serve a morning/after school detention will result in suspension from school.

Two (2) copies of the morning/after-school detention notice will be sent home with the student. One (1) copy is to be retained by the parent/legal guardian. One (1) copy should be signed by the parent/legal guardian and returned to school before the detention is to be served. ***Please note that having scheduling conflicts including after school activities/sports will not serve as an excuse for a student missing a scheduled morning/after school detention.***

REFERRALS/DUE PROCESS

Students are responsible for their behavior. If a student receives a referral, the student will be afforded an opportunity for due process. It is in the student's best interest to use this opportunity for truthful explanations of all events in the referral. In the event that there are witnesses, witnesses will be called for further explanation if needed. If a student refuses to write an explanation of the events in question, he/she forfeits his/her due process rights. Violations of class and school rules may result in any one or a combination of the consequences that follow: verbal warning; phone call home; lunch detention; morning/after school detention; loss of PBIS benefits; ineligibility to participate in school activities, such as sports, cheerleading, dances, special events, and field trips; suspension (in-school or out of school); expulsion. Any student who receives a major referral will not be eligible for related PBIS events or recognition.

DISCIPLINE PAPERWORK

Students who are issued behavior reports, detentions, parental conferences, and suspensions are required to bring the paperwork home to a parent/guardian. Required paperwork signed from the parent must be returned the next day. Students who receive morning/after school detentions are not allowed to attend the detention without returning the detention notice containing a parent signature and method of transportation. Students who are issued parental conferences and suspensions are required to attend a meeting at the school to discuss the child's behavior. Students are not allowed to return to school without a parent/guardian. Students who do not return paperwork or do not attend scheduled conferences are subject to further disciplinary action.

DRESS DOWN DAYS

Students are to follow these guidelines for Dress Down Days.

1. Pants/Belts- Must fit properly, should not be too tight or too loose, and go to the ankle
2. Leggings or tight-fitting, skinny jeans must be worn with a long, loose-fitting shirt that covers to the upper thigh.
3. Skirts/dresses- Should not be worn on dress down days unless they are knee length and ankle length leggings or tights are worn underneath.
4. Pajamas/Sweatpants- No pajamas or sweatpants may be worn.
5. Shirts- No low-cut, strapless, spaghetti straps, tank tops, muscle shirts, midriffs, crop tops, one shoulder or off the shoulder shirts, no exposed midsections or undergarments.
6. T-shirts- Should not have inappropriate logos (For example: referring to sex, drugs, or violence)
7. Shoes- Toes must be covered and shoes must strap or tie securely to the foot; no sandals, slippers, flip-flops, thongs, boots, clogs; no high-heels.
8. **NO SHORTS**
9. Costumes are not allowed on dress down days unless otherwise noted.
10. Clothing may not be ripped, torn, or have holes even if layered.

NOTE: There may be designated pajama or shorts dress down days assigned by the principal throughout the school year.

EATING / DRINKING

Eating and drinking in class or in the hallways is not allowed. Students may have a bottle of water that must be stored on the class cart until the designated water break. Drinks/snacks sold during lunch must be consumed and thrown away by the end of lunch. Teachers do have the discretion to provide snacks/drinks in class as an occasional treat. Snacks sold during PE (middle school) must be eaten during PE class or lunch. If a student is found to be consuming snacks/drinks during class or in the hallway, he/she will be asked to throw the items away.

Fast food, soft drinks, and specialty drinks from restaurants may not be consumed on campus before school and may not be dropped off for a student.

EMERGENCY EVACUATION

The purpose of evacuation drills is to safeguard the students in the event of an actual emergency. Students who do not follow the guidelines for evacuation are subject to a referral & disciplinary action.

1. An Emergency Evacuation Map is posted in each classroom with the exit route outlined by the teacher.
2. Evacuation Drills will be practiced throughout the year for fire, tornado, lockdown, etc.
3. When the Emergency Signal is given:
    a. Students will leave the classroom in an orderly manner behind the teacher who will lead them to the designated area. Books should be left in the classroom, but purses should be brought outside.
    b. Students will move quietly and quickly through the halls and out of the building.
    c. Students will follow the teacher to the assigned position, stand quietly, and wait for the "all clear" signal.
    d. Students will return into the building following their teacher.

FIELD TRIPS

A field trip is a learning opportunity, as well as, an opportunity for a child to practice independence and participate in the school community with peers. Field trips are not family activities, and parent chaperones if needed will be limited to only the number needed for proper supervision.

Prior to participating in school-sponsored field trips, all students must return a completed field trip form signed by a parent/guardian and all of their teachers. All students must report to the school before leaving for the field trip and return to school after the field trip is over.

Ruppel Academie Francaise teachers will supervise field trips. Parents will be notified if additional chaperones are needed. The number of parent chaperones may be limited in some cases, and parents will be assigned to chaperone on a first-come-first-serve basis. Students participating in field trips must follow the uniform policy and all rules established by Ruppel and the Jefferson Parish Public School System. Circumstances that would warrant non-attendance on a field trip will be evaluated by the Principal on an individual basis.

FINANCIAL OBLIGATIONS

Students are expected to pay all financial obligations owed to the school. Fines include: Child care, replacement ID, lost or damaged JP issued computer, lost or damaged instructional materials, annual school-wide fee, lost or damaged library books, etc. If by the last day of school, a child has an outstanding balance of unpaid items, this will be tagged to the student's record as a financial obligation which may be collected at any point by any Jefferson Parish School.

Students with unpaid child care will not be eligible to attend child care.

Parents or legal guardians may request and receive a waiver of payment of a fee due to economic hardship. Families who meet the guideline for waivers, may receive a 50% reduction in student fees.

Waiver request forms are available on the district's website, with the school account clerk, and at the district's Compliance Office (501 Manhattan Blvd., Harvey, LA 70058). If a waiver is denied at the school level, the parent or legal guardian may appeal the decision to the district's Compliance Office. Waivers are not available for fees associated with Before or After-care, class trips, field trips, items purchased through third party vendors and fees associated with extra-curricular activities. Students may not be denied or delayed admission nor denied access to any instructional activity due to failure to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to state law (R.S.17:112(c)).

FOOD SERVICES (Breakfast & Lunch)

Each year the school's free/reduced lunch status is reviewed by the district. Information about lunch prices will be communicated each year prior to the start of the school year. ID's are required for lunch service and will be stored in homeroom daily and issued for lunch. Students should not take an ID home.

In the event that a student has to pay for lunch, the parent should ensure that sufficient funds are placed in the child's account. Lunch information can be found on the JP website.

Students should not bring breakfast to school. Students may eat breakfast before arriving at school or may elect to get breakfast from the cafeteria.

Fraudulent use of another student's lunch number will result in suspension. Students permitting others to use their number will also be suspended.

Students have a thirty minute period for lunch inclusive of the time it takes to get lunch and clean it up.

Cafeteria/Courtyard Policies:

- Students should line up quietly and should never run or cut in line.
- Students are to remain seated unless given permission to stand.
- Students should eat lunch quietly and respectfully. Every effort should be made to be inclusive of others.
- Trash should be picked up and disposed of by students immediately.
- Fast food including specialty drinks are not allowed on campus and may not be dropped off for a student.
- Outside food and beverages are not allowed in the lunch line under any circumstances.
- Soft drinks/energy drinks should not be packed in a child's school lunch. Soft drinks/energy drinks are not allowed in the school cafeteria.

- Microwaves are not available to students.
- Running and horseplay are not allowed.
- Keep food on the plate and refrain from "playing" with the food.
- Push in chairs.
- Students are not allowed to sell any items at school or school-related events.

RAINY DAY LUNCH SCHEDULE

During rainy day lunch, middle school students will be seated in the hallway throughout the school building after the cafeteria reaches capacity or will eat in the homeroom classroom.

GOOGLE CLASSROOM

When school starts, every student will receive a Google Classroom account. In grades, 1st-8th the Google Classroom will be the main academic resource for students and families. It is expected that families will check Google Classroom regularly and refer to Google Classroom for make-up work.

GRADING POLICY

Ruppel follows all grading policies as outlined by the school system. JP grading policies can be found in the Pupil Progression Plan on the JPSchools.org website.

HALLWAYS

Students are expected to demonstrate good manners. There should be no running, whistling or loitering outside the classrooms. Students are not permitted in the halls during class time, breakfast, or lunch unless they have a pass from a teacher or administrator. Violation of these expectations will result in disciplinary action.

HONORS / CARNEGIE COURSES

Students in grades six through eight are enrolled in honors courses. Eighth graders are enrolled in Algebra I honors and English I honors for Carnegie (high school) credit. These classes are rigorous and require independence and responsibility on the part of the students. Middle school students and families must review and sign the Jefferson Parish Honors Contract.

An honors project is required for each honors course each year. Failure to complete the honors project will result in the child being enrolled in a non-honors course.

HONOR ROLL

Elementary Grades: The student must earn an *A, B,* or *S* in all subjects except handwriting.

Middle (grades 6-8): The student must earn an *A* or *B* in regular courses and no grade lower than a *C* in an honors course. Eighth grade students in Carnegie unit courses must achieve an *A, B,* or *C* in each Carnegie unit course. If conduct grades are assigned, the student must achieve no lower than a *B* or *S* in conduct.

Ruppel Academie Francaise has these additional academic honors:

- Gold Honor Roll — for students with a final grade of all A's (regardless of honors credit)
- Principal's List Alpha Honor Roll — for students with a cumulative year GPA of 4.5 or above (middle) or all A/O's for all 4 quarters in all subjects (elementary)

ID's

In an effort to maintain a safe and secure environment for students, faculty, and staff, students will be required to purchase an ID. Students will keep ID's in homeroom for use during breakfast and lunch and special events. The cost of the first ID is included in the school-wide fee. Replacement ID's cost $5.00. ID's should not be broken or defaced. ID's are considered defaced if they have stickers on them, have been written or drawn on, or have been scratched out with a sharp object.

INSURANCE

Student insurance is available. If your child does not bring the information home, the parent may contact the school office. Students participating in sports or extracurricular activities are required to have a copy of insurance on file

INTERIM REPORTS

Reports are issued to all students each grading period. Parents are urged to contact teachers if their child is in danger of failing. A copy of the interim report must be signed and returned.

INTERNET POLICY

See consent waiver at the end of the Student Handbook. See also the section title "Computer Use."

LATE ASSIGNMENTS / PROJECTS

Late major/minor assignments will affect a student's grades. The following policy will be in effect for the for 1st-8th grade students:

- One day late, the highest possible grade will be reduced by 10 percentage points
- Two days late, the highest possible grade will be reduced by 20 percentage points
- Work will not be accepted after day two, and the grade will be recorded as a 50% F

A child who fails to turn in homework that's a participation grade will receive a 50% F. Late work will not be accepted.

If a child received an assignment at school but is absent on the date an assignment is DUE, the child is expected to turn in that assignment on the day he/she returns to school.

LOST AND FOUND

Students finding any item of value (money, phone, house key, glasses, etc.) at school should turn it in to the main office where it can be claimed by the owner. Keeping an item that is found is considered stealing. The school will not assume responsibility for missing items including textbooks and personal property. Other items are to be placed in the lost and found bin. The lost and found will be cleaned out quarterly, and items will be donated to charity. For sanitary purposes, lunch boxes and water bottles will not be retained in the lost and found and will be disposed.

MATERIALS FOR INSTRUCTION

Students are expected to have school-issued curriculum material, charged computer, binders/folders, pencils, and earbuds daily. It is the sole responsibility of the student to care for these items so they are not lost/stolen. Failure to have materials needed for class will result in a discipline consequence.

Each child will receive a VIP folder as the primary means of home-school communication, and 3rd-7th graders receive an agenda that should be used daily. If a child loses the VIP folder, he/she is required to purchase a replacement within one week at the cost of $3.20. If the VIP folder is not replaced within one week, the student will be subject to disciplinary consequences.

MEDICATION POLICY

The Jefferson Parish Public School System will continue the following procedures for parents requesting medication to be administered to their child during school hours.

1. Obtain the following forms from your child's school:
    a. Medication order (S. S. 35)
    b. Parent/Guardian written consent for medication administration (S. S. 36)
2. Have your physician complete and sign the School Medication Order form (S. S. 35). The **order *must* agree with the pharmacy label** on your child's medication.
3. Jefferson Parish Public School employees are not allowed to administer medication that exceeds the recommended dosage.
4. Take the above completed forms, along *with* medication in *its* bottle/container and the student to either the East Bank or West Bank Medication Assessment Office for review/approval by one of our school nurses. (Addresses are provided at the bottom of this section.)

5. After the forms and the medication has been reviewed and approved by the nurse, please take them to your child's school in a sealed envelope provided by the Medication Assessment office.

    a. If your child's medication is to be given only when needed (e.g. Asthma inhaler), the physician's order must include the number of hours between doses.
    b. All medication containers, **including over-the-counter medication**, are to be labeled by a licensed pharmacist or doctor. Sample medication received from your doctor must be properly labeled by the doctor.
    c. Please ask your pharmacist to provide separate medicine containers for home and school use.
    d. Medication must be delivered by an adult.

The procedure explained above will enable our school system personnel to better provide for your child's health needs.

Students are not permitted on the school grounds or at any school related activity with medicines or similar substances described as medication without proper authorization. This includes pills, capsules, powders, liquids, medicinal agents or dietary aids.

Please read the parish Procedures and Policies for parents and students for complete details. In brief it states that no medicine, not even aspirin, Pepto Bismol, Sunscreen, etc. may be brought by a child to school unless there are written instructions both from the doctor and the parent.

MEDICATION ASSESSMENT OFFICES: Please call for current locations and hours.

East Bank
Phone: 736-1857

West Bank
Phone: 349-7672

NATIONAL JUNIOR HONOR SOCIETY

Only seventh and eighth graders are eligible for admission into National Junior Honor Society (NJHS). Induction into NJHS is by invitation only and is based on scholarship, service, leadership, character and citizenship. The induction ceremony will be held at the end of the first nine weeks of each school year. Some of the eligibility requirements are noted below. Please see Ms. Myers with any questions or to get a copy of the entire NJHS Ruppel Academy Chapter Bylaws.

- A student must be in seventh grade and have been enrolled at Ruppel for at least one full semester before being considered for admission.
- The sixth grade nine weeks cumulative GPA must be 4.2 or above with no final grade lower than a B in order for a student to be considered. Additionally, a faculty review will be conducted to ensure that students meet the other requirements, as well.
- Eighth graders will be considered for induction if the average of the combined sixth grade and seventh grade cumulative GPA is 4.2 or above with no final grade lower than a B in seventh grade.
- Students who decline the initial invitation will not be considered for future induction.
- Once inducted, students will be held accountable for adhering to the expectations of NJHS membership as stated in the Ruppel Academie Francaise Chapter Bylaws.

OFFICE POLICIES / STUDENT RESPONSIBILITY

At Ruppel, we are developing students who are responsible and personally accountable. To accomplish this, we expect our students to come to school prepared daily. This is not always easy in the complicated and busy world of families; however, it is an important life skill that will serve your child well in the future.

Additionally, instructional time is a priority, and it cannot be interrupted. To avoid any problems or confusion, we encourage students and families to get into the habit of communicating daily BEFORE school about assignments, lunch, and transportation.

Please be aware of the following school policies:

1) **Money for special events like dress down or special concessions will not be accepted in the front office under any circumstances.** Payment deadlines will be strictly observed for all students.

2) **The office staff will not disrupt class time to bring forgotten items to a student.** Families may not drop off items like lunch or assignments. Students may not use the office phone or personal cell phones to call home for forgotten items.

4) **Unless it is an emergency, classes will not be interrupted to make changes in afternoon transportation.** Changes to a child's daily transportation must be made IN WRITING to the homeroom teacher by 7:20 a.m. It is unsafe for the school office to accept phone calls throughout the day to give messages to students about transportation.

5) The cell phone policy states that a student may have a cell phone as long as it is turned OFF and placed in a bookbag. Elementary students are discouraged from having cell phones on campus at all. **Cell phone use is not allowed on campus or on the bus** for any reason during the school day which includes: before school, during classes, during lunch, during dismissal, during child care, and during special events.

**A child who is ill or experiencing an urgent situation will be attended to promptly in the front office. The office staff will call home if a child is sick or injured.

PARTIES / BIRTHDAYS / INVITATIONS

In elementary schools, parties are limited to ensure minimum interference with the instructional program of the school. Parties hosted by the school may be held on the last school day prior to the start of the holiday period. Parties are not permitted in middle or high schools, and **birthday parties are not permitted in any Jefferson Parish Public School.** Parents may not send treats to school for a child's birthday.

Students may not bring gifts, balloons, treats, etc. for a personal celebration. Families may not bring or send gifts, balloons, treats, etc. for a celebration at school unless requested by the teacher.

Personal invitations for private social events may not be distributed at school by students, employees, or family members. Employees are not allowed to distribute any personal information including but not limited to contact information for a student even at the parent's request. Refer to the Ruppel Directory for information about how to contact other families who consent to such contact.

PAYMENTS TO THE SCHOOL

Ruppel utilizes the SchoolCashOnline.com on-line payment system for all payments except for lunch payments. Money will not be accepted from students with the exception of dress down and concessions. Computers are available at school for families who need assistance with Internet access.

PHYSICAL EDUCATION CLASSES

All students are required to participate in physical education class. Students who are unable to participate in physical education classes must have a medical excuse on file in the office. Students who fail to participate properly in PE will receive a grade deduction. Students in grades 6^{th}-8^{th} receive a letter grade for PE, which affects GPA as well as opportunities for awards and recognition. Alternative academic work will be provided to students who are unable to participate in PE classes as documented with a medical note including but not limited to research, essays, and/or spiral review practice.

A parent note will not be accepted as documentation to miss PE class. A student who cannot participate in PE class must have a note from a physician.

RESTROOM POLICY

Restroom privileges should not be abused. Restrooms should be used BEFORE homeroom announcements and are also available for students during lunch and during PE/recess. Misuse of restroom privileges will result in disciplinary action. Loitering in the restrooms is not allowed.

Students will also have scheduled restroom breaks throughout the day and are expected to take advantage of these opportunities. Teachers will have classroom policies in place for students who have a restroom emergency.

SCHEDULE CHANGES

Schedule changes will only be granted when students are not properly scheduled. Students are not allowed to change schedules because they prefer different teachers, classrooms, or classmates. If any student has not been properly scheduled, a change form must be completed and returned to the office. The administration/counselor will notify the student when the schedule change has been completed. Parents may not request a particular teacher.

SCHOOL BAG / PURSE POLICY

All Students: All school bags and athletic bags must be clear, see-through, NOT MESH, as mandated by the Jefferson Parish School Board. Small, non-clear cosmetic bags will be allowed inside clear backpacks for personal hygiene items such as feminine products. Purses are not allowed. Bags that are not see-through will be confiscated. Athletic bags must be checked-in to be stored in the front office upon arrival at school.

All bags and lunch boxes are to be stored outside of the classroom. Students should not bring anything of value to school as the school is not responsible for lost or stolen items.

Bookbags with wheels are not allowed.

SIGN-OUT PROCEDURE

No student will be allowed to leave the school campus unless a parent/guardian signs him/her out in the office. Please note the procedures for check out:

1. The person signing out a child must be the legal parent or guardian OR listed on the emergency card.
2. A government photo ID must be presented.
3. Check-out is not allowed after 1:40 p.m.

NOTE: Those listed on the emergency card should be 21 years old or older and not students in middle or high school.

STUDENT COUNCIL

This organization of students is designed to enhance Ruppel by supporting the school and the students. The students selected as members of student council should represent RAMS Pride by being Respectful, Accountable, Motivated, and Safe. To that end, members of Student Council must meet the following qualifications in order to run for office. Records from the current school year and the previous school year will be reviewed when determining qualification.

- 3.0 final GPA or higher on the previous year's report with no final grade lower than a C. A review of current and previous grades should indicate that a student completes work regularly. A student will not qualify if he/she has excessive F's for failure to complete and/or turn in work.
- No more than three instances of unexcused tardy to school in a semester.
- No more than seven TOTAL absences in a year unless excused with documentation of illness or other emergency circumstances.
- Zero behavior referrals to the office
- No more than three lunch detentions in a school year
- Zero morning detentions or suspensions

STUDENT PROGRESS CENTER (Electronic Gradebook)

All families are expected to log-in to the Student Progress Center weekly for information about a child's grades and assignments. A log-in letter will be sent home with all elementary students at the beginning of the school year. The gradebook on-line is utilized by 1st-8th grade teachers.

STUDENT'S SIGNATURE

The student's signature on a behavior report, interim report, detention notice, suspension notice, etc. simply means that the student received a copy of the document. IT DOES NOT NECESSARILY INDICATE THAT THE STUDENT IS GUILTY OR AGREES WITH THE CONTENTS OF THE DOCUMENT. Refusal to sign a notice may result in further disciplinary action.

TELEPHONE USE

Telephone use by students is reserved for emergencies only with the permission of the office staff. Students are not allowed to use school phones without permission from an administrator/staff (See also: Cell Phone Policy). **Students will not be allowed to call home for forgotten projects, assignments, supplies, forms, money, etc. or to clarify transportation.**

TEMPORARY DISABILITY POLICIES AND PROCEDURES

A student returning to school requesting accommodations based upon temporary disability (example: crutches or other assistive mobility device) must provide documentation from a Louisiana licensed medical provider qualified in the diagnosis of the condition. The documentation must be updated monthly and verify the current nature of the student's condition, the expected duration of the temporary disability, physical abilities and/or restrictions including, but limited to, date of return to school, physical education activities, school bus transportation, and other related activities. The parent/legal guardian must also present a signed statement releasing the school system and school bus driver from the responsibilities of injuries incurred which relate to the student's disabilities.
If a student is, or is suspected to be, a student with a disability under the IDEA or Section 504, the student will not be excluded from school solely on the basis of that disability and the parent/guardian will have the option of requesting an evaluation through the district.

TESTING: BENCHMARKS, LITERACY & NUMERACY, LEAP, & AAPPL

BENCHMARK TESTS (K-8th)

According to parish policy, students will be administered periodic benchmark tests in math and ELA (K-8th) as well as science and social studies (3rd-8th). The purpose of the tests is to assure that students are mastering the state standards in a timely manner. The results of the assessment will allow teachers to analyze student success and re-teach low performing areas for student mastery. The administration of these assessments typically occurs about two weeks prior to the end of the 1st, 2nd, and 3rd quarters. **Benchmark assessments are counted as a major test grade**.

POST-TESTS (K-2nd)

Every kindergarten through second grader is required to take a post-test in ELA and math at the end of the school year. The administration of these assessments will occur in May. **This assessment counts as a test grade.**

LITERACY & NUMERACY ASSESSMENT (K-3rd)

Every kindergarten through third grader is required by law to take the literacy and numeracy assessments three times per year. **Third grade students who do not meet benchmark as outlined by the state policy on this assessment will be retained**. Administration occurs in August/September, December, and April. Student performance on the literacy & numeracy assessments will also be part of the calculation for the School Performance Score as per the Louisiana Accountability policy.

AAPPL (3rd-8th)

The AAPPL assessment for French proficiency test will be administered to students in grades 3rd-8th each spring.

LEAP 2025 (3rd-8th)

In the spring, all students will participate in the LEAP 2025, Louisiana's standardized testing program. The test is designed to confirm that students are performing at a satisfactory level in the subject content for that grade level. State standardized tests are administered on-line. These tests are also reviewed to determine whether a Ruppel student is eligible to transfer to an ASA high school without retesting as per the school board policy. Student performance on the LEAP test comprises a significant portion of the School Performance Score as per the Louisiana Accountability policy.

LEAP 2025 High School Courses (8th graders)

In the spring, eighth grade students taking Algebra I and English I, which are Carnegie unit bearing courses, must take the appropriate LEAP 2025 assessment for that course. Students must achieve a passing score in order to graduate from high school. The test is designed to measure whether students have mastered the necessary knowledge, skills, and abilities at the conclusion of the course. **The results will count as the student's exam grade**. Student performance on the English I and Algebra I portions of the LEAP assessment will also be part of the calculation for the School Performance Score as per the Louisiana Accountability policy

TEXTBOOKS / LIBRARY BOOKS

Students are responsible for their textbooks and books from the school or classroom library. Books should be returned in the same manner in which they were issued. If a student loses or damages a textbook or library book during the school year, he/she will not be issued another until the parent/guardian has made arrangements for payment. All payments should be paid via SchoolCashOnline.com.

TECHNOLOGY / SOCIAL MEDIA / COMMUNICATION

Photographs and/or video of students taken by parents, students, or other guests at a Ruppel event should **not** be posted on-line or on social media sites. Only authorized school personnel may post pictures of students at a Ruppel event after obtaining a media release.

- Communication between school employees and parents should occur via JPPSS email or the school phone.
- Students should not communicate with employees via texting, personal email, or personal social media.

UNAUTHORIZED ITEMS

1. Toys
2. Electronic Devices- Phones, CD/DVD players, CDs/DVDs, tape recorders, MP3 players, games, toys, i-PODS, radios, gameboy, cameras, interactive smart watches, etc.
3. Watches that have internet, phone, or texting capability or that make noises.
4. Laser Pointers
5. Motor Vehicles- Cars, Motorbikes, etc.
6. Water/toy guns and/or other toy/look-alike weapons
7. Skateboards
8. Glass containers
9. Fireworks of any kind, lighters, matches
10. Sign-in Books
11. Non-educational items- Pokemon, Yu-Gi-Oh, or baseball cards, playing cards, etc.
12. Pets or other animals
13. Obscene materials
14. Sums of money $50 or more will be reported to parent/guardian
15. Any item not on this list and deemed inappropriate, distracting, or disturbing to others by administration

****Confiscated items will be brought to the office. Items must be claimed by a parent or guardian during the hours of 9:00 A.M. and 1:00 P.M.**

Fidgets: A fidget item, such as a spinner, serves an important purpose for some students. However, fidgets are not toys and are not allowed at school unless stated as a special education or 504 accommodation or in certain circumstances approved by the school administration in advance. Fidgets will be confiscated if not approved. When used properly by students who truly need them, fidgets should not be a disruption to the learning environment.

UNIFORM CODE

Please refer to the *JPPSS Policies and Procedures for Parents and Students* for additional information.

ALL STUDENTS

Please familiarize yourself with the uniform policies below. It is strongly encouraged that families utilize Skobels Westbank or Johnson Uniform as they work closely with the school to ensure that they are offering the correct uniform options. Please be sure to bring this policy to the uniform store, and families should not purchase any items other than those listed below. Just because a store offers to sell an item does not mean that it meets the guidelines.

School Logo Use: In order to maintain the consistency of the school uniform for safety, only the school or authorized retailers may create and sell items with the Ruppel-branded logo or school name. Private parties may not use the Ruppel name or logo to create uniform items or other clothing.

ALL STUDENTS

Shirts (pre-k and kindergarten) – PURPLE collar shirt with the Ruppel (Fleur de Lis) pocket logo ***only***. These can be purchased at local uniform stores. Shirts must be tucked inside the pants. Undershirts must be solid black or white.

Shirts (1st through 8th grade) – BURGUNDY collar shirt with the Ruppel (Fleur de Lis) pocket logo ***only***. These can be purchased at local uniform stores. Shirts must be tucked inside the pants. Undershirts must be solid black or white.

Pants – Plain khaki pants only. No skinny, cargo pants, or khaki jeans. Pants must fit properly and not be rolled up. Pants may not be too tight, baggy, sagging, oversized or below the waist. They should not be torn, ripped, or have holes. There should be no writing on pants.

Shorts-Khaki, uniform-style, knee-length shorts may be worn. Shorts must be to the knee and may not be too tight or too baggy. Cargo pockets are not allowed. Biking or "skinny" shorts are not allowed.

Skirts– Only the PLAID Ruppel skirts may be worn. If a student elects to wear a skirt, it must be the Ruppel plaid skirt that can be purchased at local uniform stores. Khaki skirts are not allowed. Shirts must extend to at least two inches above the knee as per the Jefferson Parish Uniform Policy.

Shoes – Athletic, rubber-soled, ankle tennis shoes that tie or have a Velcro strap are required. Boots, slip on, slippers, sandals, clogs, or high-heel shoes are NOT allowed. Toe must be covered and the shoe must have a back. Be sure that your child can tie a shoe before you send the child to school with lace shoes.

Socks – Solid white or black ankle socks only. Knee high socks are not allowed.

Belts – Belts are not required as long as the shorts or pants fit properly at the waist. If a student wears a belt, it must be solid black, khaki, or brown only (no writing, glitter, or any embellishment allowed on belt). No large buckles with names, initials, glitter, sequins, ribbons, or any embellishment allowed.

Jewelry – Nothing may be worn in pierced body parts other than the ears. Earrings are NOT ALLOWED for boys. Girls may wear stud earrings only. Hoop earrings or other dangling earrings are not allowed. Only one necklace, bracelet, ring, and pair of earrings at a time. No dog tags, large medallions, or any other jewelry that suggests drugs, violence, etc. allowed. Expensive jewelry should not be worn.

Make-Up and Nails – Students in grades Pk-5th are not allowed to wear make-up. Middle school students may wear light make-up appropriate for the school setting but may not apply it at school. Nails must be short and clean. Nails may not interfere with a student's ability to write or type and may not be unsafe or distracting.

Hair Accessories – Solid khaki (beige), burgundy, navy, white, or black hair accessories allowed. Hair accessories with large embellishments (examples include but are not limited to, flowers or cat ears) are not allowed.

SWEATSHIRTS (lightweight) This lightweight item is intended for regular wear particularly on chilly days and/or for students who find classrooms chilly.

Students have two options for lightweight outerwear that will be allowed to be worn in the school building:

1) Ruppel Academie burgundy pullover sweatshirt (1st-8th graders) which can be purchased at a local uniform store. PK & kindergarten students will need to purchase this pull over sweatshirt in **PURPLE** which will also be sold at the local uniform store.

2) A student may wear a black, grey, or white jacket or sweater. A pullover sweatshirt that is NOT a Ruppel sweatshirt will not be allowed. Hoodies are strictly prohibited.

COATS FOR COLD WEATHER

A coat is considered to be a heavy outer garment worn on particularly cold days (55 degrees or below throughout the day). Coats may be any color or style but may NOT be worn in the building. These items may be worn outside on **cold** days.

If the temperature at 5:30 a.m. is 35 degrees or below, students may wear solid color black, grey, navy, burgundy sweatpants in place of the uniform bottoms. A coat or jacket of any kind will be allowed in the building.

NOTE: Ruppel Academie Francaise and the Jefferson Parish Public School System and its employees will not be held responsible for lost, stolen, or damaged items that were confiscated from students due to the violation of school/parish/state ruling. Parents/guardians should pick up such items the following day.

Uniform Expectations

Repeated violation of the uniform policy will be considered willful disobedience. Students may be subject to disciplinary action including an office referral.

VIOLENT BEHAVIOR

FIGHTING

All students involved in a fight at school, on the bus, at the bus stop or at a school event will be subject to suspension, expulsion, and/or arrest as stated in the *Procedures and Policies for Parents and Students.* Verbal exchanges, gestures, and infringement of another's personal space often escalate situations prior to a physical exchange and are considered actions that instigate a fight. Additionally, pushing and shoving lead to fighting and are violations of school policy.

THREATS

Any threat of violence shall be reported to the counselor and/or police and appropriate action will be taken. It is the responsibility of the student to report any hostile attempt directed at him/her to an administrator, teacher, etc.

BULLYING

Bullying of any kind will not be tolerated at Ruppel. Bullying and harassment may take many forms, including, but not limited to the following:
1. Hurtful name-calling, teasing, gossiping, threats, intimidation, humiliation, making rude noises or gestures, or spreading hurtful rumors.
2. Written, electronic, or verbal communication such as name-calling, threatening harm, taunting, malicious teasing, or spreading rumors.
3. Physical acts such as hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
4. Purposefully shunning or excluding from activities.

Bullying/harassment need not include intent to harm, be directed at a specific target, or involve repeated incidents. Bullying/harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school. When bullying or harassment is based on race, religion, gender, age, national origin, color, disability, genetics, marital status, or sexual orientation, such conduct violates the victim's civil rights and District anti-discrimination policy.

VIOLENCE PREVENTION PROGRAM

Students who are suspended for fighting as determined by administrators will be required to undergo conflict resolution training with a parent/guardian before being readmitted to school. The conflict resolution session will be held on a Saturday. The cost is $75.00, which can be paid at the time of enrollment. The student will also be required to complete four hours of community service, which will be scheduled and supervised by personnel at the school site.

***Failure to complete all components of the Violence Prevention Program will result in a referral to Juvenile Court.

VISITORS / OFFICE HOURS

A valid form of I.D. is required to enter the campus. All visitors are to report to the front entrance upon arrival at school. Family members will not be allowed on campus for lunch with a student or any other unannounced visit to a classroom or event.

If a visitor has an appointment for school business, photo identification must be presented in the front office. A visitor is on campus to conduct business concerning a student at school, must be 21 years old or older AND on the child's emergency card. Photo identification may be photocopied and a visitor's pass issued. Any person on campus without a visitor's pass will be asked to leave. Passes must be returned to the office when exiting the building. Students are not allowed to bring guests to school.

- **Office Hours/Appointments:**
- The office is open from 6:30 a.m. to 3:00 p.m.
- During arrival and dismissal each day, the safety of the students is the top priority of the school staff. To that end, we ask that parents do not visit the front office to handle non-urgent business during arrival and dismissal.
- Ms. Miller is not available for drop-in appointments.
- If you need an appointment with a teacher or Ms. Miller, please call or email to set up an appointment. Always address concerns to the classroom teacher first before requesting a conference with the principal particularly with regard to student behavior, peer interactions, academic progress, assignments, and grades.

VOLUNTEERS

Parents are encouraged to volunteer at the school upon request but are not to disturb classes or to loiter on the playground, in the halls, or in the office. Volunteers are to report to their assigned station or activity and back to the front office.

WITHDRAWAL FROM SCHOOL

A parent must come to school to officially withdraw a student. A withdrawal form must be completed, all financial obligations to the school cleared, and all books returned before a student may be officially withdrawn.

Ruppel Academie Francaise
Academic Integrity Policy

Academic integrity is an important part of Ruppel Academie Francaise's mission to provide a safe environment for a diverse learning community, which values academic excellence, individual responsibility and life-long learning. Students are responsible for learning and upholding ethical and honest standards of research, writing, and assessment in all academic areas. **Written or other work which students submit must be the product of their own efforts**. Academic dishonesty, which includes cheating, plagiarism, use of AI generated material, and other forms of dishonest or unethical behavior is prohibited.

Academic dishonesty includes but is not limited to:

1. Cheating on Classwork, Assessments, Projects, or Examinations- Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of assessment, examination, homework, project, or evaluation which have not been authorized by the teacher.

2. Plagiarism- Plagiarism is **intentionally or carelessly** presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly, or in part, been created by another person including the child's parent. This includes copying and pasting any portion of text or use of AI generators to produce work. Furthermore, it also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their teachers for clarification in any situation in which the need for documentation is an issue and will have plagiarized in any situation in which their work is not properly documented.

3. Dishonest Academic Involvement - Assisting or attempting to assist another person in any act of academic dishonesty. Students may not allow other students to copy from their papers including homework, classwork, projects, quizzes, or tests.

4. Computer Misuse- Misuse of computers is considered to be any disruptive or unethical usage of technology that does not directly support the education of students.

    a. Students should not alter the system in any way, use obscene or inappropriate language, view any site that can be considered lewd, visit any site that promotes discrimination, racial, or religious hatred, illegal acts, or provides information which a reasonable person may consider offensive.
    b. Students should not use the network for non-educational purposes. This may include instant messaging, taking pictures, or accessing any social networking site not related to the teacher's instructions.
    c. Students may not download, copy, or use licensed or copyrighted material (including music) unless authorized by a school official.

The examples above are not intended to be all-inclusive. The teacher's professional judgment will determine whether or not a student has cheated or plagiarized. It is the responsibility of the student to avoid any action or situation that may cause teachers to believe this policy has been violated.

Consequences for academic dishonesty:
First Offense: 50% on the assignment and parent notification
Multiple Offenses: 50% on the assignment, parent notification, and discipline referral

Computer misuse will result in an immediate discipline referral and morning detention.

Students who violate the Academic Integrity Policy could also be subject to removal from extracurricular activities, elected or appointed student offices, or athletics. Additionally, violations of the policy will result in a student being ineligible for Student of the Year, Principal Award recognition, and other types of honor or recognition.

We wish to give credit to the academic honest policies of John F. Kennedy High School in Granada Hills, California and Central Michigan University for some of the ideas contained in this document.

RUPPEL ACADEMIE FRANCAISE
STUDENT ACCEPTANCE AND PERMISSION FORM

Jefferson Parish Policies

We understand that it is the responsibility of each family to read and understand all Jefferson Parish School Board policies as stated in the *Procedures and Policies for Students and Families* document which can be accessed on-line at https://www.jpschools.org/families/student-family-policies

Academic Integrity

We have read Ruppel's Academic Integrity Policy. We understand that my child will receive a consequence if he/she chooses to violate the policy.

Positive Behavior Support Program (PBIS)

We have read the positive behavior support section of this handbook and have spent some family time with my child discussing the various aspects of PBIS including the key concepts of the program: behavior expectations and rules, and rewards.

Student Responsibility

We understand the policies related to student responsibility. We understand that students are responsible for producing quality work, completing homework, turning in all work by the deadline, and requesting make-up work as needed. We understand that the office will not collect/ hold money, assignments, or other items for students and that transportation arrangements should be made in advance. We understand that students are responsible for all written and verbal communication of school expectations.

Internet Use Consent and Waiver

We acknowledge that we have read the Jefferson Parish Public Schools Parent Consent Form for Student access to the Internet Computer Network and Student Agreement Regarding Internet Access and hereby give permission for our child to have access to the internet. We understand that violation of this policy may result in loss of access privileges and disciplinary action may be taken against the student.

Media Release

Ruppel Academie Francaise students are sometimes featured in the newspaper, news websites, advertisements, and on the school system channel. In addition, we post pictures of our students on the school website and on a Facebook page that is maintained by faculty to keep parents informed about activities. By signing below, you give permission for your child to appear in images of Ruppel activities in the aforementioned manner for public viewing. You may revoke this consent at any time by sending a letter to the attention of the principal

Bags / Purses / Unauthorized Items Policy

I understand that all bags, lunch boxes, and personal items will be stored in the hallway throughout the school day, and my child may not have any items in the classroom other than the required instructional items. Items of value should not be brought to school. Ruppel Academie Francaise, the Jefferson Parish Public School System, and its employees will not be held responsible for lost, stolen, or damaged items that were brought to school or items which were confiscated from students due to the violation of school/parish/state policies.

We hereby acknowledge that we have received, read, and discussed the Ruppel Academie Francaise Student Handbook Supplement to the Jefferson Parish Public School System Procedures and Policies for Parents and Students. We agree that our child shall be held accountable for these rules and regulations. **If a parent/guardian <u>DOES NOT</u> agree to the use of his/her child's image in media, please express any objections in writing in a separate letter to the principal.**

_____	_____	_____
Parents' Signature	Students' Signature	Date

SCHOOL-PARENT COMPACT FOR ACHIEVEMENT

Ruppel Academie Francaise
2026-2027

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

This school-parent compact is in effect during school year: 2026-2027

School's Vision: Our vision is to create a challenging environment that nurtures high ideals, creative thoughts, and positive actions
School's Mission: Our mission Ruppel Academie Francaise is to provide a safe environment for a diverse learning community that values academic excellence, individual responsibility, and life-long learning
School's Goals: Increase our percentage of students achieving Mastery+ in each grade-level and content-area. Increase our overall percentage of students performing at Mastery+ from 69.11 to 81.70. Increase our overall percentage of students performing At or Above in K-3 Literacy from 87.60% to 90%.

WORKING TOGETHER FOR STUDENT SUCCESS

School Responsibilities:
At Ruppel Academie Francaise, we are committed to working in partnership with families to support student success. As part of our School-Parent Compact, the school will:

1. Provide High-Quality Instruction
We will deliver a challenging, standards-based curriculum taught in a safe, inclusive, and supportive environment. Our goal is to help every student meet or exceed Louisiana's academic standards through engaging lessons, regular assessments, and individualized support. We will notify families of non-certified educators in the classroom.

2. Hold Parent-Teacher Conferences
We will schedule at least one parent-teacher conference each school year (more if needed) to discuss your child's academic progress and review this compact. Conferences help us work together to support your child's learning goals.

3. Provide Regular Progress Updates
Families will receive regular updates on student progress, including:
● Report cards issued every grading period
● Interim progress reports (midway through each grading period)
● Updates through our parent portal and classroom communication tool
[Insert School Logo]

4. Offer Access to School Staff
Teachers and school staff are available to meet with parents during scheduled times, such as planning periods or after school. You may request a meeting by contacting your child's teacher or the school office. We are committed to maintaining open communication with all families.

5. Encourage Family Engagement and Involvement
Parents and guardians are encouraged to be active partners in their child's education. There are many ways to get involved at school, including volunteering in the classroom, attending school events, or joining committees such as the PTO. Families are also welcome to observe classroom activities and assist with special projects. Please contact the front office or your child's teacher to learn more.

6. Ensure Clear, Communication
We will communicate regularly with families through newsletters, phone calls, emails, parent portals, and school events. Whenever possible, we will provide translated materials and interpreter services to ensure families can understand and respond to school information in their preferred language.

Parent Responsibilities
We, as parents, will support our children's learning in the following ways:
1. Be an active partner in my child's education to help them become proficient in the Louisiana Student Standards.
2. Ensure my child attends school daily, arrives on time, gets enough rest, and eats nutritious meals.
3. Make sure my child completes homework assignments and offers assistance when needed.
4. Support the school and teacher in maintaining a positive and disciplined environment.
5. Stay in regular communication with the school and my child's teacher.This includes reading, signing, and returning all important papers as requested by the school or teachers.
6. Encourage my child to do their best every day and foster a growth mindset.
7. Participate in decisions related to my child's education, as appropriate.
8. Stay informed about my child's education by promptly reading notices from the school and district, and respond as needed.
9. Attend parent-teacher conferences, family nights, and other school meetings; volunteer when possible.
10. Serve, to the extent possible,on school advisory or school groups.

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

1. Accept responsibility for my learning and participation in instructional activities that will help me master the Louisiana Student Standards
2. Attend school daily, arrive on time and be prepared for my classes
3. Work hard to complete all homework and class assignments on time and produce quality work
4. Ensure that my parent receives all school correspondence and promptly return all papers required to be signed by my parent
5. Behave responsibly and follow school and classroom rules

BUILDING PARTNERSHIPS: FAMILY ENGAGEMENT EVENTS

Engagement Event/ Activity	Date	Description
PK and K Beginning of the year meeting	8/5/26	PK and K families learn school policies and procedures to make transition smoother.
Orientation Night	8/5/26	Families meet the teacher, drop off school supplies and complete paperwork
Back to School Night / Title I Meeting Night	8/25/26	Families come to school to learn about teachers' expectations and routines. They are also informed about Title I
3rd Grade Parent Meeting	9/10/26	3rd grade families learn the performance and learning expectations of this LEAP tested grade level
Parent Teacher Conferences	9/14/26-9/18/26	Families have the opportunity to discuss student performance with their teacher
8th Grade Pinning Ceremony	9/18/26	8th grade family attend a ceremony celebrating students' last year at Ruppel
Middle School Bash	9/18/26	Middle school students enjoy an evening on campus to socialize with their peers
Trunk R Treat	10/23/26	School families and community members are invited to trick or treat on our campus and enjoy other activities.
Fall Fest	10/30/26	Students and parents are invited to celebrate Fall with various activities
Can Food Drive	11/4/26-11/11/26	School families donate non perishable items to Gretna Food Bank
Dibels Parent Meeting	11/5/25	Family are invited to learn more about the Science of Reading and the Dibels testing processing
Kinder Black History Month Parade	2/4/27	Kinder families are invited on campus to celebrate Black History Month
LEAP Information Night	3/2/27	3rd-8th grade families learn about LEAP testing and how they can support their child.
City Park Night	4/23/27	Families get to enjoy City Part at a discounted rate and proceeds go to Ruppel.
Mai Fest	5/7/27	Kinder families are invited to celebrate Mai Fest with the city of Gretna
PK Ceremony	5/25/27	PK families are invited to the PK move up ceremony
1st-7th Grade Awards Ceremony	5/24 - 5/25/2027	1st-7th grade families are invited to join the award ceremony virtually
Kinder Ceremony	5/25/27	Kinder families are invited to the kinder move up ceremony
8th Grade Farewell Ceremony	5/26/27	8th grade families are invited to the celebrate the accomplishments of 8th grade students

COMMUNICATION
Information about your child's grades, attendance or discipline can be found on the parish website at www.jpschools.org under Student and Family Resources, click Student Progress Center. Additionally, interim reports are sent home in the middle of each nine weeks and report cards at the end of each nine weeks. Additional forms of communications are implemented based on a student's grade level. Reach out to your child's school for more information.
Keep up with news from Ruppel Academie Francaise through our digital and social media platforms.

School Website: https://ruppel.jpschools.org/
Facebook Ruppel Academie Francaise

Level Family Engagement Policy
Ruppel Academie Francaise
2026-2027

In support of strengthening student academic achievement, **Ruppel Academie Francaise**, as a recipient of Title I, Part A funds, is required under Section 1118 of the Elementary and Secondary Education Act (ESEA) to jointly develop with, agree on with, and distribute to parents of participating children a School-Level Family Engagement Policy. This policy establishes the school's expectations for family engagement and describes how it will implement legally required activities and practices to ensure effective family-school partnerships that promote student achievement and success.

Schools, in consultation with families, may use this policy as a framework. While not all elements are mandated, those listed under "Description of How the School Will Implement Required School Family Engagement Policy Components" are required by Section 1118.

PART I: GENERAL EXPECTATIONS

Ruppel Academie Francaise will foster positive relationships with families and keep open lines of communication to promote student and school success.
Ruppel Academie Francaise agrees to:

- **Collaborate with Parents and Families:** Actively collaborate with parents to develop, review, and update this Family Engagement Policy annually to reflect current needs and feedback aligned with Section 1118(d) of the ESEA.
- **School-Parent Compact:** Incorporate a School-Parent Compact aligned with Section 1118(d) of the ESEA, clarifying shared commitments for learning.
- **Clear Communication:** Ensure the policy and related information are communicated in formats and languages accessible to all parents, including translated versions and alternative formats.
- **Inclusive Participation:** Provide meaningful opportunities for all parents to fully participate, including those with limited English proficiency, disabilities, or migratory backgrounds, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- **Parent Input on School Plans:** If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).

- **Family Engagement Funds:** The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for family engagement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- **Capacity Building:** Commit to building both school staff and parent capacity to engage effectively through training, resources, and ongoing support.
- **Support Requests:** Respond reasonably and promptly to parent requests for support or resources related to family engagement activities under section 1118 of the ESEA as the parents may request.

Definition (per Section 1118)
Family engagement means the participation of parents in regular, two-way, meaningful communication involving student academic learning, including ensuring:

- Parents play an integral role in assisting their child's learning.
- Parents are actively involved in their child's education at school.
- Parents are full partners in decisions and advisory committees.
- Schools support other activities as described in Section 1118.

PART II: DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED POLICY COMPONENTS

Ruppel Academie Francaise will involve parents in policy development and updates by conducting regular meetings and sending consistent and thorough communication.

1. Joint Development of the Family Engagement Policy under section 1118 of the ESEA
Ruppel Academie Francaise will involve parents in schoolwide improvements, activities, decision-making processes, and performance reviews by holding regular PTO meetings and encouraging families to attend.

Ruppel Academie Francaise will:

- Hold PTO meetings
- Distribute monthly newsletters
- Send text alerts

2. Parent Participation in School Review and Improvement under section 1116 of the ESEA
Ruppel Academie Francaise will invite parents to engage in schoolwide improvement activities, decision-making process and performance reviews by holding regular PTO meeting and conducting a survey in the spring.

Ruppel Academie Francaise will:

- Hold PTO meetings
- Conduct an annual survey

3. Annual Title I Meeting
Ruppel Academie Francaise will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional family engagement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:

- Holding PTO meetings
- Hosting Open House (Meet the Teacher)

- Hosting Testing Night
- Hosting Parent Orientation including school wide information and review of curriculum
- Offering more than one time option for all parent meetings

4. Timely Information about Programs
Ruppel Academie Francaise will provide parents of participating children information in a timely manner about Title I, Part I programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:

- Having open communication via email and parent conference
- Sending monthly newsletters
- Sending text alerts

5. Regular Meetings and Decision-Making Opportunities
Ruppel Academie Francaise will meet at the request of parents, provide opportunities for decisions for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any suggestions as soon as practicably possible by:

- Conducting an annual parent survey
- Having open communication via email and parent conference

At parent request, **Ruppel Academie Francaise** will:

- Hold annual curriculum meetings
- Communicate assessment expectations
- Provide opportunity for parent involvement

6. Individual Student Performance Reports
Ruppel Academie Francaise will provide each parent an individual student report about the performance of their child on the state assessment in at least math and ELA.

Ruppel Academie Francaise will:

- Send home score reports with an email and text alert when these are sent

7. Notification Regarding Non-Qualified Teachers
Ruppel Academie Francaise will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002)

Ruppel Academie Francaise will:

- Notify parents in writing if their child is taught for 4+ consecutive weeks by a teacher not highly qualified per federal regulations.

PART III: BUILDING CAPACITY FOR FAMILY ENGAGEMENT

A. Parent Education and Support
Ruppel Academie Francaise will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions below.

Ruppel Academie Francaise will provide:

- The state's academic content standards
- The state's student academic achievement standards
- The state and local academic assessments including alternative assessments
- How to monitor their child's progress
- How to work with educators
- Testing night
- Parent orientation including school wide information and review of curriculum

B. Providing Materials and Training

Ruppel Academie Francaise will provide materials and training to help parents work with their children to improve their child's academic achievement, such as literacy training and using technology, as appropriate, to foster family engagement.

Ruppel Academie Francaise will:

- Provide "Ruppel Family Google Classroom" with technology tips

C. Educating Staff on Parent Engagement

Ruppel Academie Francaise, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff to reach out to, communicate with, and work with parents as equal partners in the value of unity of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.

Ruppel Academie Francaise will:

- Hold teacher PD about appropriate communication
- Ensure communication logs are completed when teachers contact parents

D. Coordination with Other Programs

Ruppel Academie Francaise will, to the extent feasible and appropriate, coordinate and integrate family engagement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children,

To strengthen alignment, **Ruppel Academie Francaise** will coordinate by:

- Providing PK family activities

E.Accessible Communications

Ruppel Academie Francaise will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

Ruppel Academie Francaise will ensure:

- Monthly newsletters
- Weekly emails and texts about school news
- Paper copies of parent information in the VIP home-school communication folder
- Ruppel Family Google Classroom

PART IV: DISCRETIONARY FAMILY ENGAGEMENT COMPONENTS

NOTE: The School Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

Ruppel Academie Francaise, in partnership with parents, may also:
• involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
• providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
• paying reasonable and necessary expenses associated with family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
• training parents to enhance the involvement of other parents;
• arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize family engagement and participation in their children's education;
• adopting and implementing model approaches to improving family engagement;
• establishing a school parent advisory council to provide advice on all matters related to family engagement in Title I, Part A programs;
• developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in family engagement activities.

PART V: PARENT RESPONSIBILITIES

Ruppel Academie Francause recognizes the critical role families play. Families are encouraged to:

- Ensure students attend school regularly and arrive prepared.
- Communicate regularly with school staff.
- Participate in parent-teacher conferences and events.
- Volunteer in school activities when possible.
- Support learning at home by reading, reviewing homework, and setting routines.
- Join and participate in school organizations like the PTO.

PART VI: POLICY ADOPTION AND DISTRIBUTION

This School Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Parent Meet and
This policy was adopted by Ruppel Academie Francaise on August 1, 2025 and will be in effect for the period of one year. The school will distribute this policy to all parents of participatingTitle I, Part A children on or before each school year.

This policy was jointly developed with families and staff. It will be:

- Reviewed annually with the School Family Engagement Committee.
- Distributed at the start of each school year.
- Posted online and available in multiple languages and formats.
- Made available during key school events.

Dr. James Gray
Superintendent

Yvette Gauthreaux
Executive Director of Grants & Federal Programs

Parents' Right to Know

Dear Parent,

Under the Elementary and Secondary ACT, ESEA, Title I parents have a right to request professional qualifications of their child's teacher(s) or paraprofessional(s). This letter is to inform you of your right to ask for the following information about your child's classroom teachers or paraprofessionals:

- Whether the teacher is certified or licensed for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or other provisional status through which licensing criteria have been waived.
- What the teacher's baccalaureate degree major is and whether the teacher has any advanced degrees and, if so, the subject of those degrees.
- Whether the child is provided with services by paraprofessionals and, if so, their qualifications.

If you would like to receive specific information about your child's teacher or paraprofessional, please contact your school principal.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts to provide the best education to your child.

Sincerely,

Yvette Gauthreaux, Executive Director
Grants & Federal Programs
Teaching & Learning

DEPARTMENT of EDUCATION
Louisiana Believes

Complaint Procedures for Violation of the Every Student Succeeds Act

These procedures are established for any organization or individual ("complainant") to file a formal complaint alleging a violation of the Every Student Succeeds Act of 2015 [2] (ESSA) against a Louisiana local education agency (LEA) or the Louisiana Department of Education (LDOE) itself. These procedures are in accordance with The Louisiana Handbook for School administrators, Bulletin 741, Sections 349. A copy can also be requested by calling the Department's toll-free number, 1-877-453-2721.

The LDOE will receive complaints from individuals or organizations alleging:

1. A violation of law in administration of an applicable program; or
2. A violation of a federal statute or regulation that applies to a covered program for which federal law permits a filing of complaint with the LDOE.

The federal ESSA programs for which formal complaints may be filed and investigated are:

- Title I, Part A – Improving Basic Programs Operated by Local Educational Agencies
- Title I, Part A – School Improvement Grants, referred to as 1003(a) and 1003(g)
- Title I, Part C – Education of Migratory Children
- Title I, Part D – Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
- Title II, Part A – Supporting Effective Instruction
- Title III, Part A – Language Instruction for English Learners and Immigrant Students
- Title IV, Part A – Student Support and Academic Enrichment
- Title IV, Part B – 21st Century Community Learning Centers
- Title V, Part B – Rural Education Achievement Program

The violation must have occurred within the past year and the complaint must be in writing and must include:

A. A statement of the violation of a requirement of a pertinent federal statute or regulation and date of violation;
B. The facts on which the statement is based, including the name of the local education agency;
C. A proposed solution for the problem;
D. The individual or organization's designee's signature and contact information.

The complaint can either be emailed to ldoecommunications@la.gov or mailed to:
Louisiana Department of Education
Attn: Office of Policy
1201 N. Third Street
Baton Rouge, LA 70802

Submitter will be notified when a complaint has been received by the LDOE, and complaints will be resolved within 60 days of receiving the complaint, unless the timeline has been extended. The submitter will receive a written decision addressing each violation and will also be informed of the right to request that the Secretary of the United States Department of Education review the decision made by the LDOE.

Appendix 1-Counselor Consent

School District Mental Health Professional Consent Form

Date: _____

Dear Parents:

The **mental health professional** at ***Ruppel Academie Francaise*** is available to assist students, parents, and teachers to maximize the learning experiences of every student. Students are helped **as needed** to positively resolve academic, behavioral and emotional problems that may interfere with their school success. Services provided to students may include: individual, group, and family counseling sessions, classroom observations, and consultation with pertinent school staff. Please read this form carefully, check your wishes for your child, sign, and return to school tomorrow.

Your child has been referred for mental health professional services. Students can be referred throughout the year by themselves, parents, administrators, and teachers. Your child will have access to a school district mental health professional with your signed consent below. Some things our services can help develop are:

1. Positive attitude toward school, self, and others.
2. Improved decision making involving exploration, alternatives, and consequences.
3. Improved communication and conflict resolution with peers, family and school staff.
4. Coping with/resolution of emotions such as anger, grief, divorce, depression, and anxiety.
5. Accepting responsibility for academic, behavioral, and social choices.

If you would like your child to receive district mental health services during the school year please complete the following consent form. This form and all other mental health professional records are kept in a confidential file, and **NOT** included in student school files. If you have any questions, please call ***Alexandra Eakin at Ruppel Academie Francaise * Phone: (504) 361-8905 * Email: _____***

PLEASE CHECK, SIGN, AND RETURN THIS BOTTOM SECTION

All mental health professional records, are confidential except in instances of abuse, neglect or threats to harm self or others. This consent is good for the ***current*** school year only.

Student's Name _____ Grade _____ Homeroom _____

_____ I give consent for my child to receive mental health services by the members of the district mental health professional staff**. I will contact the district mental health professional's office if there are specific concerns that I want to be addressed as needed.**

_____ I do not give my consent for my child to be seen by the district mental health professional staff. I understand that if my child is in a mental health crisis, they will be seen by a district mental health professional to ensure their safety and/or safety of others.

Parent's Signature_____Phone # _____

Parent's email address_____ Date _____
In the event of an emergency, the mental health professional my contact the following Emergency Contact Person:

Name: _____ Relationship to student _____
Phone #_____

A copy of this consent can be found in the Ruppel Handbook.

Appendix 2- Carpool

Afternoon Carpool & Walker Dismissal Information:

- **Families entering the line between 6th Street and the river may enter from any direction, and everyone should take turns allowing others to enter. This is not monitored by Ruppel, and all municipal traffic rules apply.**
- **Parents may NOT line up prior to 1:40 p.m.** Gretna PD will issues tickets for families in line earlier than 1:40 p.m.
- **Students will only be released to a person with a verified "Ruppel" carpool sign**. If the person does not have a sign, he/she will be asked to pull forward out of the carpool line for an ID check to be verified with the emergency card. The ID check may take a few minutes as our staff must prioritize the safe dismissal of students.
- Carpool students are dismissed at 2:10 p.m. The carpool list closes at 2:25 p.m. and any child not listed by that time will be checked into child care and responsible for payments.
- Be courteous to our neighbors.
- Do not block intersections or driveways. **Carpool families should not pause next to an adjacent parked car as that blocks the flow of through traffic**.
- Parents arriving to get a child from child care are NOT allowed in the back parking lot until **after 2:25 daily**. It is never ok for a parent to enter the back parking lot in the afternoon. The back parking lot is reserved for bus dismissal only.

Safety

- Students will never be released to a person who parks and walks to the gates.
- Faculty/staff will not dismiss students in cars without enough seatbelts.
- Students may only be dismissed to an adult as stated on the student's emergency card or athletic emergency sheet.
- Cell phone use is not allowed in a school zone.

Traffic Flow (see map attached)

- The carpool line flows northbound on Huey P. Long Avenue (toward the expressway) will make a U-turn at 10th Street back toward Ruppel. (SEE MAP ATTACHED)
- Do NOT turn on 8th Street after picking up your child. 8th Street is for buses only.
- Cars should always stop for buses trying to access Huey P. Long and/or 8th Street. Buses always have the right of way.
- Keep the carpool sign visible until the employee puts the child in the car. That person is responsible for checking carpool tags.
- Pull all the way forward to 8th Street when in front of the school. An employee will escort your child to the car.
- Pull forward in the line if you need to buckle your child. Do not stop the flow of carpool to buckle your child.
- Please do **not** turn right on 8th Street as this interferes with bus dismissal.
- Do not walk to the gate to pick up students. Carpool moves quickly once everyone knows the routine

Walkers

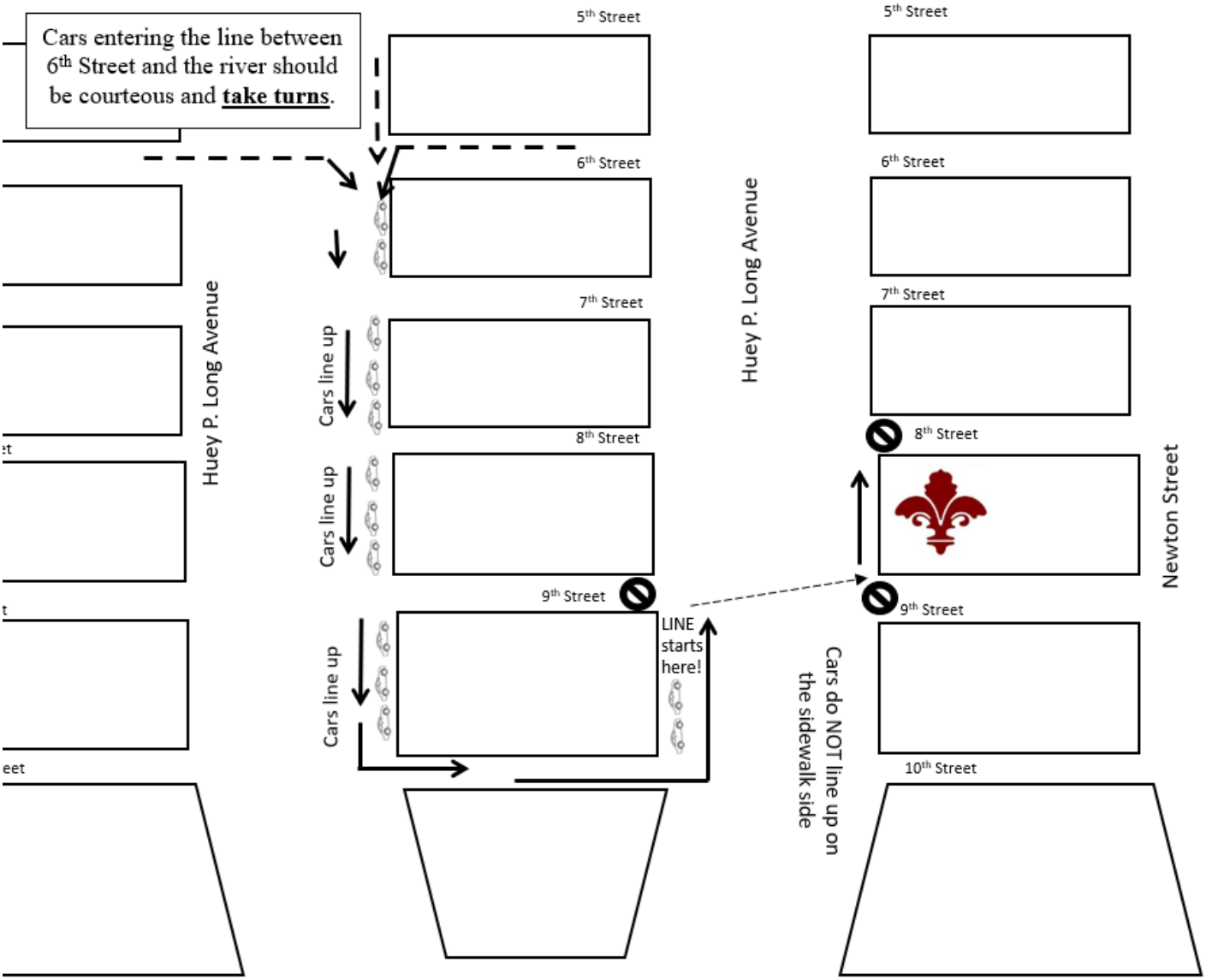
- Walkers will be dismissed last after carpool has concluded. Walkers must have written permission to walk and must sign-out with the carpool teacher daily.

Morning Carpool

- Parents should pull up in front of Ruppel on Huey P. Long. The line will U-turn around the neutral ground at 10th Street

- An employee will open the door and assist your child.
- Be sure your child is unbuckled and ready to get out of the car. An employee is not allowed to unbuckle a child from a seat.

Appendix 3- Carpool Map



Appendix 4- Internet Permission

JEFFERSON PARISH PUBLIC SCHOOLS

Parental Consent Form for Student Access to the Internet Computer Network
& Student Agreement Regarding Internet Access

POSSIBLE RISKS INVOLVED IN STUDENT USE OF THE INTERNET COMPUTER NETWORK (referred to hereafter as "Internet"), INCLUDE BUT ARE NOT LIMITED TO:

▶ There is the possibility that there may be materials present or otherwise available on the Internet that some students, parents, or teachers may find controversial, offensive, objectionable, pornographic or otherwise inappropriate for minors.

▶ Some services available on the Internet could be considered offensive, and students must take responsibility for their own actions in navigating the network.

▶ It is virtually impossible to prevent students from getting to materials whose presence the school system never anticipated, while preserving the student's status as a full member of the Internet community.

▶ The school system policy cannot formalize precise limits upon a student's access. Rather, it is the student's responsibility to follow standards set by their parents.

STUDENT RESPONSIBILITIES IN INTERNET USAGE:

▶ Students have a responsibility to use appropriate language when using the Internet. The school system will not tolerate a student's use of profanity or obscenity on the Internet, and the use of such inappropriate language on the Internet may result in school disciplinary action and the student losing Internet privileges.

▶ As community members, students must respect the rights of others in both the local community and in the Internet at large. Offensive, obscene, harassing, abusive or inflammatory language, pictures, or materials, and/or personal attacks are unacceptable uses of the Internet, and students who engage in such communications on the Internet may be subject to school disciplinary action and/or loss of Internet privileges.

▶ Students have the responsibility to follow copyright laws and rules, and must respect all copyright issues regarding software, information, and attributions of ownership in their exercise of Internet privileges. A student's failure to do so may result in school disciplinary action, the loss of Internet privileges, and/or prosecution under applicable state and federal law.

▶ Students must recognize the privacy rights of others, and refrain from re–posting personal communications without the original author's prior consent. Failure to do so may result in school disciplinary action and/or the student's loss of Internet privileges.

▶ Students must use the Internet only for legal activities. A student who engages in illegal activities, including but not limited to, tampering with computer hardware or software, computer piracy, hacking, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files will be subject to school disciplinary action, lose Internet privileges, and may be prosecuted for criminal violations under applicable state and/or federal law.

▶ Students are responsible for avoiding the knowing or inadvertent spread of computer viruses. Deliberate attempts to degrade or disrupt system performance by spreading computer viruses is considered criminal activity under state and federal law. A student who engages in such activity will be subject to school disciplinary action, lose Internet privileges, and may be prosecuted for criminal violations under applicable state or federal law.

▶ A student must accept full responsibility for usage of his or her account. A student's failure to fulfil this responsibility by giving his or her password to another may result in school disciplinary action and/or the loss of Internet privileges.

▶ A student must take responsibility for his or her own messages, actions and words on the Internet. Failure to fulfil these responsibilities may result in school disciplinary action and/or loss of Internet privileges.

▶ Students have the responsibility to display exemplary behavior when using the Internet, and must conduct themselves as representatives of both their respective schools and the community as a whole. Failure to fulfil this responsibility may result in school disciplinary action and/or loss of Internet privileges.

STUDENT AGREEMENT:

I have read and understand my responsibilities in exercising the privilege of using the Internet Communications System. I agree to follow the rules and regulations of the Jefferson Parish Public School System when using the Internet, and to fulfil my responsibilities as outlined above. I understand that any violation of the school system's rules and regulations, or my failure to fulfil my responsibilities in using the Internet may result in school disciplinary action, loss of my access privilege on the Internet, and/or prosecution under applicable state and/or federal law.

Student User's Signature:_____ Date: _____

CONSENT OF PARENT OR GUARDIAN:

As the parent or guardian of the above–named student, I have read and understand the terms and conditions for my child's use of the Internet Communication System at school, and the possible risks involved in my child's use of the Internet. I have read and understand, and have discussed with my child the school system's rules and regulations, and my child's responsibilities in accessing and using the Internet. I understand that the opportunity being provided to my child to access the Internet at school is designed for educational purposes, and that the Jefferson Parish Public School System is taking reasonable precautions to eliminate materials that may be considered controversial, offensive, objectionable, pornographic or otherwise inappropriate for minors. However, I also recognize that restricting access to all such materials is impossible for the school system I will not hold the School System responsible for materials acquired by my child on or through the Internet either at school, or away from school using such knowledge and skills in accessing the Internet as my child may acquire at school.

Parent/Guardian (please print)_____

Signature: _____ Date: _____

Appendix 5-Photography Release

Jefferson Parish Public School System

Photography Release Form

On several occasions, our students in a classroom or school setting, have the opportunity to be featured in the local and/or national media and in our school district publications and programs.

I, _____ , the parent / legal guardian of the student named below, agree to and provide permission for the photographic, video, audio or any other form of electronic recording of the named student for and on behalf of the Jefferson Parish Public School System.

I acknowledge and agree that ownership of any photographic, video, audio or any other form of electronic recording will be retained by the Jefferson Parish Public School System.

I authorize the use or reproduction of any recording referred to above for any reasonable purpose within the discretion of the media outlet without acknowledgment and without being entitled to remuneration or compensation.

I understand and agree that if I wish to withdraw this authorization, it will be my responsibility to inform the Jefferson Parish Public School System in writing.

The signed form below will be used to document your permission for these activities.

School _____

Student's Name _____

Date _____

Signature (Parent or Legal Guardian)_____

Telephone Number _____

Appendix 6- Ruppel Playground/PE Field Field Trip

Field Trip Permission Form

Ruppel Academie Francaise

Date: August 3, 2026

Dear Principal **Emily Miller**:

Permission is hereby granted for _____
(Name of Student)

to attend the FIELD TRIP to **Gretna Playground and Field for PE (3rd-8th grade) special events (all grades) during the 2026-2027 school year**

Students will be transported via **walking**

I hereby agree to hold Jefferson Parish Public Schools and Ruppel Academy or any duly authorized representative(s) FREE AND HARMLESS against any and all injuries, which the above mentioned child may sustain as a result of, or occurring because of this field trip to which I have hereby granted permission. The only exception to this clause is if injuries are sustained as a result of the gross negligence or willful misconduct of Ruppel Academie Francaise or its authorized representative(s).

Please check one: _____ Approve

_____ Disapprove _____
Signature of Parent/Guardian

For PE class (3rd-8th grade) and various special events (PK-8th grade), we walk students to the playground and field located on Huey. P. Long Avenue between 10th Street and 11th Street. This form gives permission for this field trip for the 26-27 school year.

Appendix 7- RAF Academic and Behavior Dismissal Policy

RUPPEL ACADEMIE FRANCAISE

Dear Parents/Guardians:

The Jefferson Parish Public School System academic and behavioral dismissal policy for students in Advanced Study Academies for grades two through eleven is stated below. Please read the Academic and Behavioral Dismissal policy and sign below. Your child is also required to sign this form. Your signatures indicate that you have received, reviewed, and agree to abide by this policy. Thank you for your continued support and cooperation. We wish you and your child a successful school year and look forward to serving you.

Academic Dismissal: Each Ruppel Academie Francaise student's final course averages in grades two through seven will be reviewed at the end of a school year. A student's final/end of course letter grade for all courses attempted excluding physical education and health, will be averaged using the following un-weighted (honors points not included) quality point values: A = 4, B = 3, C = 2, D = 1, and F = 0.

So that all qualifying courses may be averaged, in grade 2 a final letter grade in Language Arts and math will be averaged. In grade 3, a final letter grade will be calculated for science and social studies and averaged in addition to Language Arts and math. If a student earns less than a 2.0 final average (rounding up is not permitted) in all qualifying courses attempted during a school year, he/she will be dismissed from Ruppel Academie Francaise and not be allowed to apply for readmission for at least one academic year.

In addition to the grade point average requirement, a student's performance in all courses attempted during the school year will be reviewed at the conclusion of a school year. If a student earns a final/end of course letter grade average of "F" for any two courses attempted during the course of a school year, the student will be dismissed and not be allowed to apply for readmission to Ruppel Academie Francaise for at least one academic year.

Families who wish to appeal an academic dismissal may submit an Academic Dismissal Appeal Form to the Compliance Office for consideration.

Behavioral Dismissal: Students attending advanced studies schools will be expected to adhere to Jefferson Parish Public School System discipline guidelines as outlined in the Procedures and Policies for Parents and Students.

Student Name (print) _____ Grade _____

Student Signature _____

Parent Name (print) _____

Parent Signature _____ Date _____

*Parent copy located in the appendix of the Ruppel Handbook.

Appendix 8-Transportation Form

Ruppel Afternoon Transportation Form

Child's Name _____ Grade _____ Teacher _____

To ensure the safety of all students, each child must have this completed form on file. ***The transportation you select on this form will be considered your child's primary afternoon transportation method for the remainder of the school year.***

Please notify your child of any afternoon dismissal changes BEFORE they arrive at school each day and **send a letter to the homeroom teacher in the VIP Folder**. The office does not send messages to students. Do not call or email the front office to make changes to afternoon transportation.

PK and kindergarten students must have supervision at the bus stop. Please indicate who will meet your child at the stop. The person must be 12 years or older.

Walkers will be dismissed after all car riders and bus riders. Elementary students will only be released as a walker if an adult is present. Sixth through eighth graders will be released to walk independently if permission is granted by the parent.

The school administrator must approve all walkers based on a review of residency or registration with Boys and Girls Club.

Please **INITIAL** to select your child's primary AFTERNOON transportation method from the list below:

____ **Bus Rider** Bus # _____

****PK/Kindergarten Bus Riders must complete the JP Transportation Agreement Form & have supervision at the stop. First-eighth graders will be dropped at the stop even if an adult is not present.**

____ **Carpool and/or Child Care**: I have read the pick-up line policy and discussed it with my child and other family members who may be picking up my child. I understand that I will be charged for child care if my name is not on the carpool list by 2:25 p.m.

____ (PK-5th grader) **Walker**: Student lives in the neighborhood surrounding the school and will be **walked home with an adult**.

____ (6th-8th grader) **Walker**: Student lives in the neighborhood surrounding the school and is allowed to walk home **without the supervision of an adult**.

____ (PK-5th grader) **Walker to Boys and Girls Club with supervision of an employee of B&G Club**. This must also be noted on the child' emergency card.

____ (6th-8th grader) **Walker to Boys and Girls Club WITHOUT the supervision of an adult.**

Parent Signature _____ Date _____

Library Book Check-out
Permission Form

Parents,

Students in first through eighth grades may have the opportunity throughout the year to check-out books from the library. They are allowed to check out one book at a time and are solely responsible for the book. If the student does not return the book within two weeks of checking it out, it will be considered lost. The parent will be responsible for the replacement cost of a lost book. The student will not be allowed check-out privileges until the lost book is returned or the replacement cost paid.

Thank you,

Maureen Iverson

PRINT Student Name _____

Grade Level: _____

Select ***ONE*** of the choices below:

_____ YES! My child may check out books in the library.

Parent Signature _____ Date _____

_____ No, I do not want my child to check out books in the library.

Parent Signature _____ Date_____

Dr. James Gray
Superintendent

Laura Roussel
Chief Academic Officer

Guidelines/Contract for 8th Grade Honor Courses

Jefferson Parish Schools provides eligible 8th grade students the opportunity to earn honors credit in English I and/or Algebra I, which are Carnegie courses. The honors coursework includes a differentiated and rigorous curriculum with a wider range and greater depth of subject matter than that of the regular course. Emphasis is placed on higher-level and critical-thinking skills, on creative, productive thinking, and on independent-guided research.

Students must meet the following guideline(s) to be placed in an honors course:

- The student received a Mastery or Advanced on the LEAP 2025 in ELA and/or math, or a compatible standardized test score, from the most recent year available.

OR

- The student earned a final report card grade of a **B** or higher in a regular class. or a **C** or higher in an honors class in ELA and/or math from the previous year.
- The student is recommended by a teacher. The teacher must show data and a rationale for the recommendation.

Students and parents must understand the following about an honors course:

- The student is expected to be an independent learner -- willing to read, ask questions, pursue outside reading and research, and integrate and discuss material from diverse, high-quality sources.
- The student is expected to complete all work with integrity and in the time frame given.
- The student has an opportunity to earn an additional quality point in their weighted GPA (5.0 scale instead of a 4.0 scale) for the honors course by successfully completing all of the requirements. Ex. A student who receives an **A** will earn 5 quality points, rather than 4 quality points. A student who receives a **B** will earn 4 quality points, rather than 3 quality points
- If the student does not complete the honors requirements for the course (i.e. project, research paper, advanced enrichment task, etc.), he or she will not receive honors credit.
- The student must fulfill all requirements stated in the Pupil Progression Plan.

Students and parents must understand the following about a high school Carnegie course:

- This is a high school course, which means the student may earn a high school Carnegie credit for successfully completing the requirements of the course.
- The grade in the course will be reflected on the student's high school transcript.
- The student is expected to be present and not to accrue excessive absences.
- The student is required to take the high school LEAP 2025 associated with the course as part of their high school graduation requirements. This assessment will also count as a portion of the student's final grade in the course.

My signature below indicates that I understand the requirements of enrollment in an Honors course.

_____ _____

Student Signature/Date Parent Signature