Richwood Middle School

Student Handbook 2026-2027

RAMS WILL . . .
Respect all people
Act responsibly
Maximize time
Safety first

FROM THE PRINCIPAL'S DESK

Welcome to Richwood Middle School! It is an exciting and challenging time, but we at Richwood are eagerly anticipating another new and promising school year! We welcome each of you into our Richwood family, and all of us look forward to working together in the education of your child. Very high standards have been set at our school, but we know that, as a team, we can make a difference!

The information found in the student handbook has been carefully prepared to assist you in achieving excellence. You will find that the rules and regulations that govern our lives here at Richwood Middle School make it possible for all of us to work together. As a student at Richwood, you are expected to know and to follow rules and procedures. Your homeroom teacher will go over the information with you at the beginning of the school year, and I suggest that you become familiar with the contents of your student handbook.

The handbook will be available to students and parents by accessing the RMS homepage https://richwoodmiddle.opsb.net/. You may refer to the information as needed or print a copy to keep at home. Paper copies will be available in the RMS office for those who do not have access to a computer. If you have any questions about the information found in this handbook, see an administrator. He or she will be happy to answer any of your questions.

Your Richwood experience will be whatever you make of it. Be proud of your school. Take good care of it. Become involved in activities. Only you have the power to determine your success. Start off on the right foot, and remember, we are on this journey together. As your principal, I wish you a rewarding & enjoyable school year.

Ms. Deborah Brown
Principal

Richwood Middle School
5855 Highway 165 South
Monroe, Louisiana 71202
Main Office (318) 432-2000
Fax (318) 432-2049

Ms. Deborah Brown
Principal

Mr. Randall Dean Smith
Assistant Principal

Ms. Errika McBride
Administrative Assistant

Mrs. A. Brooks
Professional School Counselor

Mrs. Jokora Davis
Curriculum Coordinator

Ms. Sonya Griffin
Secretary

Mrs. Tina Annina
Bookkeeper

MISSION STATEMENT

The mission of Richwood Middle School is to provide a safe, positive, and respectful learning culture that empowers all students to excel both academically and personally.

VISION STATEMENT

We are invested in continuous improvement and growth for all students with high expectations, high achievement, and every class.

INFORMATIVE WEB SITES
www.opsb.net
https://richwoodmiddle.opsb.net/

Important Information

Students will be assigned an Administrator for the school year. The assignments are as follows:

Mr. Smith will have all 6th grade students and 7th grade students with the last names A-L.

Ms. McBride will have all 8th grade students and the 7th grade students with the last names M-Z.

School Messenger

The Ouachita Parish School Board has provided an online service OnCourse, which increases communication between school and home. By logging into it parents and students can view class assignments, test dates, from any computer connected to the Internet. Every parent who has access to a computer, whether it be home, work, friend, or relative, needs to activate their parent account and check their child's page as often as possible. Parents and teachers can email to avoid having to wait for phone calls or conferences. Important school activities and announcements are posted regularly on the Richwood Middle School Facebook page. Students and parents can view all test grades on OnCourse Connect. The OnCourse Connect portal can be found at opsb.net.

Student Login Information:
Each student's account will be activated by the school board. Student usernames will be their first initial and the first three letters of their last name followed by @opsb.info. Ex. jbur@opsb.info. The password will be made of their first initial and first three letters of their last name followed by @ and their last four digits of their Social Security number. Ex. jbur@1234

Parent Login Information:

All parents of sixth graders and parents of new students will have to activate a new account at Richwood Middle School home page. Instructions on how to create a new account that will allow you to see your child's grades are found on our site. Go to the Parent Resource tab and click on how to create an account to check your child's grades found in the list of resources.

STUDENT REGISTRATION FEE

Individual Class or Activity Fees: Basic school fees are $35. Fees may be required if your student participates in classes or activities such as FACS, PE, Athletic sports, band, choir, spirit groups, etc. Parents will be notified by each teacher or sponsor of the specific fee(s) cost.
Fee Payment Methods: Richwood Instructional Fees, Individual class Fees, Activity Fees will be paid ONLINE ONLY through the school's website.

STUDENT INSURANCE

There are two student insurance policies available to everyone in the fall, one covering the school day, and the other is a **24** hour plan. They are limited to specific amounts for the different injuries. Both policies are well worth the minimal charges. If interested, see someone in the main office of the school or contact the Athletic Department.

All student athletes must submit a waiver form indicating adequate coverage under a family policy or purchase student insurance. Richwood Middle School **does not** have an insurance policy to cover students.

RICHWOOD MIDDLE SCHOOL - 2026-2027 BELL SCHEDULE

6th Grade	7th Grade	8th Grade
Homeroom 7:35 - 7:40 (5 mins)	Homeroom 7:35 - 7:40 (5 mins)	Homeroom 7:35 - 7:40 (5 mins)
1st Period 7:40 - 8:30 (50 mins)	1st Period 7:40 - 8:30 (50 mins)	1st Period 7:40 - 8:30 (50 mins)

2nd Period 8:33 - 9:23 (50 mins)	2nd Period 8:33 - 9:23 (50 mins)	2nd Period 8:33 - 9:23 (50 mins)
3rd Period 9:26 - 10:16 (50 mins)	3rd Period 9:26 - 10:16 (50 mins)	3rd Period 9:26 - 10:16 (50 mins)
4th Period 10:19 - 11:09 (50 mins)	4th Period 10:19 - 11:09 (50 mins)	4th Period 10:19 - 11:09 (50 mins)
Lunch A **11:09 - 11:30 (21 mins)**	5th Period 11:12 - 12:02 (50 mins)	5th Period 11:12 - 12:02 (50 mins)
5th Period 11:33 - 12:23 (50 mins)	**Lunch B** **12:02 - 12:23 (21 mins)**	6th Period 12:05 - 12:55 (50 mins)
6th Period 12:26 - 1:16 (50 mins)	6th Period 12:26 - 1:16 (50 mins)	**Lunch C** **12:55 - 1:16 (21 mins)**
7th Period 1:19 - 2:09 (50 mins)	7th Period 1:19 - 2:09 (50 mins)	7th Period 1:19 - 2:09 (50 mins)
8th Period 2:12 - 3:02 (50 mins)	8th Period 2:12 - 3:02 (50 mins)	8th Period 2:12 - 3:02 (50 mins)
Afternoon Announcements/Car Pick-up/Bus Dismissal 3:02 - 3:05		

400 Instructional Minutes
21 Lunch minutes each
21 transitional minutes

Revised 5/19/26

SCHOOL CALENDAR

We will follow the 2026-2027 Ouachita Parish School Board calendar.

Important Dates:
8/10/2026 – First Day of School
10/9/2026 – End of Period 1
10/23/2026 – Report Cards
1/8/2027 – End of Period 2 / Midterm
1/15/2027 – Report Cards
3/15/2027 – End of Period 3
3/19/2027 – Report Cards
5/10–14/2027 – Graduation Week
5/20/2027 – End of Period 4 / Students' & Paras' Last Day
5/21/2027 – Teachers' Last Day

Holidays / Breaks
9/7/2026 – Labor Day
10/12–16/2026 – Fall Break
11/3/2026 – Election Day Closure

11/11/2026 – Veterans' Day
11/23–27/2026 – Thanksgiving Break
12/21/2026–1/1/2027 – Christmas / New Year Break*
Dismiss for Christmas/New Year on 12/18/2026 @ 11:30 a.m.
1/18/2027 – Martin Luther King, Jr. Day
2/15/2027 – Presidents' Day
3/26–29/2027 – Easter Holiday
3/30–4/2/2027 – Spring Break
5/31/2027 – Memorial Day

Non-Student Days – Employee PD
8/3–7/2026
9/28/2026
12/11/2026
2/16/2027
EMPLOYEE WORKDAY – STUDENT FLEX DAY
10/19/2026
1/4/2027
4/5/2027

GRADING SCALE

100 - 90 =	A
89 - 80 =	B
79 - 70 =	C
69 - 60 =	D
59 AND BELOW =	F

ACADEMICS

Major Subjects - English/Language Arts, Math, Social Studies, and Science
Minor Subjects - Physical Education and Electives

REPORT CARDS TO STUDENTS

First Nine Weeks - October 23
Second Nine Weeks - January 15
Third Nine Weeks - March 19
Fourth Nine Weeks - Report Cards will be available in the school office after the school year ends. Parents will be contacted via automated phone message when report cards are ready to be picked up.

To Be Honored for grades:	
Principal's list 4.000 All A's	***All A's***
High Honor Roll 3.9-3.5	***A's and B's only - B being the low grade***
Honor Roll 3.0-3.9	***C being the Low Grade***

PROGRESS REPORTS

Parents can view their child's grades in each subject by checking Student Grades in OnCourse Connect. Teachers post each student's grades, tests, and assignments weekly. Paper progress reports will also be given out during each nine weeks.

MEDICATION

The Ouachita Parish School Board has established guidelines and procedures to be in compliance with the Louisiana State Legislature "school medication law".
As a general principle, medications will not be given at school.
However, when circumstances arise in which a student must take medication at school; the following must be adhered to:

1. Medications must have a proper medication order form completed by a physician or dentist detailing the name of the medicine, dosage and time to be given.
2. Parents must meet with the school nurse to sign appropriate medication forms before any medication can be administered/or self-administered at school.
3. Medication must be brought to school by a parent and/or guardian in a current container appropriately labeled by the pharmacy in which it was received (*EVEN IF the arrangement is for "self-administration, so that the nurse can meet with the student as well, at this point).
4. No more than 25 dosages in a tablet form can be kept at the school for each child. NO MEDICINE WILL BE ACCEPTED IN PLASTIC BAGS OR MISLABELED BOTTLES !!
5. If a dosage should change, the school nurse must receive a written order from the doctor or dentist stating what changes have been made and a new pharmacy label issued, and it (again) brought in to the school nurse by a parent/guardian. This must be in place for the student to begin receiving the 'new' dosage.

NO OVER THE COUNTER (OTC) MEDICATION CAN BE GIVEN unless prescribed by a doctor or dentist. A pharmacy label with the child's name, dosage, and dispensing info must also be on it. (This means Aspirin, Tylenol, Motrin, Benadryl, cough syrup, cough drops, antacids, etc. *You may obtain a prescription for your child to have most any 'OTC' medicine at school, BUT the above details **MUST** be followed and in place.

If your child is a **"FREQUENT FLIER"** to the School Nurse office,
You may avoid unnecessary missed days of school/work if you consider and utilize the 'OTC' option. It may be a little work up front for you but may save you time in the long run.

Antibiotics should be given in a timespan so they may be received at home if at all possible. This includes all eye and ear drops.

Thank you for your understanding and cooperation in this matter. If you have any questions, please contact your school nurse.

The primary concern of the **OPSB School Nurse Program** is for the health, safety, and welfare of the students. The school nurse can provide preventative measures, health counseling, education, first aid, medication administration and can assist with medical concerns. The school nurse conducts assessments, treatments and screenings during the years as follows:

1. Medication appointments on an as needed basis throughout the year.
2. Mandated vision & hearing screening to 7th grade students. Screenings are also conducted to students exhibiting problems in the classroom by request of the teacher, parent or other school personnel.
3. General physical assessment of students as needed which may include, but are not limited to, vital signs, ear-nose-throat assessment, auscultation of lungs & heart sounds, history of events pertinent to current complaint(s).
4. An appropriate choice of first aid will be administered depending on the student's current complaint(s) or medical condition. 911 will be called in an "emergency" situation.
5. Pediculosis (head lice) checks on students as indicated. OPSB follows a "No Nits" policy. Any child with known head lice and/or nits will be sent home for immediate treatment. A child must be re-examined upon returning to school and must be free of live bugs AND nits before remaining at school.
6. A spinal screening for the detection of scoliosis may be conducted for all 6th grade students. Boys and girls are screened separately.

***IF YOU **DO NOT** WANT FOR YOUR CHILD TO PARTICIPATE IN ANY OF THE ABOVE, YOU MUST LET THE SCHOOL NURSE KNOW IN WRITING AT THE BEGINNING OF THE SCHOOL YEAR. ***

According to OPSB, this is when NOT to send your child to school. ☒
IF . . . .

1. **If in the last 24 hours, your child has had a Temp of 100 degrees.**
2. **If in the last 24 hours, your child has had Nausea, Vomiting, Diarrhea.**
3. **If your child has a wound that is draining, or a wound that cannot be completely covered by a bandage.**
4. **If your child has suspected Chicken Pox.**
5. **If your child has Head Lice (live bugs OR nits).**
6. **If your child has an untreated Ringworm (*you must send written documentation of current ongoing treatment for at least 24 hours for return to school, and it must remain covered with a band-aid until resolved).**
7. **If your child has Conjunctivitis or Suspected "Pinkeye". Students may return after being under treatment for at least 24 hours.**
8. **If your child is experiencing thick, colored (yellow or green) nasal drainage.**

****If in doubt, for the health sake of your child and the other students, please keep your child home until his/her current health concern is resolved.**

LOST AND FOUND

A location is provided in the office where found articles should be deposited and lost articles sought. A student or teacher should send any article found to the main office of the school. **Coats, book bags, band instruments, and other articles of value should be labeled with the student's name.** Anything of value, including money, should not be brought to school.

If a student loses something, check first with your teachers. Then get a hall pass to look in the Lost and Found in the office. Every year expensive possessions are left unclaimed. Since it may require several days for a lost article to be turned into the proper place, the student who has lost something should persist in his/her inquiries for it. Claim lost items promptly.

OFFICE

The office is where school business is transacted. Students go there to enroll, withdraw, secure reinstatements and tardy permits, and secure permission to leave school during the day. Upon entering the office, the student should wait quietly until the secretary is able to attend to his/her needs. A parent or guardian must come into the school office to check a student in or out.

STUDENTS SHOULD <u>NEVER</u> GO BEHIND THE COUNTER WITHOUT PERMISSION.

A student may use the telephone in the office to call a parent due to illness with a <u>written phone pass from a teacher.</u>

STUDENTS <u>WILL NOT</u> BE CALLED TO THE TELEPHONE DURING CLASS. Students receiving messages during class will be contacted at the end of the school day. Students must attend to business before or after school.

No student deliveries will be accepted at school!! No outside food can be delivered for students

CHILD CUSTODY

All students' (families) who are under court ordered **Custody Implementation Plans** will be required to present original documentation to the school for information purposes. The school will copy these documents and maintain strict confidentiality as to their contents. The school will work with the ordered structure in cooperating with specific family needs.

LOUISIANA COMPULSORY ATTENDANCE LAW

Louisiana Revised Statute 17:221 Act 644

Duty of Parent or Guardian:

Every parent or guardian residing in Louisiana, having control or charge of any child from that child's **seventh (7th) birthday** until his **eighteenth (18th) birthday** shall send such child to a public or private day school and shall assure the attendance of such child in regularly assigned classes during school hours established by the school board. Any child under the age of seven (7) who legally enrolls in school shall also be subject to compulsory attendance.

Penalties:
Whoever violates the provisions of this law shall be fined not more than two hundred and fifty dollars ($250) or imprisoned not more than thirty (30) days, or both.

TYPES OF ABSENCES

A. **After three unexcused tardies or absences a phone call will be made home notifying the parent/student of Act 644 and should be signed and returned to the administrator.**
B. **All unexcused absences after the fifth (5) day will have to be excused by the directors of Child Welfare and Attendance at the Ouachita Parish School Board office. Truancy will be contacted.**
C. **Excused Absences** – Students shall be considered excused from school for the following reasons:

1. Personal illness (with physician's verification).
   (Note: Personal illness – Although the absence will be counted as one of the allowed **5 days of absence**, a student will be allowed to make up any work missed, or tests missed if the student brings a note signed by the parent or guardian explaining the absence.
2. Serious illness in the family (with documented verification).
3. Recognized religious holidays of the student's own faith.
4. All physician statements will be considered excused absences if submitted within **2 school days (48 hours)** upon the student's return to school. The doctor's excuse that is brought back upon return to school must not be tampered with or altered in any way. If so, the excuse will not be accepted!!
5. Legal appointments.
6. Death in the family (not to exceed one week).

THE STUDENT SHALL BE GIVEN THE OPPORTUNITY TO MAKE UP WORK

D. **Unexcused Absences**
   1. Students shall not be excused for any absence other than those listed above.
   2. Any unexplained, unexcused, or illegal absence or habitual tardiness shall be reported to the Supervisor of Child Welfare and Attendance when necessary.

E. **Suspensions**
   Students missing school as a result of any suspension shall be counted absent. Students are allowed to make up their work:

1. It is the student's responsibility to ask the teacher to make up the work.
2. Students must complete the work within the teacher's timeline.

A parent conference with an administrator is required before a student returns after a suspension either in person or by phone. A conference with the Director of Child Welfare and Attendance is required after the third suspension or first fight.

Extenuating Circumstances

The only exception to the attendance regulation shall be delineated extenuating circumstances that are verified by the Director of Child Welfare and Attendance as follows:

1. Extended personal, physical, or emotional illness as verified by a physician.
2. Extended hospital stays as verified by a physician.
3. Extended recuperation from an accident as verified by a physician.
4. Extended contagious disease within a family as verified by a physician.
5. Prior school system approved travel for education.
6. Death in the family (not to exceed one week).
7. Natural catastrophe and/or disaster.

Summary

A. Attendance requirements shall be ENFORCED as prescribed by state law. NO student shall have more than 5 unexcused absences per semester as prescribed by state law ACT 644.
B. All EXCUSES NEED TO BE SUBMITTED UPON STUDENT'S RETURN. **(Within 48 hours).**
C. Students in grades 6 – 7 – 8 have a total of **10 days** of absences per school year. Maximum of 5 days per semester according to state law. After 5 days of unexcused absences in a semester; students will be turned over to the Sheriff's Department Truancy Division. However, if these students are taking a course for high school credit (example keyboarding or Algebra I), they may accumulate only **5 days** per year.

TRUANCY

A pupil is considered truant if:

A. He leaves school during the day without permission from the proper authority.
B. He is absent from school without permission of a parent.
C. He is absent from a class without permission.

Penalties for truancy are determined by the principal and/or assistant principal. **Five (5)** unexcused absences and/or tardies from school will be turned over to the Ouachita Parish Sheriff's Truancy Department.

We do understand that there are occasions during which a parent relays that an excuse will be available because of illness, but the child never returns with appropriate documentation. In these instances, the child should be referred following the allotted seventy-two (72) hour time frame per school board policy. Once a child is referred, the parent or guardian will be contacted in an attempt to correct the situation. Each parent will be notified of the state law and the penalty for noncompliance. If any excuses are available, it is requested that the paperwork is made immediately available to the school. If the parents take an extended amount of time to make the excuses available, the acceptance of those excuses will be at the discretion of the school.

SCHOOL COUNSELOR

Counseling services are available for every student in the school. These services include help with school planning, explanation of test scores, career information, study organization, help with home problems, school and social concerns and many others. If you need to talk with a counselor, ask your teacher to write a hall pass and report to the counselor's office.

POLICY ON PARENTAL INVOLVEMENT

The Ouachita Parish School System and Richwood Middle School believe that good communication between the school and the family must exist and is vital to the success of each child. The Ouachita Parish School System and Richwood Middle School also recognize that an emphasis on academic achievement alone will not ensure that all students are able to achieve a high level of performance and meet challenging content standards. An effective home-school partnership for learning must be developed at each school to ensure student success and achievement.

HALLS AND HALL PASSES

Students should be in the halls only at the beginning and close of school and while moving from one class to another, unless they have special permission or special duties

that require them to be there. Students in the halls during class time must have a hall pass. Students are asked to keep to the right when moving in the halls.
Restroom passes will be issued only on an emergency basis during class. Students should use the restroom before school, between classes, and during lunch period. Phone passes must be obtained from a teacher before a student is allowed to use the phone in the office.

LIBRARY

The library is a materials center which is available to students and teachers. Books, magazines, and newspapers are accessible for research and recreational reading. The effectiveness of the library will be determined by the use made of it by students and teachers. Students are responsible for fines on overdue books, fines for damaged books, or the price of a lost book. The librarian will assess the amount owed. The library is open before school and at lunch for student use.

CAFETERIA

Cafeteria meals are free for all students at Richwood this year. If students want extras, they must pay for them.

****PARENTS CANNOT BRING FAST FOOD TO THEIR CHILD DURING LUNCH TIME.****

DUTY TEACHERS

Beginning at *7:20* **each morning**, teachers will be on duty in the building and on the grounds. Teachers are assigned duty before school and at lunch. Should you need the advice of a teacher, take your problem to one of the duty teachers. If you desire special permission to enter in the morning or at any other time when the building is not open to students, make your requests to one of these teachers. Duty teachers will supervise students entering and those eating in the cafeteria, regulate traffic in the halls, and they will be on hand to help the students in any way possible.

Students are allowed to be dropped off beginning at 7:20. Car drop offs and bus riders will be allowed to enter the building at 7:20.

BUSES

Students who ride buses will leave the building and go directly to the buses. Students are not permitted to get off at the bus stop until the bus arrives at the student's regular destination. Parents that pick students up after school will follow the road directions/signs located on the school property. Please contact the school office if there are any questions.

CAR PICK-UP

Parents may drop off or pick up their child in front of the school.

EMERGENCY PROCEDURES

Fire, Tornado and Lock Down Drills are held periodically through the year for the protection and safety of everyone. Quick and immediate action could possibly save many lives. Some guidelines to follow are:

Fire Alarm (FIRE) will signal for everyone to evacuate the buildings quickly and orderly. **DO NOT RUN.** Walk in a single file out the appointed exit. (Each teacher will instruct each class of the route to take).

TORNADO ALARM will signal for classes to go into the main hall and sit on the floor with their backs to the wall. Their heads should be tucked between the knees and arms wrapped around the knees for further protection.

A SCHOOL LOCK DOWN. Each teacher will instruct each class of this procedure.

LOCKERS

Each student will be assigned an individual locker for his/her books and other school needs ONLY IF REQUESTED. Students should not share lockers. Damaged or deface lockers will subject the responsible pupils to fines and penalties. Students are expected to keep their lockers neat and orderly at all times. A locker inspection will be held by the student's homeroom teacher when deemed necessary.

HOMEWORK

Homework is expected of students. Good study habits can be developed with the help of parental encouragement and interest and by provisions of a quiet place to study at home. The time needed will vary with the grade level, the subject, the teacher, and the student. However, reported studies indicate that the typical student spends 7 to 10 hours each week in class preparation.

MAKE-UP WORK POLICY

Usually, students will be permitted to make up all work missed to include tests and any graded material. The student will be expected to present a note to the teacher from his/her parent or physician stating reasons for being absent. Students who are in school when a test or activity is announced and who miss only the day of the test or activity and return the day following the test will be expected to take the test or complete the activity on the day of return. The teacher may alter the format of a makeup test in any manner if the test covers the same material that is on the original test.

It is the joint responsibility of the student and the teacher to see that makeup work is done. The student should check Student Grades or Google Classroom or ask the teacher if he/she has missed work and make arrangements with the teacher to make it up. Students missing more than one day consecutively will be allowed a minimum of one day for each day missed before being required to make up a test, turn in material, or complete an activity. This will not exceed a total of five *(5)* days. If after notification, the student fails to accomplish make-up in the allotted time, the grade will be recorded as "0/F". A grade of 0(zero) cannot lower a student's average but one grade per incident. All make-up work must be completed within the grading session unless extenuating circumstances exist.

<u>WHAT SHOULD I DO IF</u>...

I am late? A parent or guardian must sign you in at the office.

I must leave early? A parent or guardian must check you out in the office with a valid ID.

I have a personal problem? Talk with a teacher or school counselor.

I have trouble in class? Talk with the teacher or school counselor

I must leave the classroom? Ask your teacher for a hall pass.

I am moving away? Have your parents/guardian contact the main office. A drop slip must be obtained at that time.

I am changing addresses? Students are requested to submit to the main office any changes of telephone or address.

My parents want a conference with my teacher? Parent should contact the school counselor to set up an appointment with the teacher.

REPORT TO THE MAIN OFFICE IF YOU HAVE ANY FURTHER QUESTIONS AND ASK FOR ASSISTANCE FOR ANY OTHER MATTERS.

CARE OF THE BUILDING

Everyone should take pride in our school building and the grounds outside and keep it clean and attractive. Students are expected to pick up paper and litter from the classroom floors at the end of each class period. Please be a thoughtful citizen and pick up paper when you see it in the hallway, instead of walking by it.

Students marking on or damaging school equipment or property in any way will be required to clean the article. Parents and students are responsible for damage to school property or materials loaned to the students. Students can be suspended or expelled from school for this infraction.

STUDENT CODE OF CONDUCT

Richwood Middle School believes in a philosophy that states that education is the foundation for building and improving a better way of life and helping each individual student face the challenges in our global society. The conduct of our students plays a vital role in being successful in this endeavor.

We expect our students to be able to perform to their fullest potential. We believe that in order to develop competent, responsible, motivated individuals we must provide a safe environment that is conducive to learning. Therefore, we expect our students to know and understand the following general rules of conduct and to apply those rules on a daily basis. Students are expected to attend school whenever classes are in session; respect all school personnel and other students at all times; be on time for school and all classes; know the rules, policies, and procedures of the school and follow them at all times as posted in the student handbook; and, in general, conduct themselves at all times in a manner that is educationally acceptable at school as well as acceptable to our society.

Every student at Richwood Middle School is expected to exhibit behavior that creates a safe, orderly and supportive environment. To ensure that each student and parent has a clear understanding of the specific behavior that is expected, we want each parent and student to review the policies and procedures listed in the student handbook as well as rules and policies provided on our school website.

EXPECTATIONS FOR STUDENTS

RMS students are expected to display good conduct. Good behavior is both appreciated and rewarded. We expect the following from our students:

- Return signed papers from home
- Arrive to class on time
- Come to class with necessary materials
- Move through the building in an orderly manner
- Use hall passes appropriately
- Follow school and classroom rules
- Wear appropriate clothing
- Follow cafeteria policy and procedures
- Respect school property and the property of others
- Use appropriate language
- Settle conflicts appropriately
- Treat peers with respect/**Bullying will not be tolerated**
- Treat staff with respect
- Conduct yourself respectfully in the community

ASSEMBLIES/AFTER-SCHOOL FUNCTIONS

The student's behavior should be acceptable and courteous at all times. An indication of the atmosphere of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include sleeping, wearing hoodies, on cell phone, air pods, whistling, unnecessary clapping, boisterousness, booing, and talking during a program or while someone is speaking, etc. Student(s) will be disciplined accordingly. Students not picked up on time from after school events, at the discretion of admin, may not be allowed to attend future after school events. It will be at the discretion of the school Administration if students with out-of-school suspensions will not be allowed to attend pep sporting events, rallies, dances, or after-school functions; i.e., field trips.

FORBIDDEN ITEMS AT SCHOOL

Articles which interfere in any way with school procedures, disrupt instruction, or become hazards to the safety of others are not allowed. If brought to school, these items will be impounded and returned only to a parent. Student possession of a beeper or any type of cellular device is prohibited.

Smoking or the use of **any kind of tobacco on campus is forbidden by law**. DO NOT bring cigarettes, e-cigarettes or tobacco to school. Teachers have been instructed to report smokers and confiscate all tobacco and/or **lighters** found at school. Any student under

the influence of alcohol or drugs or in possession of **alcohol, drugs, knives, firearms**, or any **weapon or toy weapon** will be suspended/expelled from school.

Other specific items not allowed at school are:

Radio, CD, DVD or MP3 Player
Water Gun
Squeeze Bottle
Tumblers
Stainless Still Cups
Energy Drinks
Electronic Devices
Balls
Firecracker
Explosive Device
Spraying Device
Trading or Playing Cards
Roller Blades
Skateboards
Electronic Cigarettes
Vapes
Headphones
Earbuds
Neckband Headphones
Samsung Watch
Apple Watch
Die or Dice
Any Electronic device that communicates from the arm
Bluetooth Glasses

Electronic devices/cell phone Policy – ACT 313

Students are not allowed to use cell phones or smart watches during school hours. All cell phones and smart watches must be turned off and out of sight. Wireless headphones are not permitted at school. No additional electronic devices are permitted to be used on campus, aside from the school-provided Chromebook.

First offense: **Parents will be called. Parent/Guardian may pick the device up prior to 3:00 pm Monday -Friday. Parent signs for minor infraction.**

Second offense: **Parent/Guardian will be called. Parent/Guardian may pick the device up prior to 3:00 pm Monday –Friday. One day Saturday Seminar or in school suspension, parent signs for minor infraction.**

Third offense: **Parent/Guardian will be called. Parent/Guardian may pick the device up prior to 3:00 pm Monday -Friday. Two days Saturday Seminar or in school suspension. Parent notified that next infraction results in phone taken for three days.**

Fourth offense: **Parent or guardian will be called. Cell phone taken for three days. Parent/Guardian may pick the device up prior to 3:00 pm Monday - Friday. Three days suspension and meet with CWA before returning to school.**

Fifth offense: **Parent or guardian will be called. Student recommended for alternative placement.** ***Students identified by Section 504 or Bulletin 1508 must report to CWA within 3 days (318) 432-5610***

Phones should not be needed for classroom instruction since all have Chromebook access.

Parents/guardians need to be made aware that there is no excuse (including that the parent/guardian is attempting to contact the student) for a student to be on their cell phone during the day. If a parent needs to communicate with a student, they need to contact the main office of the school.

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

****Adult Information****
*****ACT No. 472 signed into state law June 2016 states;*** Use of wireless telecommunications devices in school zones are prohibited; The first violation shall be punishable by a fine of not more than **five hundred dollars**. Each subsequent violation shall be punishable by a fine of not more than **one thousand** dollars **and suspension of driver's license for a sixty-day period,**

Minor Information
Use of wireless telecommunications in school zones are prohibited; The first violation shall be punishable by a fine of not more than **two hundred fifty dollars.** Each subsequent violation shall be punishable by a fine or no more than **five hundred** dollars **and a suspension of driver's license for a sixty-day period.**

TARDY POLICY

There is a tardy bell for each class. Each student must be in the classroom when the tardy bell rings. Ample time has been allotted for students to be on time. After allowing an adequate period of time for students to learn their class schedule, tardies will be recorded.

Tardy Policy: Each time a student is tardy, he or she must be sent to the office for an admit slip to class so their name can be removed from the eight-line slip. The office will keep a record of the number of tardies per semester. Check for an admit form signed by the principal.
3rd: 1 MPC-Seat Time Recovery
4th: 1Day Suspension
5th: 3 Days Suspension CWA-Cannot return without Probation Contract
6th: 5 Days Suspension Recommend Alternative Placement Hearing CWA

The process for tardiness to class will start over at the beginning of the new semester.

POLICIES ON DISCIPLINE

The school board is mindful of public concern about student discipline and protection in the school and accepts the responsibility of providing an atmosphere in which learning can take place. The board realizes too, that when students come from homes where parents have a positive attitude toward learning and adaptability to changing times, the problem of discipline and conduct is minimized. Principals, counselors and classroom teachers have a responsibility to teach by precept and example good conduct and positive attitude toward learning. **COURTS HAVE RULED IN FAVOR OF SCHOOL RULES AND POLICIES BECAUSE WE HAVE UNCONSENTING VIEWERS AND LISTENERS.** Students are considered to be "unconsenting juveniles" because they are not here on their own free will. Inappropriate dress, behavior, or language can be offensive. To achieve the kind of atmosphere conducive to learning, we have the following policies on discipline and on appropriate dress and appearance.

* * * Good discipline creates conditions favorable to efficient learning. Its ultimate purpose is the maturity (accepting of responsibility and self-control) of the learner. Self-discipline (responsibility for one's own action) is an important goal in education. Conduct that describes the young lady or gentleman is a valuable social and economic credential. Students are not permitted to be absent from school or to be tardy without a legitimate excuse, to smoke or have tobacco in their possession during school hours while on school property, drink alcohol or have in possession of alcohol or chew gum or use profane language at the school. Every student is expected at all times to keep in mind that his conduct shows best when it sets a wholesome example for others to follow.

***Any student who starts or participates in a disturbance may be suspended from school immediately. Any student involved in a fight may be suspended for three days. Any student in a second fight will be recommended for expulsion.

***All persons other than school employees and students enrolled at a specific school must go first to the office to secure admission to the campus; otherwise, they will be considered trespassers and, as such, subject to arrest and prosecution.

***Any student who, while on school grounds or in transit to or from school, has in his possession an object which could be classified as a weapon will immediately be suspended by the principal.

***Any student fighting to, on or going from school campus will be disciplined.

***Any student caught smoking or dipping, consuming alcohol and over the counter medications, either coming to school, on campus, or going home from school will be disciplined in the proper manner.

***Any student that is disrespectful to any member of the staff at Richwood Middle School will be disciplined in the proper manner.

***Any student fighting, smoking, or disrespectful will be dealt with quickly so they will not disrupt the school program.

***The accepted standard for student dress at Richwood Middle School shall be one that is in keeping with the basic philosophy that our students are ladies and gentlemen. Research concludes that students, dressed in neat attire, act and perform at higher levels of proficiencies. Boys and girls attending school- sponsored activities should wear the regular school day attire or dress-up apparel.

***IN-HOUSE SUSPENSION:** The student is removed from the classroom but will be allowed to do work that is missed. The student will not be counted as absent.

***SUSPENSION:** The student is removed from the school campus and may not participate in any school functions. Third suspension (3rd), parents are required to meet with the Child Welfare Director. Fourth (4th) suspension the student will be recommended for expulsion. Saturday Seminar is a type of punishment but is not a form of suspension.

***EXPULSION:** The student is removed from the school for the remainder of the year pending a hearing with the O.P.S.B. Child Welfare Office. The student may have the option of attending the alternative school in an expulsion class. Any student possessing a controlled substance or an illegal drug will be expelled for a minimum of a calendar year.

There is no way we can list all of the Do's and Don'ts and there may be times that the school will have to take disciplinary action on other things. Other means of discipline for minor infractions include parent conferences, KP, and concession duty. We have the reasonable basis for doing so as part of the school's pedagogical function. NOTE: STUDENTS WHO COMMIT DISCIPLINARY INFRACTIONS MAY BE DENIED THE OPPORTUNITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES AND OTHER SCHOOL SPONSORED TRIPS.

DRESS CODE

6th Grade

Shirts

- **Light Blue and Navy polo style-Must be long enough to tuck in pants**

Pants

- **Uniform Navy Blue, Khaki or Black (a belt must be worn if pants have belt loops)** All pants are worn at waist level and cannot be form-fitted.

Shorts

- **Uniform Navy blue, Khaki or Black and worn to the knee**

7th Grade

Shirts

- **Hunter green and Gray polo style-Must be long enough to tuck in pants**

Pants

- **Uniform Navy Blue, Khaki or Black (a belt must be worn if pants have belt loops)**
  All pants are worn at waist level and cannot be form-fitted.

Shorts

- **Uniform Navy Blue, Khaki or Black and worn to the knee**

8th Grade

Shirts

- **Red/White/Black polo style-Must be long enough to tuck in pants**

Pants

- **Uniform Navy Blue, Khaki or Black (a belt must be worn if pants have belt loops)**
  All pants are worn at waist level and cannot be form-fitted.

Shorts

- **Uniform Navy Blue, Khaki or Black and worn to the knee**

SHOES - ALL GRADES

- Dress sandals must have backs.
- No slippers.
- No slides.
- No Crocs.
- No flip-flops.
- No athletic-type sandals.
- No house shoes.
- No heels over 2 inches.
- No "Yeezy"-style Crocs/shoes.

HEADBANDS

BOYS:

- May wear thin black headbands in the hair to hold back hair.
- No wide bands, colored bands, or sweatbands.
- No hair wraps.
- No winter hats.
- No hoodies worn on the head in the building.

GIRLS:

- No wide scarves (excluding religious reasons).
- Girls may wear wide or thin hair bands.
- No sleep wraps.

- No bandanas worn wide around the back of the head and tied in the front.
- No bandanas tied in the front.
- No hoodies worn on the head in the building.

HAIR, GROOMING, AND FACIAL VISIBILITY

- Hair must be kept clean.

Richwood Middle School recognizes and respects students' right to wear natural, protective, and cultural hairstyles, including but not limited to afros, dreadlocks/locs, twists, braids, cornrows, Bantu knots, and curls, consistent with Louisiana law and Ouachita Parish School Board policy.

Regardless of hairstyle, hair must be worn or positioned so that it does not cover or obstruct the student's eyes or substantially conceal the student's face during the instructional school day. Both eyes must remain visible to school personnel for purposes of student identification, supervision, safety, communication, and participation in instruction.

Students whose hair extends over or in front of the eyes will be required to move, part, pull back, tie, or otherwise secure the hair so that the eyes and facial features necessary for identification remain visible. This requirement does not require a student to cut, shorten, chemically alter, or discontinue a natural, protective, or cultural hairstyle. Failure to comply with a reasonable directive to move or secure hair away from the eyes after being given an opportunity to correct the concern may be addressed in accordance with the school's dress code and Student Code of Conduct.

JEWELRY, COSMETICS, AND GROOMING ITEMS

- No nose piercings.
- False or artificial eyelashes, including strip lashes, individual lashes, cluster lashes, extensions, and decorative eyelashes, are not permitted during the regular school day.
- Decorative pimple stickers or acne patches, including brightly colored, glittered, patterned, oversized, or character-shaped patches, are not permitted.
- Plain, clear, or skin-toned acne treatment patches may be worn.
- No metal picks, sharp-edged brushes, or long-handled combs allowed.

HOODIES AND SWEATSHIRTS

- Hoodies and sweatshirts are allowed in gray, red, or black.
- Belts are required.

OTHER SITUATIONS

Spirit Day/Free Dress Days are announced by the Principal.

- Jeans: no rips, tears, or holes; no skin showing.
- Shirts: field trip T-shirts, school T-shirts, spirit shirts, or RMS club T-shirts.
- Bandanas, do-rags, or hair bonnets will not be allowed during the regular school day.

IF THERE IS DOUBT...

- If a student questions whether an item is appropriate to wear, the student should not wear it to school.
- Students may bring any garment to Mrs. Crain for approval the day before wearing it.
- If a student attempts to test the dress code by packing suitable clothing in a backpack, this will result in automatic LD.
- If this occurs on a regular basis, the student will be assigned ISS.
- Simply ask before you wear it.

QUESTIONS

- Please understand that the dress code is a working document.
- RMS Administration has the right to make changes at will.
- The policy will be discussed with students during homeroom and will be posted on the school website for reference.
- If changes are made to the dress code, the information will be amended on the website and students shall be notified.
- If you have questions concerning the dress code, please contact the school.

IF A STUDENT IS OUT OF DRESS CODE

- We will work with students during the first few days of school.
- After the first week, the uniform policy will be strictly enforced.
- If a student repeatedly violates the hoodie policy, the student will not be allowed to wear a hoodie in the building.
- If a student repeatedly violates the dress code policy, a referral will be written by Administration with the appropriate consequence.

The administration reserves the right to alter and announce changes in the dress code guidelines to address situations that interfere with an appropriate educational environment.

SEARCH OF STUDENT AND SCHOOL PROPERTY

The Ouachita Parish School Board is the exclusive owner of any public building, any desk or locker in the building, or any other area that may be set aside for the personal use of students. Any administrator, school resource officer, or teacher may search any building, desk, locker, area, or grounds for weapons, illegal drugs, alcohol, stolen goods, or other materials or objects for which possession is a violation of Ouachita Parish School Board policy. This includes a random search with a metal detector or a search conducted when there is a reasonable belief that the items sought will be found. Any administrator, school resource officer, or teacher may search a student or the student's personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, school board policy, or a school rule.

FERPA

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

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

*Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

*Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

*Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR * 99.31):

**School officials with legitimate educational interest;
**Other schools to which a student is transferring;
**Specified officials for audit or evaluation purposes;
**Appropriate parties in connection with financial aid to a student;
**Organizations conducting certain studies for or on behalf of the school;
**Accrediting organizations;
**To comply with a judicial order or lawfully issued subpoena;
**Appropriate officials in cases of health and safety emergencies; and
**State and local authorities, within a juvenile justice system, pursuant to specific State law.

FERPA Website: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Ouachita Parish School Board

POLICY STATEMENT

Section 504 Compliance

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

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

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

Information Regarding
Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that prohibits discrimination of the basis of a disability in any entity receiving federal funding. Section 504 states that: "No otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from the participation in, be denied, the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."
Included in the U.S. Department of Education regulations for Section 504 is the requirement that disabled students be provided with a free appropriate public education (FAPE).
The Act defines a person with a handicap as anyone who has a mental or physical impairment that substantially limits one or more major life activities:

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

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

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

If the student is determined to be disabled under Section 504, the school must develop an Individual Accommodation Plan (IAP) and implement the delivery of all needed accommodations as determined by a group of persons knowledgeable about the student, evaluation data, and placement options. Periodic re-evaluations are required for qualified students who receive services. Districts are expected to establish prior notice and consent procedures to encourage parents' involvement in the educational decisions affecting their children.

PARENTAL AND STUDENT RIGHTS

IN STUDENT DETERMINATION OF PROGRAM ELIGIBILITY AS DEFINED IN
SECTION 504 of the Rehabilitation Act of 1973

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

YOU HAVE THE RIGHT TO:

*Have your child take part in and receive benefits from public educational programs without discrimination because of his/her disabling condition.

*Have the school system advise you of your rights under federal law. (Section 504)

*Receive notice with respect to identification, evaluation and educational placement of your child.

*Have your child receive a free, appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate to the needs of the disabled child. It also includes the right to have the school system make reasonable accommodations to allow your child an equal opportunity to participate in academic, nonacademic and extracurricular activities offered by the school system.

*Have your child educated in facilities and receive services comparable to those provided non-disabled students.

*Have your child receive accommodations/modifications and related services that will meet his/her needs as well as the needs of non-disabled students if he/she is found to be eligible for services under Section 504.

*Have fair evaluation, educational, and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options.

*Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school system.

*Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.

*Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.

*Receive a response from the school system to reasonable requests for explanations and interpretations of your child's records.

*Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.

*Have an opportunity to present complaints and/or to request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made through the Ouachita Parish 504 Facilitator.

*Request payment of reasonable attorney fees if you are successful on your claim.

*File a local grievance.

For more information regarding Section 504, of if you have questions or need additional assistance, contact Ouachita Parish's Section 504 Facilitator; Myrrah Thompson, 800 Claiborne Street, West Monroe, LA 71291 (318) 432-5400

TITLE VI, TITLE IX, THE AMERICANS WITH DISABILITIES ACT (ADA),

AND SECTION 504 COMPLIANCE

Title VI, Title IX, ADA, and Section 504 are federal laws which ensure that individuals will be free from discrimination based upon sex, race, national origin, or disabilities. The Ouachita Parish School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

To resolve problems which students, employees, or applicants for employment may believe are the result of discriminatory practices, the Ouachita Parish School Board has established a grievance policy. For further information about these federal laws or the grievance process, contact:

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

Angela Westerburg
Director
Student Support Services
800 Claiborne Street
West Monroe, LA 71291
(318) 432-5400 | Fax: (318) 432-5599

Barry Johnson
Section 504/ADA Supervisor
Ouachita Parish Student Support Services
800 Claiborne Street
West Monroe, LA 71291
(318) 432-5400

Ouachita Parish School System
Technology Acceptable Use and Internet Safety Policy

Internet and network resources access is available to students, employees, and guests (Users) in the Ouachita Parish School System (OPSS). We are very pleased to provide this access and believe the Internet offers vast, diverse, and unique resources to all of our users. Our goal in providing this service to students, employees, and guests is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The following Terms and Conditions of Use are provided so that network users are aware of their responsibilities. These responsibilities include efficient, ethical, and legal utilization of the network resources. Please read the Terms and Conditions of Use carefully.

Terms and Conditions of Use

1. Personal Privacy and Safety
    a. Users will not reveal any personal contact information about themselves or any other person on the Internet.
    b. Users will not agree to meet with someone they have met on the Internet without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.

2. Illegal Activities
    a. Users will not transmit any material or engage in any activities in violation of any national, state, or local regulations.
    b. Users will not attempt to gain unauthorized access to any network resources including (but not limited to) computer systems and other users' accounts or files.
    c. Users will not attempt to disrupt the network or network resources or destroy data by spreading computer viruses or worms or by any other means.
    d. Users will not attempt to impersonate another individual using network resources for any reason.

3. Security
    a. Users will immediately notify system administrators if a possible security problem is identified. However, purposely looking for security problems may be considered an illegal attempt to gain access.
    b. Users will only use storage media (disks, CDs, usb drives, etc.) that have been scanned and found to be free of viruses.
    c. Users will not attach any device to the network without prior approval by the system administrators.
    d. Users should be aware that all network traffic (including Internet usage and email) is regularly monitored for inappropriate use.
    e. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network resources.

4. Network Resources
    a. Users will only use network resources in support of the educational goals and objectives of the OPSS.
    b. Users will not intentionally waste network bandwidth (listening to online radio stations, viewing streaming video, downloading large files, etc.).
    c. Users will not use network resources for commercial purposes.
    d. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in network communications. This includes personally attacking or harassing another person.
    e. Users will not display, download, or transmit any inappropriate materials (including offensive messages, images, and videos).
    f. OPSB.net email accounts are for employees only. Students will not be assigned OPSB.net email accounts.
    g. Users will not send or forward email "chain letters" or send annoying or unnecessary messages.
    h. Users will not send mass email or "spam" any users (internal or external) with unauthorized communications or solicitations.
    i. Users will respect copyrighted material and other intellectual property. Users may not duplicate or distribute electronic resources without the appropriate permissions,

documentations, or citations.

5. Software
    a. Users will not download, store, or install any unapproved or unlicensed software on school system computers.
    b. Users will not install any unauthorized or unlicensed school system software on their personal/home computers.

6. Access to Inappropriate Material
    a. To the extent practical, technology protection measures (or "Internet filters") shall be used to protect against Internet access by users to visual depictions that are obscene, child pornography, or any material that is deemed harmful to minors.
    b. Users will immediately report to school authorities any website they access that contains inappropriate content.
    c. Users will not attempt to bypass the district's technology protection measures to view inappropriate content.
    d. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

7. Consequences of Inappropriate Use
    a. The use of the Internet is a privilege, not a right, and inappropriate use may result in the temporary or permanent cancellation of that privilege and/or other disciplinary action (including suspension, expulsion, or legal action) as deemed appropriate by administration, faculty, and staff.
    b. Note that no information on the network (including email and personal files) is guaranteed to be private. Information relating to or in support of illegal activities must be reported to the authorities.
    c. Inappropriate use of the network may result in legal action and/or prosecution, and may require restitution for costs associated with system restoration, hardware, or software costs.
    d. Users bringing illegal and/or inappropriate materials onto the network will be subject to disciplinary action.

8. Supervision and Monitoring
    a. It shall be the responsibility of all employees to supervise and monitor usage of the online computer network and access to the Internet by students under their supervision in accordance with this policy and the Children's Internet protection Act.
    b. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Network Administrators or their designated representatives.
    c. All Internet usage and communications are logged and regularly monitored for inappropriate use.

9. Cyber Education
    a. The OPSS will educate our students about cyber security, cyber safety, and cyber ethics so that our students may safely become productive members of the global Internet community.
    b. Cyber security education will include information about how to keep our computers and our networks secure, including how to avoid viruses, worms, and spam.
    c. Cyber safety education will include information about appropriate online behavior, including interacting with other individuals on social networking websites and chat rooms.
    d. Cyber ethics education will include information about copyrights, intellectual property, plagiarism, and cyber bullying awareness and response.

This revision adopted on June 1, 2010

Ouachita Parish School System
Richwood Middle School
Web Publishing Policy

The purpose of the Ouachita Parish School Board (OPSB) website is to provide a means of effective communication between administrators, teachers, support staff, students, parents, and our community. All content on the OPSB website must adhere to the policies outlined in this document. Failure to follow these policies may result in a loss of publishing privileges and/or other disciplinary actions.

ORGANIZATIONAL RESPONSIBILITIES

**The Website Administrator is responsible for developing and maintaining the OPSB district website,

**The Communications Department has the primary responsibility for the content of the OPSB website. All content for the OPSB district website must be approved by the Communications Department.

**A Website Coordinator will be designated for each school in the district. Each school's Website Coordinator will be responsible for all content posted to that school's website. The Website Coordinator is also responsible for ensuring that a release form is on file before publishing any identifiable student photos or works.

**The Webmaster is the person who actually creates, publishes, and maintains the school's website. The Webmaster may be the Website Coordinator or may be designated by the Website Coordinator. The Webmaster may be a teacher (or other school employee), parent, or other individual deemed capable of publishing the school's website. However, the Website Coordinator is ultimately responsible for the content of the school's website.

CONTENT STANDARDS

**All content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights.

**All official school board and school web pages should reside primarily on the OPSB web server. If a school chooses to host its website with another provider, the OPSB website will provide a link to the school's website only if the school's website meets all other criteria maintained in this policy.

**All content must be related to curriculum, instruction, or other school or school district related information.

**personal information should not be published. Any phone numbers or email addresses should be ones used within the school system.

**The OPSB web server will not be used for personal or commercial financial gain or for any illegal activity. Links to retail or political sites will not be allowed.

**A11 web pages must not link to or contain any inappropriate material. The Communications Department will have full discretion in determining the appropriateness of content.

STUDENT SAFETY

**Student names may be published without a release form. However, no

identifiable student photos or student works may be published unless a signed release form is on file for the current school year for every associated student.

**No personal information (other than the student name) should ever be published about a student.

**No information that identifies the location of a student at any particular time during the school day (such as student schedules) should ever be published.

**Students are not allowed to have or use OPSB assigned email accounts.

**Students are not allowed to publish information to the OPSB web server.

WEB PUBLISHING GUIDELINES

**All published content must reflect educational goals.

**All published content should be reviewed for accuracy, correct spelling, and correct grammar.

**All published content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights. If you are granted permission to publish copyrighted material, you must maintain documentation of this permission as long as the material is on the OPSB web server.

**All published content must be kept up-to-date.

**Do not use spaces in naming pages or directories. Use the underscore character (“ “) instead of spaces.

**Graphics should be optimized to minimize page loading times and bandwidth usage.

**School websites must include:

School Name
Principal’s name
Full address
Telephone number
Fax number
Link to http://www.opsb.net

“Bridges of Ouachita, Homeless Education Program"



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

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

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

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

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

Homeless Education Services:

- **Identify homeless and youth by utilization of the Residency Questionnaire**

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

Enrollment: (Bulletin 741, Section 341)
In **order to ensure homeless students are being identified and tracked appropriately in our school system, the following procedure is to be followed for enrolling any homeless child residing within our district:**

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

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

Contact Information:

Jerlyn D. Bobo, District Liaison Supervisor
(318) 432-5330 (318) 432-5297(Fax)
Ouachita Parish Media Center
1600 North 7th Street
West Monroe, Louisiana

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

71291

Working Together, We Can; We Must; We Will Succeed!

PUBLISHED STUDENT INFORMATION RELEASE FORM

Student Name _____

I give permission for the above named student's full name, photograph, and works (art, written papers, voice, verbal statements, etc.) to appear on the school or school district's website. I understand that these pictures or works may or may not personally identify the student.

Parent/Legal Guardian (please print)

_____

Signature

_____

Date

_____

OUACHITA PARISH SCHOOL SYSTEM
Student/Parent School Compact

School: _____ Year: _____

Student

I want to learn; therefore, I will do my personal best to:

1. attend school regularly
2. come ready to learn;
3. come each day with pencil, paper, and other necessary supplies;
4. complete all assignments;
5. conform to the rules of the class and school — (code of conduct); and
6. respect teachers and classmates.

Student's Signature: _____ Grade Level: _____

Parent

I want my child to achieve; therefore I will do my personal best to:

1. see that my child is punctual and attends school daily;
2. provide a home environment that encourages my child in any way possible to meet his or her responsibilities;
3. monitor my child's health and appearance;
4. support the school discipline policy (code of conduct)
5. visit / volunteer at the school to show my interest and support;
6. attend parent meetings and related workshops;
7. stress the importance of education;
8. monitor television viewing, computer use, video games, and music;
9. monitor homework assignments.

I *am aware of my parental rights and responsibilities.*

Parent's Signature: _____

School

We want students to achieve; therefore, we will do our personal best to:

1. provide a safe and caring environment for learning, while providing a high quality curriculum;
2. take into account individual differences;
3. have high expectations for our school and our students;
4. help our students follow school and classroom rules (code of conduct);
5. assign appropriate homework;
6. provide timely communication and work with families to support student learning;
7. keep parents informed of their child's progress; and
8. encourage parent participation.

**** PLEASE RETURN THIS PAGE TO YOUR HOMEROOM TEACHER WHEN YOU HAVE COMPLETED IT****

(RELEASE FORM & COMPACT)

OUACHITA PARISH SCHOOLS

Building Bridges to the Future

BELL TO BELL NO CELL



Louisiana Law (Act 406 of the 2024 Regular Session) and Ouachita Parish School Board Policy prohibit the use of cell phones and personal electronic devices during class time.

WHATS INCLUDED?

Students must keep the following devices powered off and stored during the school day:

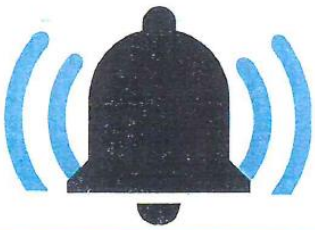
- Cell Phones
- Smartwatches
- Smartglasses
- Gaming Devices
- Other Personal Electronic Devices

WHEN?

The ban is in effect

BELL TO BELL

- ✓ During Class Time
- ✓ During Passing Periods
- ✓ During Lunch



FEWER DISTRACTIONS. BETTER FOCUS. STRONGER RESULTS.

ARTIFICIAL INTELLIGENCE (AI) GUIDANCE FOR STUDENTS

POLICY: EFAB
(CF: BE, EFAL GBRA; IFBGA)

MISSION STATEMENT

The mission of the AI Task Force is to ensure the responsible, ethical, and effective use of artificial intelligence in our district by establishing clear guidelines, protecting privacy and academic integrity, empowering educators and students, and aligning AI use with OPSS Keys to Success.

WHAT IS AI?

A type of technology that develops systems capable of performing tasks requiring human intelligence such as learning, generating text/images, decision-making, and language processing (e.g. generative AI tools like ChatGPT or Google Gemini).

EXPECTATIONS FOR STUDENTS

ACCEPTABLE USE (When allowed by teacher)

- Brainstorming ideas, tutoring or clarification of concepts, grammar and spelling checks, study support and organization, approved assistive technology tools, language translation supports for non-English speaking learners

UNACCEPTABLE USE

- Submitting AI-generated work as your own, using AI to cheat on assignments or assessments, uploading assignments without teacher approval, impersonating another person, creating deepfakes or harmful media, entering personally identifiable information (PII) into non-approved AI tools, using AI to bypass required learning.

Deepfakes & Non-Consensual Imagery

- The creation or distribution of deepfake content or Non-Consensual Intimidate Imagery (NCII) is strictly prohibited and will be addressed under bullying and harassment policies.

MONITORING & DISCIPLINARY ACTIONS

- Use of AI on district networks may be monitored.
- Violations of Policy EFAB may result in:
  - Suspension or revocation of technology privileges
  - Academic consequences
  - School disciplinary measures as outlined in the Student Handbook
  - Additional consequences consistent with district policy

TECH-FREE TUESDAY

A DAY TO CONNECT, COLLABORATE AND ENGAGE WITHOUT SCREENS

- Put away the devices
- Engage Face-to-Face
- Have Meaningful Conversation
- Focus on Learning and Relationships
- Experience the Power of being Present



BUILDING STRONGER CONNECTIONS

OUACHITA PARISH SCHOOLS
Building Bridges to the Future

Louisiana Student Residency Questionnaire

(Form Must Be Included In School Enrollment Packet)

Date:_____ LEA:_____ School Name:_____

Student Name:_____ ID#:_____ Gender: Male / Female

Address:_____ Phone:_____

Last School Attended:_____ Current Grade:_____ Date of Birth_____

Parent/Guardian/Adult Caring for Student:_____ Relationship:_____

Disclaimer: This questionnaire is intended to address the McKinney-Vento Act. Your child may be eligible for additional educational services through Title I Part A, Title I Part C Migrant, Individuals with Disabilities Education Act (IDEA) and/or Title IX, Part A, Federal McKinney-Vento Assistance Act, 42 U.S.C.11435. Eligibility can be determined by completing this questionnaire. It is illegal to knowingly make false statements on this form. If eligible, students are to be immediately enrolled in accordance with Bulletin 741, section 341.

1. ☐YES ☐ NO Did the student receive McKinney Vento (Homeless) Services in a previous school district?
2. ☐YES ☐ NO Is the student's address a temporary living arrangement? (Note: If this is a permanent living arrangement or the family owns or rents their home, complete questions 6 & 7 and sign under item 12 and submit form to school personnel.)
3. ☐YES ☐ NO Is the temporary living arrangement due to loss of housing or economic hardship?
4. ☐YES ☐ NO Does the student have a disability or receive any special education-related services? (Check one)
5. Where is the student currently living? (Check all that apply.)
   - ☐ In an emergency/transitional shelter.
   - ☐ Temporarily with another family because we cannot afford or find affordable housing.
   - ☐ With an adult that is not a parent or legal guardian, or alone without an adult.
   - ☐ In a vehicle of any kind, trailer park or campground without running water/electricity, abandoned building or substandard housing.
   - ☐ Emergency Housing (i.e. FEMA Trailer or FEMA Rental Assistance)
   - ☐ In a hotel/motel. ☐ Other specific information:_____
6. ☐ YES ☐ NO Within the past 6 months, we worried whether our food would run out before we got money to buy more.
7. ☐ YES ☐ NO Within the past 6 months, the food we bought just didn't last, and we didn't have money to get more.
8. ☐ YES ☐ NO Does the student exhibit any behaviors that may interfere with his or her academic performance?
9. Would you like assistance with uniforms, student records, school supplies, transportation, other? (Describe):_____
10. ☐ YES ☐ NO Migrant – Have you moved at any time during the past three (3) years to seek temporary or seasonal work in agriculture (including Poultry processing, dairy, nursery, and timber) or fishing?
11. ☐ YES ☐ NO Does the student have siblings (brothers or sisters)? Note: Use back of page if more space is needed.

Name _____ School _____ Grade _____ DOB _____
Name _____ School _____ Grade _____ DOB _____
Name _____ School _____ Grade _____ DOB _____

12. The undersigned certifies that the information provided above is accurate

Print Parent/Guardian/Adult Caring for Student's Name	Signature	Date

(Area Code) Phone Number	Street Address	City	State	Zip Code

Print School Contact Name	Title	Signature	Date

Homeless Liaison Use Only – Check All that Apply:

☐ Sheltered ☐ Doubled-Up ☐ Unsheltered/FEMA/Substandard ☐ Hotel/Motel Unaccompanied Youth: ☐ YES ☐ NO
☐ Sent Resources or made contact with POC for food insecurity

School Use Only:

☐ Free or Reduced Price Meals Form submitted/signed ☐ Copy Placed in Student's Cumulative Record

Revised 07/2026