



**RED RIVER**  
CHARTER ACADEMY

**Student Handbook**

**2020-2021**



# Red River Charter Academy



## School Leaders

<b>Leigh Fryery</b> Executive Director/Principal	<b>Susan Cole</b> Assistant Principal
<b>RRCA Board Members</b>	
<b>Ken Bordelon</b> President	
<b>Wendy McCann</b> Vice President	<b>Brad Augustine</b> Facilities Advocate
<b>Jessica Couvillion</b> Secretary	<b>Stanley Celestine</b> Student Advocate
<b>Aimee Dupuy</b> Treasurer	<b>Pat Ours</b> Educational Consultant
<b>Alissa Tassin</b> Legal Advocate	

*"It is the mission of Red River Charter Academy to prepare a diverse group of students for post- secondary success through rigorous academics and character development."*



Dear Students and Parents:

Every new school year brings feelings of hope and enthusiasm. For those of us at Red River Charter Academy, the year ahead is full of questions and anticipation during this unprecedented time, but the beginning of a "new education" and complete dedication to the safety of our students and continued progress with their learning.

No one knows exactly what the future has in store for us personally or professionally. However, one thing I do know about the future is that we have a role to play in creating it! We are not mere characters in a play following a script with a predetermined ending. We, along with our students are creating the future! Through our creativity, teamwork, and shared effort, we will be a great school and we will impact the lives of our students this year and for all the years to come!!

Thank you for embarking on this journey with us and supporting the RRCA family! Let us use this unique moment and make it legendary!

Sincerely,

Leigh Fryery  
Executive Director



# **HANDBOOK FOR COVID 19**

## **FOR STUDENTS AND PARENTS**

### **RULES, PROCEDURES AND PROTOCOLS DURING PHASE I, II, III**



# **Student Handbook**

## ***COVID 19 Insert***

**It is the desire of Red River Charter Academy to resume school as normal as possible for our students, parents, staff, board and community. In this unprejudicial time and as our world changes, students especially need a sense of normalcy. As administration, we are dedicated to keep our students and staff safe. The new normalcy at Red River Charter Academy has been put in place for the safety of all. The recommendations from the CDC was used to determine guidelines and procedures.**

**\*\*\*If a student has had Direct Exposure to a person testing positive with COVID - 19, that student must stay home to watch for symptoms and come back after 5 days and with a negative test taken 4 days after exposure.**

**So, if Johnny's mom is exposed, she goes to get tested and Johnny cannot come to school for 5 excused days. If mom test positive, Johnny continues to stay for his 5 days and has to have a negative test to come back. If Johnny tests positive, he is quarantined for the 14 days or until a negative test is returned. The school will then set the student up accordingly with assignments to complete at home.**

*Per John Hopkins; the median incubation period of COVID-19 from exposure to the onset of symptoms is 5.1 days.*

## **School Procedures**

### **School Arrival/Departure**

#### **Screening of Students with temperature checks each morning**

- Febrile (feverish) state will require nurse to check to rule out other illnesses as source of infection. If no other source is identified, PCP evaluation to determine if COVID testing is warranted. If testing is initiated student begins isolation period protocol.
- If a school becomes aware of a presumptive or positive case of COVID-19, the student should not attend school until determined to be non-infectious by their doctor.

## **Isolation Protocol**

- The student will be put in isolation in the nurse's station and temperature will be rechecked.
- If symptoms still exist a parent is called to retrieve the student and he/she cannot return until the result of a Rapid COVID 19 Test is negative and the results are brought to the school. Student will exit through the back gate at nurse's station. (This is the only time a student will exit through back gate.)
- Siblings of student that has a confirmed case of COVID should stay at home for 14 days.
- The student will be marked absent until doctor's excuse is presented to the office.
  
- **Returning to School after a Confirmed Case**
- Student can return to school 14 days after symptoms first appeared and was diagnosed with a confirmed case of COVID 19.
- Siblings may return to school after a 14 day quarantine and have not experienced any symptoms without antipyretics.
- Students on return to school after COVID resolution are required to wear mask for 10 – 14 days in the event some viral shedding is still occurring.

## **Symptoms:**

- Fever or Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or Body Aches
- Headache
- New Loss of Taste or Smell
- Sore Throat
- Congestion or Runny Nose
- Nausea or Vomiting
- Diarrhea
  
- Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19 and should be tested.
- If a student shows symptoms or tests positive for COVID, they will not be allowed back to school until 14 days after symptoms started and or diagnosis.

## **LDOE/LDH Transportation Guidelines**

50% capacity – students will be spaced and dispersed in the maximum extent possible. One student per seat, unless student has a sibling that can share a seat. Every student has to have a mask in place upon entering the bus and it is to remain until the student enters their first classroom. Before a student can enter the bus to be seated the bus driver will take their temperature, if the student's temp is 100.3 degrees or lower, they may go take a seat. If the student is running a temperature of 100.4 degrees, the student will have to go home with parent or guardian, until an all clear from a physician and no other symptoms arrive.

\*All parents dropping off at the bus stop cannot leave until their student is seated on the bus. This will happen after temperature is taken and mask is in place.

## **Hand Hygiene and Respiratory Etiquette**

- Handwashing and sanitizing will be encouraged throughout the day. Increase monitoring to ensure adherence among students and staff.
- Where soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used.
- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands sanitized or washed with soap and water.

## **Cloth Face Coverings**

- Cloth face coverings should be solid or very small print. They can have student's name or RRCA logo. Mask should be a part of their uniform and not be distracting
- Teach and reinforce use of cloth face mask. Face mask should be worn by staff and students as feasible and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash or sanitize hands frequently.
- Cloth face mask should be washed every night, along with uniforms. Upon entering the home students should be encouraged to remove uniforms away from normal family clothing and put to wash. Student should wear a clean uniform and mask every day.

## **Adequate Supplies**

- Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal or open trash cans.

## **Maintaining Healthy Environments**

Schools may consider implementing several strategies to maintain healthy environments.

- **Cleaning and Disinfection**

- Frequently touched surfaces will be cleaned and disinfected. (e.g., playground equipment, door handles, sink handles,) within the school and on school buses at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use. The classroom your child is assigned to will not have any other students in them. Their homeroom is their saferoom.
- If transport vehicles (e.g., buses) are used by the school, drivers will practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). School buses will be cleaned and disinfected between loads.

- **Shared Objects**

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each child's belongings will be separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Electronic devices will be wiped down between users.

- **Ventilation**

- Ensure ventilation systems will be in operation properly and increase circulation of outdoor air as much as possible.

- **Water Systems**

- Drinking fountains are turned off. Students are encouraged to bring their own water to minimize touch of other objects.
- Do not share water bottle with friends or others.

- **Modified Layouts**

- All student's desks will be at least 6 feet apart in all classrooms.
- Desks will be turned to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Distance between children on school buses (g., seat children one child per row, skipping rows) when possible, however siblings can sit together.

- **Physical Barriers and Guides**

- Partitions, in particularly areas where 2 classes will reside in one room or whenever it is difficult for individuals to remain at least 6 feet apart. Example: there will be 2 classrooms in the cafeteria.
- Providing physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times.

- **Communal Spaces**

- Close communal use shared spaces such as dining halls and common areas will be watched, and staff will clean touched services.

- **Food Service**

- Students will eat in homeroom. School lunch will be brought to the student in disposable service items.
- Students that bring their lunch will have it in their desk and may want to add a cool pack in the lunch box. There will be no microwave available to heat items brought from home.
- Food service items are handled with gloves. Individuals will wash their hands after removing their gloves or after directly handling used food service items.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee.

- Which ever a student decides, eat school lunch or bring lunch, and starts the year, the decision cannot be reversed.

## **Virtual Classroom Policies**

### **Basic Rules:**

- Be Respectful
- Do your work
- Participate in discussion daily
- Be on Time

### **Student Responsibilities**

- Log in daily
- Ask Questions
- Participate daily in discussions
- Be on time for deadlines
- Use own work
- Be an active member of the virtual community

### **Unacceptable Rules**

- Plagiarizing
- Negative feedback on other's work
- Not participating
- Being late

### **Acceptable Rules:**

- Be Creative
- Provide positive, constructive feedback
- Providing knowledge and applicable learning in relation to the material.

## **Virtual Expectations**

Google classroom is RRCA's Virtual classrooms. Once a student has chosen and started virtual learning, the opportunity to switch back to face to face before the 9 weeks is complete will be decided on a case to case basis. The student and parent must communicate with the school and teachers through Google Classroom

and email. The sign in information will be handed out at Open House along with first assignments.

Assignments will be posted by the teacher of the subject the student is taking. The assignments consist of reading a chapter, answering questions, vocabulary, quizzes and or test. Google classroom is conducted like a face to face class, in that all assignments have a due date and will be graded. The student must complete and return virtually on or before the due date. If assignment is late the same rules apply as in the classroom; points will be dropped per the teacher's syllabus.

All students will have to come into school to take the mid-term and final test. All students will come on campus for state standardized testing and EOCs. Plans for each student that has been virtual to test in small group.

Students that are choosing to come one week on campus and one week virtual will receive instruction during the first week they are on campus and the next week virtually complete assignments. These assignments are due when the teacher assigns; through the google classroom or in person the week on campus.

### **Notes on Full Time Virtual Learning**

It takes a lot of self-motivation for students to direct their own learning in a virtual environment.

- Success will depend on how much time the student spends on each class, using links that the teacher includes in lesson and communication with the teacher.
- Read all course related items and announcements to find out about all your assignments.
- Open links of all course resources.
- Share work and discuss ideas with your teacher and with other students.
- Active participation is required.

There will be **NO Cell Phones** allowed for students during this time. An adult will be with your student at all times and will allow them to use phone at bus stop to contact you. Also, student can fill out a phone request to come to office to use phone. There will be no after school activities at this time that would warrant bringing a cell phone.



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# RRCA School Calendar

## 2020 – 2021

July	
• July 27 - 31	Staff Development
• July 27	6 <sup>th</sup> grade Open House 5:00-7:00pm
• July 28	7 <sup>th</sup> grade Open House 5:00-7:00pm
• July 29	8 <sup>th</sup> grade Open House 5:00-7:00pm
• July 30	9 <sup>th</sup> grade Open House 5:00-7:00pm
August	
• August 24	First Day of School for 8 <sup>th</sup> & 9 <sup>th</sup> Grade
• August 31	First Day of School for 6 <sup>th</sup> & 7 <sup>th</sup> Grade
September	
• September 7	Labor Day – School Holiday
• September 23	Progress Reports
October	
• October 22	End of 1 <sup>st</sup> 9 weeks/ Report Cards
• October 23 - 26	Fall Break
November	
• November 3	Election Day – School Holiday
• November 23-27	Thanksgiving Holidays
December	
• December 2	Progress Reports
• December 21-January 1	Christmas Holidays
January	
• January 4	Students return from Christmas Holidays
• January 15	End of 2 <sup>nd</sup> 9 weeks/ Report Cards
• January 18	Martin Luther King Day – School Holiday
February	
• February 15 - 16	Mardi Gras Holiday
• February 18	Progress Reports
March	
• March 19	End of 3 <sup>rd</sup> 9 weeks/Report Cards
• March 29 – April 2	Easter/Spring Break
April	
• April 6-30	CBT & LEAP Testing Window
• April 28	Progress Reports
May	
• May 1	LEAP Testing Ends
• May 3 – 14	CBT Test con't.
• May 28	Last Day for Students
• May 28	End of 4 <sup>th</sup> 9 weeks
June	
• June 2	Last Day for Teachers (Records-Day)

## RRCA Student Pledge



I am a student at Red River Charter Academy  
I am Respectful to myself and to others with my words and my behaviors.

I am in control of my actions and my reactions.  
I am Responsible for myself, my possessions, my relationships and my education.

I am in control of my life and my future.  
I am defined by what I say and what I do.

I am Ready to Learn; my mind is Open, and I am ready to fulfill my potential.

**I am a Gator....I am RRCA!**

## **Teacher Bill of Rights**

(LSA—R.S. 17:416.18)

**Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents and students are fully informed of the various right conferred upon teachers. Those rights, the Teacher Bill of Rights, are established as follows:**

1. A teacher has the right to teach free from fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5 and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and through 416.6 And any city, parish, or other local public-school board regulation.
3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.6.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

\* The provisions of the Teacher Bill of Rights shall not be construed to supersede any other state law, BESE Policy, or city, parish or other local public-school board policy enacted or adopted relative to the discipline of students.

# Student Conduct

The expectations at RRCA for student conduct has been formulated in compliance with relevant Law as well as in academic achievement. Strong discipline is the key to this goal. Our behavioral expectations are designed to inform students, parents, legal guardians, and school personnel of rules of conduct applicable to this school. RRCA is committed to providing each student with a quality educational program. This goal can only be achieved in a cooperative school climate free from disruptions, which hinder and interfere with the educational process. The rights of students, teachers, parents, and administrators are to be valued and protected under federal and state laws. RRCA will strive to achieve a working balance between rights and responsibilities, which foster a positive school climate where there is mutual respect and an opportunity for students to develop to their fullest potential. RRCA recognizes and requires that the school environment must be free of distractions and disruptions to allow maximum teaching and learning. A spirit of cooperation is a must if quality education and effective discipline are to be a reality. The responsibilities are defined as follows:

## **STUDENT RESPONSIBILITIES:**

- Attend school daily, except when lawfully excused, and be on time to all classes.
- Sign a statement indicating he/she has received the handbook.
- Follow the rules and regulations established by the teacher and the school.
- Follow the expectations of RRCA and school policies and procedures concerning appropriate behavior and dress.
- Cooperate with all lawful and reasonable directives issued by school personnel.
- Show respect for others and their property.
- Refrain from making profane, insulting, threatening, or inflammatory remarks while on campus **and** while on any **SOCIAL MEDIA**.
- Any behavior that creates unrest among the student body must be avoided including talking or sharing information about a student that creates negative drama.
- Express opinions and ideas in a respectful and courteous manner.
- Strive toward self-discipline, setting individual goals, and utilizing good work habits.
- Remember to have positive behavior both in and out of school.
- Ask parents, students, teachers, staff, administration, counselors, and other adults to help solve problems
- Respect the rights of others (parents, staff, students, teachers, school visitors, and school property)

## **PARENT/LEGAL GUARDIAN RESPONSIBILITIES**

- Sign a statement indicating he/she has received the handbook.
  - Sign a waiver stating the school will not be found at fault if student contracts COVID 19.
  - Establish and maintain a positive attitude toward our school and teachers/staff at ALL times, including on SOCIAL MEDIA.

- This includes questions posed on social media designed to create negative attention toward specific staff members or the school in general.
- Parents should feel a responsibility to work things out with teachers and administration. At no time should parents feel justified in social media bullying or abusive behavior that would not be tolerated toward their children.
- Take an active interest in the overall school program.
- Strive to prepare the child emotionally and socially to be receptive to learning and discipline.
- Encourage and lead the child to develop proper study habits at home.
- Assist the child in being properly attired for school according to the Student - Dress Code.
- Ensure the child's compliance with school attendance requirements and promptly report and explain absences and tardies to the school.
- **Maintain up-to-date addresses and phone numbers in the school office for home, work, and emergencies.**
- Bring to the attention of school authorities any learning problem or condition that may relate to the child's education.
- Teach your child to respect the rights of others
- Teach your child to respect the school property and the property of others
- Recognize that school personnel must enforce the Discipline at RRCA
- Be committed and available to come to the school, as necessary, to evaluate his/her academic and behavioral progress

## **Positive Behavior Intervention System**

What is PBIS?

- Positive Behavioral Interventions and Support
- Research and evidence-based discipline program
- Creates a positive school environment

PBIS Emphasizes:

- School wide systems of Support that includes strategies for defining, teaching, modeling, and supporting appropriate student behaviors
- Teaching Students to behave in ways that contribute to academic achievement and school success
- Support school environment where student and school staff are responsible and respectful
- Allows for student to have the opportunity to learn from their mistake and contribute to the school community
- Ongoing monitoring of discipline data to ensure equitable school-based discipline are implemented in a fair and non-discriminatory manner

## **Student “Self-Management” System**

Red River Charter Academy recognizes the psychological, emotional and physical growth of our students during this adolescent period of their lives. We are committed to providing a sound transition between elementary and middle school and high school. We are committed to providing a

place where academic excellence is the expectation, not the exception.

In order to achieve academic excellence, the learning process must not be compromised during the school day. Constant classroom disruptions make it impossible for our teachers to teach and our students to learn effectively. Therefore, disruptions must be kept to a minimum and students must be fully aware of the expectations at all times. Our system ensures that the student is aware and in control at all times, regardless of the situation. It builds accountability by giving students responsibility for the behavioral choices they make.

#### Level One: Gator Tag

All students begin the School year on level one. Each student is given an information folder during the first week of school. In this folder, several forms must be reviewed.

This information includes:

- Student behavior agreement
- Parent contract of support
- Guidelines for activities

Note: All activities for the monthly activity calendar are taken from student suggestions.

Once the folder is completed and reviewed by the behavior management team, the student is given a tag to be worn each day on their lanyard. The tag entitles the student to take advantage of the following privileges:

- Participation in activities listed on monthly activity calendar
- Your “star” posted on the bulletin board
- Surprise activities periodically

#### Level Two: Loss of Gator Tag

In order to lose a pin, a student would have to be reminded at least three times during one class period to modify an unacceptable behavior. Initially, a “reminder” is given. This can be in the form of a nonverbal or verbal reminder. At this time, the teacher redirects the student and the interaction is ended on a positive note. If the behavior is noticed again, a “physical warning” is given to the student in the form of a “Gator Bite Form” which is placed on the corner of the student’s desk. If the behavior improves, the blank slip is given back to the teacher at the end of class. If the negative behavior continues, the slip is collected and filled out and sent to the administration along with the student’s gator tag.

## **Character Development**

The faculty and staff of RRCA are dedicated to providing its students with the skills necessary to reason, communicate, and live with dignity in a civil society. Central to this mission is the creation of a school community characterized by caring, discipline, order, and respect.

The Code of Conduct identifies the ten core character traits that will be at the center of the school’s character education program. Appropriate choices will be encouraged as well as the roles and responsibilities of students, parents, teachers, and faculty.

Faculty and staff will work continuously to achieve as much consistency as possible with regard to disciplinary matters and they will be prepared to revise and adapt disciplinary procedures as necessary. Embracing the principles outlined below is a first and vital step toward creating the type

of environment in which all children can thrive and learn. It will not only minimize physical harm and disruption among students, it will help establish among all members of the school community the habits that characterize a civil society.

## CHARACTER KEYS

Staff, students, and parents at Red River Charter Academy will work together to help each student reach his or her full potential in academic achievement and moral maturity. Toward this end, staff will make every effort to keep students focused on the following ten-character virtues, our Character Keys in school, the workplace, and society at large.

- **Responsibility: To fulfill one's obligations in a timely manner**  
Teach students to fulfill obligations and duties even when it is difficult to do so. Responsibility entails order---putting things back where they belong-and stewardship---taking care of personal property and common spaces. It also includes doing one's work, including homework, neatly, completely, and in a timely fashion. Responsibility for common spaces means that vandalism, graffiti, or littering will not be tolerated at school.
- **Perseverance: To demonstrate steady persistence in a course of action, a purpose in spite of difficulties, obstacles or discouragement**  
The faculty and staff at RRCA will guide students in practicing perseverance on worthwhile tasks, most prominently schoolwork and learning proper behavior. Students will be taught to start tasks promptly and enthusiastically, and to finish them with attention to detail and pride in the final product. Hard work and consistency will be emphasized, and special attention will be paid to the gradual improvements that result from quiet and steady efforts from day to day.

Laziness or distractions sometimes get the better of all of us and for young people, the allure of television, video games, and rap music is especially strong. Such distractions too often consume valuable time that might otherwise be devoted to schoolwork. Perseverance helps students resist inappropriate diversions and stick to worthwhile tasks.

- **Respect: To treat others and oneself with courtesy and care**  
By teaching respect for others, faculty and staff at the School will help students learn what it means to care for all persons as individuals, regardless of race, religion, socioeconomic background or disability. Staff will state explicitly that there is not a place for vulgar or mean-spirited language in the school community. Instead, the students learn to communicate and debate constructively, to look people in the eye when speaking to them, and to greet everyone with a smile or a warm handshake. Students will be required to demonstrate respect by walking quietly in the halls, without pushing, shoving, or hitting others.  
Ultimately, practicing respect for others will enable students to avoid negative behaviors such as name-calling, teasing, and blaming.

By Teaching respect for oneself, teachers, and staff, will help students learn what it means to take care for one's physical self (i.e. personal disposition, respecting oneself also means taking care to develop one's character and drawing satisfaction from meeting high ethical standards. Students who value themselves physically and ethically are more likely to make positive choices that promote good health and strong character.

Showing respect helps to support healthy relationships and obedience to rightful authority. When everyone demonstrates respect for themselves and others, a safe, clean, and welcoming school is the result.

- **Kindness: To care for others by offering help and showing gratitude**  
At RRCA, students will learn to be kind to one another: to include rather than exclude, to cheer someone who is sad, and to treat others the way they would like to be treated. Perhaps the greatest challenge in practicing kindness consistently is to grant forgiveness. Grudges and ill will destroy the bonds of trust in our friendships and communities. To be kind means to be willing to apologize for our own mistakes and to forgive the mistakes of others. Students will learn that kindness can prevent personal conflicts and forgiveness can resolve.
- **Truth: To be sincere in character, words, and deeds**  
To live by the truth, to be sincere in character, means to seek objective understanding, to recognize falsehood to learn from mistakes, and to seek wisdom. At the school, students will learn to lead lives of integrity by telling and seeking the truth. Students will be encouraged to practice honesty, sincerity in words and deeds, by saying what they mean, meaning what they say, keeping their promises to others, and setting realistic goals for themselves. Honesty also includes never manipulating others for personal benefit. Intellectual honesty will be fostered by teaching thoughtful rejection, the ability to think logically, consider reliable evidence, and make informed judgments rather than hasty conclusion based on opinion, impulse, or prejudice. Cheating and lying will not be tolerated at the school.
- **Citizenship: To fulfill one's responsibilities to country and community, including respect and honor of the law**  
Citizenship at Red River Charter Academy will help to develop school spirit and promote responsibility to the community. Citizenship also includes patriotism/loyalty to our country and its democratic principles, an ideal essential to the flourishing of our society. Students will be encouraged to demonstrate patriotism by reciting the Pledge of Allegiance with respect, recognizing national heroes and their contributions, understanding our political institutions and current affairs, and developing a deep appreciation for our civic and cultural traditions.
- **Courage: To act bravely and honorably when there is risk involved**  
At the RRCA, students will learn that taking physical or social risks for things that are worthwhile is courageous and honorable. For example, students will learn that it takes courage to tell the truth, to accept the consequences of inappropriate behavior, and to participate in games in which they may not excel. At the same time, students will learn to be prudent and avoid risks that are reckless or potentially harmful. Careful distinctions will be drawn between rational and irrational fears to help students overcome the latter and deal with the former.
- **Self-Discipline: To manage one's time and energies wisely**  
Students at RRCA will learn that there is a time for work and a time for play and that they may not always get what they want in the time or place that they want it. Faculty and staff

will cultivate patience as part of the development of self-discipline, which is important both as a virtue in itself and as a virtue that helps us in carrying our other virtues. For example, sometimes it takes self-discipline to demonstrate perseverance. The individual who possesses self-discipline has developed the ability to manage his or her temper, habits of work, and habits that show consideration of others. Students will be taught that being self-indulgent or demonstrating a lack of self-control can have negative consequences for themselves and others.

- **Fairness: To use the concept of equality in making sound decision**

At RRCA students will learn to 'play by the rules', not for the rules' sake alone, but because to do so is fair and just. Prior to beginning a game or activity, for example, students may ensure fairness by establishing an agreement among all participants concerning the rules. Students will be taught to value what is just and to discern what is not.

- **True Friendship: To select and to be true friends**

Faculty and staff at RRCA will help students distinguish between types of relationships often described as friendships: friendships based on pleasure (i.e. fun); friendships based on usefulness (for example, in business); and friendships based on virtue (i.e. those which in addition to being fun and perhaps useful are also built on shared goals, with the individuals committed to each other's welfare). A true friend is defined as someone who will always try, for your sake; to do what he or she believes is good for you. Students will be taught that deception, manipulation, and insensitivity are not signs of a true friendship.

Using these character traits that coincides with the character development program along with consistent implementation of the discipline plan will ensure that resources are used appropriately. Each student's supply fee will include the minimal cost of the gator pin and student planner. Many of the special events for good behavior cost very little and for activities that may cost a little more, fundraisers and community sponsors will allow us a budget to host special events to reward students.

## School Procedures

### School Arrival/Departure

Students must arrive between 7:10 am and 7:45 am and departure is 2:50 pm daily.

- There is no supervision before 7:20 am for students, parents are responsible for their children until this time. Unattended children dropped off without supervision will be reported to authorities due to safety concerns for the child.
- Students will have a learning environment from 7:45 until they leave at the end of the day.
- Classes are in session at 7:45 am. Students are tardy at 7:46 am.
- If a student arrives after 7:45 am, the parent must sign the student in at the office.
- NO CHECKOUTS OR TRANSPORTATION CHANGES ALLOWED AFTER 2:00 P.M.
- Classes are calculated per class/day and attendance will be taken each hour.

### Student Supplies

School supplies are necessary for students to be successful. It is the parent's responsibility to make sure that supplies are replenished throughout the year.

### Student/Class Fees

RRCA believes in offering excellent education for all students. It further believes that the inability to pay student fees should not prevent students from having access to quality education and any student facing economic hardships will have the same opportunities afforded to them as other students. Families may request an economic hardship waiver from the office and will be approved or denied based on the family's demonstrated need. The following is a list of student fees. All fees are collected in the main office and may be paid upfront or in installments, as necessary. School fees are used to defray the costs of the referenced supply, activity or experience. School fees are \$55, This includes the uniform fee of \$10, Extracurricular Fee \$5, Locker fee \$5, Classroom supply fee \$15, Exploratory Arts Supply and Equipment Fee \$20.

### Student Drop Off and Pick Up Pattern

\*A map will be provided at orientation

- Bus drop off/pickup is in the front of the gym.
- Due to safety issues, parents will not be able to walk up or through the parking lot during dismissal.
- Do not leave your car unattended in the carpool line during pick up and dismissal.
- Please refrain from conferences with your child's teacher during these times. Conferences must be scheduled at a time when teachers are not on duty.
- **Parents must not use their cell phones while driving in the parking lot and music must be turned down. The safety of your children is our first priority. (Louisiana Law RS 32:300.8)**
- Please drive very slowly and carefully to ensure safety for all.

### Bus Transportation Plan

Ross Company is an independent company that RRCA has contracted with to provide bus

transportation. Any complaint about a driver must go to RRCA. RRCA provides transportation to all in need.

RRCA students will comply with all instructions of the driver within the reasonable expectations of child safety and the overall welfare of all students riding the bus.

- Students must comply with commands to ensure a calm atmosphere for ZERO distractions for the bus driver who MUST drive safely.
- There is zero tolerance for driver distraction and every effort will be made to stop those distractions including but not limited to removing your child from the bus temporarily or permanently depending upon the severity of the action.
- Riding the bus shall be considered a privilege for all RRCA students.

Bus Driver / Student Expectations: The following information contains the rights and conduct of the employees providing the transportation and the expectation of the rider.

1. The bus driver has the authority to assign seats.
2. Riders will be courteous to the driver and other riders.
3. The bus driver will be courteous to riders and adhere to RRCA transportation policies.
4. Absolutely no use of profanity will be tolerated by driver or riders.
5. No eating or drinking on the bus. The driver may approve the drinking of water in hot weather.
6. Riders will remain seated until instructed by the driver.
7. No smoking or use of tobacco products on the school bus.
8. Keep all body parts and personal materials inside the school bus. Failure to do so can result in serious injury or loss of life.
9. Destruction or damaging of the school bus is prohibited and WILL result in removal from the school bus. Parents may be held responsible for repair or replacement of damage.
10. No use of electronic devices on the school bus will be allowed.
11. Bullying will not be tolerated and WILL result in removal from the school bus.
12. Willful indecent conduct WILL result in removal from the school bus.

## **Parental responsibility for School Transportation**

1. Parents will inform the school that their children will be riding the school bus and their pick-up and drop-off locations. All pick-up and drop-off locations must be approved. Any change to these locations MUST be reported to RRCA prior to the change. Bus Drivers WILL NOT alter these locations unless notified in writing by the school. This notification must be signed by a school official. **All parents will be given pick-up and drop-off points at registration or at the time of their enrollment.**
2. Parents must have their children ready for pick-up when the bus arrives. Drivers are instructed to stop and when masked student appear, take the students temperature only momentarily if no apparent rider is waiting to board. Riders must present themselves to the driver immediately. Drivers WILL NOT wait for riders to appear. This is a safety issue. In the event of rain or extreme cold, drivers will allow a moment of additional time.
3. Parents wishing to include their child in the school bus transportation system once the school year has begun must inform their student's school.
4. No one is allowed to board the school bus except student riders. This includes parents. This

is a safety issue.

5. Parents must be courteous to the bus driver and drivers must be courteous to parents. Inappropriate behavior or use of profanity toward the bus driver may result in the removal of their student from the school bus.
6. Parents wishing to report a problem with a bus driver must report to the school administration. Investigation and disciplinary measures taken as a result of a school bus incident are at the discretion of RRCA.
7. Questions regarding bus routing and timing should be made to RRCA. Transportation schedules are handed out at the enrollment time of the student.
8. The school nor Ross Company will be responsible for materials left on the school bus.
9. School bus routing is directly associated with a student's information filed with their school. Parents must ensure that this information including physical address, phone contacts, and form of transportation are accurately reported to their school.

### **RRCA Bus Discipline Plan**

The student shall be warned and then removed from the bus from 1-10 days depending upon the severity of the action.

1st Violation: Warning

2nd Violation: 1 Day Bus Suspension.

3rd Violation: Discretion of administration between 1-10 days from the bus and the beginning of suspension from school depending upon the offense.

### **School Bus Behavior Report:**

Students who misbehave on a school bus are subject to being issued a School Bus Behavior Report. This form, issued by the bus driver to the student's school, documents the student has had a school bus behavior incident. The form will indicate actions taken by the school as a result of this misconduct.

Fighting on the bus: A conference will be held with the driver, and school administration to determine further action including the possibility of permanent loss of bus riding privileges. A student who decides to fight should expect to lose bus riding privileges as well as face arrest upon arrival at school. A person can protect themselves against assault but if it is shown that a student participated in arguments and exchange of words that leads to a fight, he or she shall be disciplined, both students should expect the same punishment in that instance. We will not try to figure out who is more at fault. Fighting distracts a driver from their job and puts student safety at risk. Please expect to have all bus privileges revoked in such cases.

### **Checkouts/Authorized Only Pickups**

**AUTHORIZED CHECK OUTS:** Only individuals listed on the EMERGENCY CONTACT CARD will be allowed to pick-up students from the school. Please update information whenever changes occur.

- **Valid photo identification** will be required of all individuals' picking-up students.
- If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have valid photo identification, the **student will not be released.**

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents, which indicate who has legal access to the child and his/her records during school hours.

- In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's data card.
- Failure to provide the school legal documentation outlining visitation rights will result in any parent listed on the birth certificate to be permitted to pick up a child.
- Friends and strangers will be denied access to a student in the absence of verified parental consent.

## Identification Cards/Badges

Identification badges have been implemented for all students, staff, and faculty as part of the school security. Badges will help us protect and secure all students on campus at any given time. Each student at RRCA is required to have an ID badge visible on campus at all times. The initial cost of an I.D. is \$3.00. This fee is included in the class fees and can be paid at Orientation. Replacement badges can be printed at any time for a \$3.00 replacement fee. We take pride in keeping our students safe and being able to secure our campus at all times. Students must have their ID badge visible at all times either in their lanyard.

## Visitors

### PARENTS ARE ALWAYS WELCOME AT RRCA!

- However, we want teachers engaged from 7:50am to 3:00pm.
- **All conferences will take place before or after school or during teachers planning time by appointment only.**
- **Appointments are made through email to the teacher.**

To ensure the safety of our students, faculty, and staff and the smooth operation of the school, we have instituted the following rules for visitors.

- The school policy is to accept visitors in the school who have legitimate business here.
- All visitors must register in the main office and present a valid driver's license.
- A visitor's badge must be secured from the office and displayed by the visitor at all times.
- Unauthorized persons shall not be allowed on campus including the parking lot areas.

## Attendance Policy/Approved Excuses/Truancy

In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of seven (7) and eighteen (18) to enforce the attendance of his or her child at the school to which the student is assigned. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day.

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require students to be in attendance a minimum of 63,720 minutes per year.

Regular attendance can be assumed to be essential for a student's successful progress in the instructional program. The parent or legal guardian shall enforce the attendance of the student at Red River Charter Academy. Parents will be notified on each absence via our automated call system. The requirements for a five-day week schedule for students in grades 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, are allowed to miss a maximum of **13 unexcused days** for the year (3 per semester). Additional days absent can result

in retention due to excessive absences. A School Building Level Committee (SBLC) meeting will be scheduled with the student's parent or legal guardian after the fifth unexcused absence. This meeting will include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy.

RRCA shall will notify the child's parent or legal guardian when that child has been absent from school for four (4) school days per semester. The accumulation of days absent need not be consecutive.

Exceptions to the attendance regulation shall explain extenuating circumstances below that are verified by the school administration where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
2. Extended hospital stay in which a student is absent as verified by a physician or dentist.
3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.
4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.
5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly, disease, and lice as ordered by state or local health officials.
6. Observance of special and recognized holidays of the student's own faith.
7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed (3) school days per school year
8. Absences as verified by the administration as stated below:
  - A. Prior school system-approved travel for education;
  - B. Death in the immediate family (not to exceed one week); or,
  - C. Natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system.

### **School-Approved Activities**

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

### **Written Excuses**

A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, shall be presented the day the student returns to school or the student's absence shall be considered unexcused. Excuses can be faxed from the doctor's office to the school. Otherwise, original excuses must be turned in to the office where a copy can be provided upon request. *Written parent*

*notes will not be accepted as an excused absence per the State of Louisiana.*

*Due to COVID 19, if a student is symptomatic, the school nurse will check them out and put them in isolation until a parent or guardian comes to get them in a timely manner. The student must be taken to get tested before returning to school. (Some Urgent Cares in the area has a Rapid Test) The student will need a negative result to return to school with doctor's documentation. Upon a positive diagnosis, the school needs to be notified immediately and the student does not return to school until they have an "All Clear" paper from the doctor.*

## **Reporting Absences**

The attendance of all students shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by RRCA.

RRCA shall, after written notice to the parent or legal guardian of a child, or a personal visit of notification, report any such child who is habitually absent or who is habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine.

## **Tardiness**

Attendance will be taken daily in every class period. A student shall be considered tardy if they arrive/enter into the class period 1 minute after the class has begun. After 5 minutes has passed, a student will be considered skipping. Habitual tardiness on the part of students shall not be tolerated. Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the administration.

- Students may be issued lunch detention or other disciplinary action at the discretion of the administration and discipline policies.

## **Jurisdiction**

All students shall be under the jurisdiction of the school during normal school hours, from the time the student arrives at school each day until he or she leaves the school campus. In case a student rides a bus, he or she shall be under the jurisdiction of the school from the time he or she boards the bus until the student exits the visibility of bus driver. Students shall be under the jurisdiction of the school while attending any school sponsored activity either at school or away from school. This shall apply to all students, including athletic teams, school clubs, band and other student organizations. In disciplinary matters, RRCA's authority may extend beyond the limits set forth above, in accordance with state law.

## **FINS Program**

**FINS (Families in Need of Services)** is a juvenile delinquency prevention program dedicated to the intervention of truancy, ungovernable behavior by juveniles, runaway, possession or consumption of intoxicating substances and failure of caretakers to attend meetings regarding their child's problematic behavior in school. FINS is designed to bring together resources for the purpose of helping families to remedy their children's self-destructive behaviors or that of other family members. FINS goals are to reduce formal juvenile court involvement whenever possible while generating appropriate community services to benefit the child and improve family relations. The FINS Program is committed to encouraging maximum cooperation among service providers and at all times, preserving the dignity of the family.

FINS is dedicated to intervene in the following:

- Truancy
- Habitual violation of school rules
- Ungovernable behavior by juveniles
- Runaway behavior
- Possession and use of drugs and alcohol
- Caretakers contributing to child's problems
- Caretakers missing school meetings regarding child's behavior in school
- Children under 10 who commit adult crimes

The goal of FINS is to work with children, families, school officials, other community resources, and the courts as needed in order to reduce the child's dysfunctional behavior and dysfunction in the home so that the family may remain intact and that the child and family remain productive in all areas of life.

The Referral and Action Process:

- Submission of Concern or Complaint Anyone may do so but usually done by law enforcement, school officials, or parents.
- Investigation by FINS Officer.
- Family Assessment conducted if investigation finds that case meets criteria.
- Plan of Action and Service Delivery.
- Monitoring and Progress.
- FINS Panel (as needed)
- FINS Court Hearing (as needed)

## **Field Trips**

- As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents of students attending an overnight field trip must sign a consent form and code of conduct prior to the trip. Parents serving as chaperones on overnight field trips must be fingerprinted and background checked.
- Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct.
- A student may be denied the privilege of a field trip for any reason deemed reasonable by the teacher and school administration.
- Students earn the right to enjoy privileges.
- Past behavior will affect field trip privileges.
- This decision rests with the classroom teacher and the school administration.
- Parent permission slips must be signed for students to participate in field trips.
- Money and permission slips must be turned in according to the teacher's instructions, prior to the field trip or the student will not be permitted to take part in the field trip without a completed signed permission slip.
- Students are to wear their uniform on field trips for security reasons (unless authorized and documented by administration).

## **Lunch Service/Dining Hall**

RRCA's school breakfast, lunch, and snacks are provided by an approved vendor, Bateman, according to FSA Regulations and Requirements. Food will be delivered and served daily in the School Dining Hall.

**Dining Hall Behavior**

Students are required to be respectful to lunch vendors and attendants, staff, and each other during meals. Discipline will be enforced for misbehavior in the dining hall.

**Fees/Lunch Payments**

Payments may be made in cash or check (payable to Red River Charter Academy) Please note: there is a \$35.00 fee for returned checks and you may be required to pay in cash or money order for the remainder of the school year.

## **Free/Reduced Price Lunches**

All students must complete a lunch application at orientation.

- **Applications should be completed and returned prior to the first day of the school year for benefit participation. Any meal fees incurred before or after this time due to lack of necessary benefit paperwork will result in a balance due and require monetary payment.**
- If your circumstances change during the year you may also complete a new application which will be available in the office.
- Notification pertaining to qualification for free/reduced lunch will be processed upon receipt.

## **Opting out of school lunches**

Families must complete the lunch application form at the beginning of the school year. Lunch program costs will be given at the beginning of the school year and billed monthly based on the daily meal cost for reduced or full pay lunch.

Families not participating in the lunch program are allowed to bring a healthy lunch, if it meets the state-mandated requirements of a nutritious meal. Carbonated beverages, soft drinks, fast-food, and/or sharing of food are not allowed.

Students can only opt in or out of the breakfast/lunch program at the beginning of the year or the first week after Christmas break.

## **Outside Food/Drinks**

- RRCA is a closed campus, students are not allowed to leave campus during lunch or any breaks.
- If a parent brings outside food it must be in a paper bag or lunch box with no fast food wrappings or trappings.
- No carbonated beverages are permitted.
- If there is a medical reason for other food or drink please notify the office so it can be documented with the doctor's orders.
- Students who bring their lunch will not have access to microwaves and all lunches be ready to eat.
- Students must bring their lunches and drinks in sealed containers that will not spill during transit.

## **Book Sacks**

Students are only allowed to use clear or mesh book sacks. Book sacks may be searched by teachers or administration at any time.

## **Lost and Found**

All losses shall be reported to the office, and all items found shall be turned in to the office immediately. RRCA treats the failure to turn in such items as theft, which falls under the general policy dealing with stealing. Parents are advised to label students' clothing (e.g., sweaters, sweatshirts, PE clothing, and tennis shoes) with permanent markers.

## Cell Phone/Electronics Policy

As outlined in Louisiana law R.S. 17:239, students are prohibited from using cell phones or any electronic telecommunication device in all public-school buildings and on school buses used to transport public school students. Students must leave their cell phones at home, only bringing for an after-school activity. In that case should be turned off and given to coach or club sponsor, upon arrival to school, to hold during school day. Students are prohibited from carrying, using or displaying their phones INCLUDING IPHONE WATCHES in the school building or on school grounds during the school day or at any time while on a school bus or at a bus stop. This policy is inclusive of ANY electronic telecommunication device in a student's possession.

No student, unless authorized by the school personnel, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone system, intercom, electro-mechanical paging device, MP3, iPod, or gaming device in any school building, or on the grounds during the instructional day or in any school bus used to transport public school students. For purposes of this rule include extended instruction time (i.e., tutorial, practice, etc.). This means that:

- The school day at RRCA is defined as the time a student enters the building until 3:00 p.m. or until your tutorial or practice is over.
- Usage is **not permitted** on the bus, on the way to the bus, or at the bus stop.
- Students who use cell phones in bathrooms will have serious consequences because of the **safety and privacy of all students.**
- The phone must be **turned off** when it is placed with the teacher or sponsor.
- Inappropriate use of cell phones with camera capabilities MAY result in immediate suspension and/or expulsion. NO PICTURES OR VIDEO AT ANY TIME SHOULD BE TAKEN without permission from the administration. This includes but is not limited to bus line and car pick
- Any student responsible for bringing pornographic materials onto school grounds or school busses at any time MAY be subject to suspension and/or expulsion from school. This includes books, magazines, pictures on clothing, and pornography via the phone, fax or computer. **ANY VIOLATIONS WILL BE REPORTED TO LAW ENFORCEMENT FOR INVESTIGATION.**
- Any student refusing to turn over the cell phone or device to an administrator will be suspended from school for 1 day.
- If students need to use a phone during the school day, they should request to use the phone in the main office. Parents should be advised that stolen, borrowed, or otherwise misplaced cell phones will not be the subject of administration intervention or the school's responsibility if the rules were not followed for cell phone policy.

### CELL PHONE CONFISCATION:

1. If a teacher or staff member sees a student with their cell phone out during the school day, or if a phone becomes a distraction/disturbance the teacher will take/find the cell phone and turn it into the office. The phone will be reviewed to make sure there has been no inappropriate activity.
2. The administration will contact the parents for a conference.
  - a. In an effort to enforce the importance of uninterrupted learning time at RRCA we will enforce a strict policy once a phone is confiscated.

- i. 1<sup>st</sup> offense - The school will retain the phone/device for 5 school days or the parent can pay \$15 fine.
- ii. 2<sup>nd</sup> offense – Student receives detention and the school will retain the phone/device for 10 school days or the student receives detention and the parent can pay a \$20 fine.
- iii. 3<sup>rd</sup> offense - The school will retain the phone/device until the end of the school year. No fee payment can be applied after the 3<sup>rd</sup> offense. All confiscated phones shall be returned to a parent or guardian each time, NO EXCEPTIONS!

## Communication with Teachers

Communication is absolutely essential for success in any human endeavor. The Administration and staff recognize this and will strive to facilitate open and frequent communications with parents at all times.

- Teachers will communicate with parents on behavior and academics as needed through email messages, planner documentation and scheduled times of communication. Teacher conferences are the first line of communication for RRCA parents. However, **please make sure that you ask for or check your child's planner daily for informal notes from the teacher or from our staff in their folder.**
- Progress Reports will be sent home during each grading period. Parents may also view their child's current academic status through Parent/Student Information System. Username and passwords will be sent home at the beginning of the school year or you can call the front office. Please feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parents and student, and every teacher welcomes a conference with any parent.
- To schedule a conference with a teacher please schedule before or after school or during their planning time.
- **“In the moment” Conferences/Conversations when teachers are on duty cannot take place because of the responsibility of that teacher to fulfill their responsibility and privacy of the matter being discussed.**

## School Announcements

Visit our school's web page at [www.redrivercharter.org](http://www.redrivercharter.org) and FaceBook page for pertinent information about school functions and events. The school will also use a call system for whole school messages/announcements.

## School Closings/Emergencies

Occasionally school may be closed because of inclement weather or other unusual circumstances. Please do not call the school or school personnel. The following TV/Radio stations will be notified by school officials: KALB-TV, FM 97.7. Also an “all call” using our J-Call System will go out to the parent/guardian number provided at enrollment. Please keep contact numbers up to date. ALL PERTINENT INFORMATION WILL ALSO BE POSTED ON OUR WEBSITE and Facebook page.

## Emergency Evacuation

Your child's safety is one of our major concerns. We need to be prepared for the unexpected. We hold fire drills, lockdowns drills, and extreme weather drills/procedures to prepare us for the possibility of an emergency. Under extreme circumstances should we need to evacuate the building, the local

police will assist in determining the location the students would be held. Under no circumstances will parents be allowed to pick up their child at school during an evacuation period. Please wait patiently for a phone call from our office staff or J-Call System telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well.

Students will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child. **Keeping this in mind, please notify the office immediately when there is a change in home/cell phone numbers.**

## **Dress Code/Uniform Information**

The purpose of our Uniform Policy is to ensure a safe and effective learning environment. Cleanliness and neatness are key elements to an effective dress code and are vital to a student's preparedness to learn. Student attire should be appropriate, decent, and non-disruptive. Our goal is to eliminate distinctions based on clothing or appearance. This policy helps ensure that each student will be treated equally. The dress code will begin on the first day of school and will be enforced consistently throughout the year by teachers and administration. RRCA will honor certain exceptions due to religious needs and affiliations. Please speak to administration if there is an economic hardship or issue with purchasing the mandatory uniforms so RRCA may help in the situation with a waiver.

### **SHIRTS**

- 6<sup>th</sup> – 8<sup>th</sup> grades will wear Red Polo shirt or long sleeve shirt with collar. (Logo is required on polo)-Logo is required on external pullovers and sweatshirts.
- 9<sup>th</sup> grade will wear Royal Polo shirt or long sleeve shirt with collar. (Logo is required on polo)-Logo is required on external pullovers and sweatshirts.
- Using the school approved logo make sure it is placed on the left hand side of the person wearing the garment.
- The monogram must be the designated, trademarked school logo.
  - **NO OTHER MONOGRAMS WILL BE ACCEPTED.**
  - **ALL OTHER RRCA DESIGNS WILL BE CONSIDERED SPIRIT WEAR FOR DESIGNATED DAYS.**
- Girls: Solid Red Peter Pan collared shirts or regular polo shirts are allowed for girls.
- Under shirts can only be white.
- All shirts must be tucked in AT ALL TIMES. To ensure a positive body image for all students, pullovers and sweatshirts can be worn over a tucked in uniform shirt.
- No other colors or printed shirts will be allowed.
- Students may wear only the top button of their shirts open.

### **PANTS/SHORTS**

- Khaki trousers or shorts.
- Shorts must be no shorter than 2" above the knee.
- This includes P.E. (Basketball) shorts length.
- The school reserves the right to check/measure when obviously too short.
- No sweat pants/team travel sweats/warm-up pants can be worn over pants.
- No jeggings/stretching type pants allowed as uniform pants.

### **SKIRTS/JUMPERS/SKORTS**

- Skirts, skorts, polo dresses and jumpers may be no shorter than 2" above the knee.

- Girls may wear Red Polo dresses with white leggings underneath only and/or Khaki Jumpers with red polo.
- All girls must wear bloomers or shorts under their skirt, polo dress and jumpers.
- Leggings may be worn under skirts, but must come down to the ankle
  - Leggings must be white ONLY.
  - No pants, warmups, or sweatpants may be worn under or over skirts, skorts, shorts, polo dresses or jumpers.

### **SWEATSHIRTS/SWEATERS/COATS**

- Only red crew neck sweatshirts (no hoods) that are long sleeved with a monogrammed school logo are allowed to be worn over a uniform shirt. (Sweatshirts can have zippers in the front.)
- A collared uniform shirt must be worn under all outerwear.
- No other outerwear is allowed inside the building.
- Regular coats can be worn outside the building only during the winter months. Absolutely no dusters, trench coats, blankets, etc.

### **SHOES/SOCKS**

- Only tennis shoes can be worn on campus.
- Solid Color Socks ONLY.

### **FRIDAYS/SPIRIT SHIRTS**

- Students will be allowed to wear RRCA Spirit shirts on Fridays with uniform pants.
- Blue jeans may be worn ONLY when determined by the Executive Director for rewards or fundraiser benefits.

### **GROOMING/PERSONAL APPEARANCE**

- Unusual facial make-up or adornments that may be considered to a possible disruption will not be allowed.
- Minimal make-up may be worn by FEMALE students ONLY if it is not disruptive of the academic environment.
- Proper undergarments must be worn at all times and never be exposed.
- Headdress articles will not be permitted in the school building, at any time.
  - These include: Bandanas, Curlers, Caps, Beanies, or Hats of any kind anywhere on campus. Other head ornaments such as Sunglasses (except by written permission of a doctor) or improper eyewear will NOT be permitted in any building.
- No oversized clothing.
- Sagging pants will not be permitted.
- Pants with holes or slashes are not allowed even if the pants are lined with additional fabric.
- No trench coats of any kind.
- No Heavy chains, Spikes, Chokers
- No Nose or eyebrow piercings such as rings or studs (pretend or real)
- No Tongue rings or studs
- No Body piercing of any kind exposed or covered is prohibited, with the exception of pierced earrings for female students.
- No gauges in earlobes of any student.
- Male students may not wear earrings. This includes: clip earrings, pierced earrings or studs, or any item used as a post in a pierced ear such as broom straws, pieces of plastic, etc.

- No tattoos (permanent or temporary) are prohibited and must be covered.
- Chains on wallets are prohibited.
- No pajama pants or pants that can be perceived as pajamas may be worn.

**HAIRSTYLES**

- Hair color must be a natural hair color. If dyes, tints, or bleaches are used, the result must be a natural hair color. If in doubt, please contact administration, PRIOR to dying hair.
- Design hair writing is prohibited, as well as, notching of the eyebrows.
- Hair should be kept out of the eyes and off the collar for ALL male students except for religious or cultural reasons. Please have parent notify the school in writing for such reasons.
- All styles considered to be potentially disruptive cannot be listed; therefore, the school administration will determine whether a particular style is to be considered disruptive and inappropriate.
- If you have any questions as to whether something is permissible or not, the best policy is to ask first before you wear it to school. Administration has the final say over what is appropriate.
- Exceptions for headdresses for religious reasons will be made.

**Grievance Policy**

In a school community there will be different opinions regarding different issues. Communication is a key factor in solving issues.

If a student/parent has a complaint, the Grievance Policy will be followed.

1. Students and parents need to discuss concerns with the teacher/coach first.
2. If not satisfied with the outcome of this discussion, the student/parent may request a meeting with the administration.
3. The administration will follow the policy and procedures of the Handbook and make a decision on each situation. It is very important to resolve an academic conflict as quickly as possible.
4. If the student/parent feels that policies and procedures of the Student Handbook have not been followed, they can write a letter to the Board President who will determine if the full board needs to hear the case. The decision of the board is final. You will have ten (10) days to file your complaint in writing.

**Academics/Grading Scale**

**Grading Scale**

A	=	100—93
B	=	92—85
C	=	84—75
D	=	74—67
F	=	66—0

\*Promotion is dependent on the grade level Pupil Progression Plan

**Academic Recognition must meet the following criteria:**

- Principal's List                      All A's for each nine weeks.
- Honor Roll                              All A's & B's for each nine weeks.
- LEAP Awards – Students will receive awards for scoring MASTERY and/or ADVANCED on the LEAP Test for ELA, Math, Science and Social Studies.
- Other Rewards- Students will be given additional class, club, athletic and curriculum rewards as selected by the teachers and staff.

**Progress Reports**

Progress reports will be sent home in the middle of each nine weeks.

**Report Cards**

Report cards will be given every nine weeks to students. Report cards notify parents of their child's academic progress. The number of times your child has missed class is also recorded on the report card. Please see the school calendar for report card dissemination dates.

**Parent Command Center**

All parents will have access to the Parent Student Information System via any internet computer. User names and passwords are available through the front office. Parents can get current grades, attendance, and tardy records. It is very important that you keep phone numbers, addresses, and contact information updated.

### **Pupil Progression Plan**

RRCA will follow the state approved Pupil Progression requirements and procedures for 6 – 9 students. For further information, please contact the school office.

### **Textbooks/Workbooks - Damaged/Lost & SUPPLIES**

Students are responsible for their textbooks/workbooks. Students must replace lost/damaged materials by paying the current cost of the item. Damage will be assessed based on severity.

Students will be expected to provide grade designated items on the supply list. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

### **Family Rights and Privacy Act**

The revised Family Rights and Privacy Act became a Federal law in November, 1974. The intent of this law is to protect the accuracy and privacy of student educational records.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that DWCS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, RRCA may disclose appropriately designated "directory information" without written consent, unless you have advised to the contrary in writing. The primary purpose of directory information is to allow RRCA to include this type of information from your child's education records in certain school publications. Examples include: The annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sports activity sheets, such as for state tournaments, showing height, etc. of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture personalized trophies, rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want RRCA to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing before Labor Day.

### **Homework Policy**

If a child fails to complete home learning, there may be consequences in the classroom. If a child continually fails to complete home learning, consequences may include detention or suspension. It is important to note that home learning is the student's responsibility.

The parent's responsibility is to provide a quiet environment and assistance when needed. In addition, parents may help in the following ways:

- Provide a place and time for quiet study.
- Assist in practicing with spelling words and number combinations.
- Encourage home reading and listen to your child read.

- Review the homework for neatness and completeness.
- Homework, projects, etc. must be done by the student and not the parent.
- Work that does not reflect the effort and ability of the student will not be graded.
- Discuss problems related
- to home study with your child's teacher.

Students will not be permitted to return to a classroom after dismissal to get home learning assignments and projects.

### **Homework Assistance Services**

Homework Louisiana (HomeworkLa.org), a service of the State Library of Louisiana, offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a live tutor. The services may be accessed from a Louisiana public library, from your home computer, or from your mobile device.

### **SPECIAL EDUCATION**

RRCA will follow all guidance and policies according to the law and regulations outlined by the Board of Elementary and Secondary Education (BESE), Louisiana Department of Education (LDE). Special Education Related Bulletins & Policy Guidelines are linked below:

[https://www.louisianabelieves.com/docs/default-source/students-with-disabilities/resources-for-administrators-of-students-with-disabilities.pdf?sfvrsn=c4e89d1f\\_2](https://www.louisianabelieves.com/docs/default-source/students-with-disabilities/resources-for-administrators-of-students-with-disabilities.pdf?sfvrsn=c4e89d1f_2)

### **Seclusion and Restraint**

RRCA will follow all procedures/guidance for the use, reporting, documentation and oversight of seclusion and restraint within the outlined regulations by the Board of Elementary and Secondary Education (BESE), Louisiana Department of Education (LDE). These procedures specifically address the statutory requirements of La.R.S. 17:416.21 (Louisiana Act 328 of 2011) and revised Louisiana Bulletin 1706 regarding the use of seclusion and restraint as emergency safety measures to control the actions of students with exceptionalities in Louisiana's public schools. It is understood that this procedural/guidance document in no way constitutes the totality of interventions and strategies that may be used by Red River Charter Academy and its personnel in addressing the educational and social-emotional needs of students with exceptionalities.

### **Notification Requirements for School Officials and Parents/Legal Guardians**

The principal or designee in absence of the principal is responsible for ensuring that parents/legal guardians are notified that their child has been restrained or secluded. School employees are to be provided training in crisis intervention methods annually that include verbal de-escalation procedures, the utilization of appropriate methods of physical restraint, and determination of circumstances in which the use of physical restraint is appropriate.

### **Seclusion**

Seclusion is a procedure that isolates and confines a student in a separate room or area until he/she is no longer an immediate danger to self or others. Seclusion does not include time-out, "which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming". The term does not include in-school suspension or student requested breaks.

Seclusion is permitted only:

1. For behaviors that involve an imminent risk of harm.
2. As a LAST resort when de-escalation attempts have failed and the student continues to pose an imminent threat to self or others.
3. As long as necessary to minimize the imminent risk of harm while summoning the assistance of crisis intervention personnel, emergency medical services personnel, and/or law enforcement officers when a crime has been committed

Seclusion is prohibited:

1. For addressing behaviors such as general noncompliance, self-stimulation, and academic refusal. (Such behaviors shall be responded to with less stringent and less restrictive techniques).
2. As a form of discipline or punishment.
3. As a threat to control, bully, or obtain behavioral compliance.
4. For the convenience of school personnel.
5. When unreasonable, unsafe, or unwarranted.
6. If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the school in which the student is enrolled).

### **Seclusion Room**

Seclusion Room is permitted only under the following conditions:

1. As a last resort if and when less restrictive measures such as positive behavioral supports, constructive and non-physical de-escalation, and restructuring of a student's environment, have failed to stop a student's actions that pose an imminent risk of harm.
2. By a school employee who uses accepted methods of escorting a student to a seclusion room, placing a student in a seclusion room, and supervising a student while he/she is in the seclusion room.
3. If one student is placed in a seclusion room at any given time and the school employee supervising the student is able to see and hear the student the entire time the student is placed in the seclusion room.
4. The room is free of any object that poses a danger to the student placed in the room.
5. The room has an observation window and is of a size appropriate for a student's size, behavior, and chronological and developmental age.
6. The room has a ceiling height and heating, cooling, ventilation, and lighting systems comparable to operating classrooms in the school.

Seclusion Room is prohibited:

1. As a form of discipline or punishment.
2. As a threat to control, bully, or obtain behavioral compliance.
3. For the convenience of school personnel.
4. When unreasonable, unsafe, or unwarranted.

5. If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the school in which the student is enrolled).

### **Mechanical Restraint**

No student shall be subjected to any form of mechanical restraint by school employees.

### **Physical Restraint**

Physical Restraint is permitted only under the following conditions:

1. If the student's behavior presents a threat of imminent risk of harm to self or others.
2. As a last resort to protect the safety of self and others.
3. To the degree necessary to stop dangerous behavior.
4. In a manner that causes no physical injury to the student.
5. Results in the least possible discomfort to the student.
6. Does not interfere in any way with a student's breathing or ability to communicate with others.
7. Does not involve the use of any form of mechanical restraint.
8. The student is not physically restrained in a manner that places excessive pressure on the student's chest or back or that causes asphyxia.
9. Applied only in a manner that is directly proportionate to the circumstances and to the student's size, age, and severity of behavior.

Physical Restraint is prohibited:

1. As a form of discipline or punishment.
2. As a threat to control, bully, or obtain behavioral compliance.
3. For the convenience of school personnel.
4. When unreasonable, unsafe, or unwarranted.
5. If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the school in which the student is enrolled).

## **Guidelines Regulating Participation in Athletic Activities**

### ***(Along with any requirements set forth in the RRCA Athletic Contract)***

The purpose of an athletic program is to allow students to compete in a healthy atmosphere while developing physically, emotionally, spiritually, and intellectually in an environment of fair play. Student athletes are to be stimulated in wholesome competition that builds character and a foundation to promote the spirit of sportsmanship in athletic contests. All athletic programs are designed to enhance student achievement, sense of belonging, and self-awareness.

At Red River Charter Academy, teacher/coaches will properly educate student athletes to place academic lessons as a priority; respect all participants, including opponents and officials; to maintain integrity even in unfair situations; to always display honor and sportsmanship regardless of conditions; and to display the love they have for their sport, school, teammates, self and life.

It is the expectation of this administration that the teacher/coach build a personal philosophy based on values and principles; enhance technical knowledge and skills to be the best educated coach in their field; maintain the integrity of the student athletes and self; display respect to student athletes, opponents, opposing coaches, officials, administration, parents, community members and the media; embrace sportsmanship regardless of the situation; and always, display the highest desirable ideals of character.

While all coaches are expected to follow the LHSAA Handbook Guidelines concerning athletics, it is felt by RRCA policy that special attention must be given to the following directives to all coaches in all sports.

#### Initial Eligibility Checks:

- A. Two people at the school level must check eligibility. It is recommended that one person be the coach and the second be an administrator or administrator's designee.
- B. All transfer students must be restricted from play until transcripts are received and verified by administration.
- C. An administrator as well as the coach must approve transcripts of transferring students.

#### Maintaining Standards/Eligibility:

Red River Charter Academy expects each coach in every sport to adhere to the following procedures at the conclusion of each nine-week grading period for the entire school year. The head coach should assist each coach with this process.

1. Each coach must prepare a list of student athletes who have not maintained a 2.0 GPA and/or who may have 2 or more grades of "F".
2. An action plan must be written for each student athlete whose name appears on the list.
3. The coach must contact, in writing, the parent(s) of any student athlete not meeting the standards in Item 1.
4. The student athlete must return the letter signed by his/her parent for placement in the coach's permanent file.
5. The coach must obtain a copy of the report card for each student athlete under his supervision during the athletic season.
6. The coach of each sport is expected to issue to the parent the school's participation agreement, which is to be signed, by the student-athlete and the parent. This form is to be kept in the student athlete's portfolio in the coach's office.
7. A student athlete experiencing continued academic problems and whose academic performance fails to improve during a grading period must attend a formal conference to be held between the student, the parent(s), the coach, and the teacher. The coach should initiate this conference and the coach should make a written record of the conference and place this record in the student-athlete's portfolio.

In order to establish accountability, each coach must maintain the following items in a student portfolio housed in the coach's office:

1. Signed school participation agreement;
2. Student's report card copies for eligibility;
3. Birth certificate;

4. Proof of insurance;
5. Report of student not meeting academic standards;
6. Copy of student's action plan prepared for meeting academic standards, if necessary;
7. Written contact informing parent of student's academic performance; if necessary;
8. Summary record of any conference held regarding student-athlete; if necessary.

The coach can assist the student athlete in the following ways:

- Contact the teacher to gain knowledge for the reason of the student's unsuccessful academic progress;
- Arrange a plan of action for correcting academic deficiencies;
- Suggest methods of time management, study and organizational skills;
- Make arrangements for students to attend tutoring;
- Establish peer-tutoring among athletes;
- Contact parents with suggestions on ways to assist their child.

### Sportsmanship

All students, coaches, and sponsors are to display appropriate behavior in their words, actions, and dress. Student and adults can be disciplined for inappropriate actions.

## **Athletic Events**

The purposes of athletic events are for entertainment, social interaction, and the development of school pride. The following rules and conduct are for the benefit of the participants and spectators and their pleasure and comfort. The following code of conduct will be expected from all persons in attendance at all RRCA Athletic events:

1. All spectators and participants at all athletic events shall exhibit the qualities of good sportsmanship and Character Counts Qualities we strive to imitate daily.
2. All participants and spectators at all athletic events shall maintain the qualities of self-control at all times, especially during the playing of the National Anthem and of the respective visiting schools.
3. While in attendance at any athletic event, all spectators and participants will be expected to refrain from the following:
  - a. Using or possessing unlawful drugs or articles, which may be injurious to self or others.
  - b. Consuming, possessing, or being under the influence of any alcoholic beverage.
  - c. Using or displaying obscenities.
  - d. Damaging public or private property
  - e. Entering restricted areas without proper authorization
  - f. Loitering in entrances, exits, dressing rooms, press box, etc.
  - g. Fighting
  - h. Throwing objects
  - i. Any other act of harassing spectators, participants, and game officials.

Violators will be subject to removal from the activity and RRCA students will also be subject to disciplinary action in accordance with established school system procedures and policies. Depending on the situation, a spectator may or may not be warned prior to removal.

## **Clubs and Organizations**

There are a number of worthwhile clubs whose objectives coincide with all school objectives. Participation in club activities should be encouraged; however, such participation should not be permitted to interfere too frequently with academic pursuits. The following policies should be observed:

All clubs must have approval of the executive director.

- All school clubs must have at least one member of the faculty as a sponsor.
- Officers of any club must maintain a "C" average.
- Club members and activities should be scheduled so as to interfere as little as possible with the school's instructional program.
- Club sponsors will have full charge of club meetings for the entire period.
- No club may have an official meeting unless the club sponsor is present.
- Club sponsor will be responsible for all financial matters reported.
- All meetings should be held on campus and must be supervised by a sponsor.

All student must attain a 2.00 GPA or higher to be a member of one of the clubs on campus, according to the universal requirements of the state or national organization.

## **Club/Organization and Athletics School Wide Discipline Policy**

All students involved in clubs/organization and Athletics will participate in a demerit system that will coincide with the Red River Charter Academy's Discipline Policies

- A pink slip results in not participating in club/organization or athletics next event.
- 2 pink slips results in a month off of club/organization or athletics events.
- 3 pink slips will result in removal of membership of club/organization or athletic sport for the year.

## **Parent Volunteer Hours**

Parents have many opportunities to volunteer their time both at school and at home. Volunteer sign-ups will be available throughout the school year events. Other opportunities are announced during the school year.

Volunteer hours are optional, but it is encouraged that a minimum of 10 hours of volunteer service be spent working on school fundraisers and special activities. Parents will also receive volunteer time for attending workshops, general parent meetings, and school events.

Parents are expected to volunteer at RRCA. Opportunities for volunteerism will be provided that are individualized to meet the needs, demands, and capabilities of the individual student/family.

## **Catwalk/Hallway Expectations**

- There is to be no running or loitering between classes.
- Students are to use the shortest route and keep to the right without unnecessary loud talking or shouting.
- All students not participating in after-school activities must dismiss appropriately.
- Students are not allowed in the teacher workroom or other designated areas off limits to students.
- Administration must approve all posters, announcements, or advertisements to be displayed anywhere in or around the building, the school grounds or community.

## **Fundraising**

The executive director must approve all fund-raising projects. Students or Parents may not sell any items without the approval of the administration.

Fundraising is an important part of providing the educational tools needed to enhance learning at RRCA. Families are encouraged to do their very best to help us reach our goals in each fundraising activity.

## **Pictures**

School pictures will be made available to the students in the fall and spring.

- The yearbook teacher will be responsible for distributing, collecting and preparing a record of picture sales.
- There will be only one photo opportunity each semester.

## **Security Cameras**

There are security cameras randomly placed around campus to provide better security for students and staff from the wrongdoings of others. Cameras do not capture everything but will be used in investigations.

## **Theft**

Although the staff of RRCA strives to maintain a safe environment, thefts do occur.

- Items that are banned from campus will result in a loss for the owner.
- This includes items such as cell phones, cameras, video and gaming equipment, etc.
- Theft of items such as money, clothing, wallets, and jewelry will be reported to the law enforcement for an investigation.

## **Anti-Discrimination Policy**

Red River Charter Academy is an equal opportunity educator. The founders of RRCA realizes that we learn from those whose experiences, beliefs and perspectives are different from our own; and these lessons can best be taught in a richly diverse intellectual and social environment. The RRCA board further recognizes and supports these ideas.

Rich educational experiences by providing students with opportunities to learn from students and teachers who differ from them. Promote personal and social growth and a healthy society by challenging stereotypical perceptions, encouraging critical thinking and problem solving.

In accordance with this philosophy, RRCA will not discriminate and will take affirmative action measures to ensure against discrimination in any form against any student thinking, and helping students communicate with those of diverse backgrounds. Strengthening communities by preparing students for citizenship in an increasingly complex and diverse society that values mutual respect and teamwork or employee on the basis of race, creed, color, national origin, disability or sex.

## **Student Email Accounts**

RRCA utilizes an online collection of productivity tools from Microsoft including Outlook and One Drive (online storage with word processor, spreadsheet, and presentation programs), also including Google Classrooms. Accounts are assigned to all students for the purpose of communication, collaboration, and research. Student accounts for grades 6-8 will be restricted to communication within the RRCA domain only. There is no expense associated with this access and no need for Internet access at home in order to participate. Use of technology is a privilege. Inappropriate use of the account may result in loss of privilege and/or disciplinary action. Illegal activities may be referred

to law enforcement authorities. All student accounts, while assigned for individual student use, is the property of RRCA. RRCA reserves the right to retrieve the contents of student accounts for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts, or to recover from system failure. This account is filtered, monitored, and archived according to school policy and federal laws. RRCA reserves the right to intercept, store, archive, delete, or view such emails for security/audit purposes and, where necessary, instigate appropriate proceedings against the parties involved. Email is not guaranteed to be private. Student accounts will be removed from the system upon graduation, in the event the student discontinues enrollment, regardless of reason, or for inappropriate use while still enrolled. Students are responsible for content associated with their accounts and should not share their passwords. Students will not use their accounts to provide any personal information, including but not limited to telephone numbers or addresses. RRCA scans all inbound and outbound e-mails, plus attachments, for viruses, but does NOT guarantee such messages to be virus free. RRCA accepts no responsibility for any damage caused by sending or receiving e-mails through our e-mail system. Account user names and passwords will be provided to parents upon request.

## **Internet Safety Policy**

In order to provide the most current information available, RRCA gives its students and employees access to online electronic materials. However, users should be aware that some information may be inaccurate, outdated, or offensive. Use of these resources carries a responsibility to evaluate the quality of the information accessed.

It is the policy of RRCA to: a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; b) prevent unauthorized access and other unlawful online activity; c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 54(h)]. Access to Inappropriate Information To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information on all computers and for all users. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. 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.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the RRCA online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct

electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: 1) unauthorized access, including so-called hacking, and other unlawful activities; and 2) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Supervision and Monitoring**

Procedure for the disabling or otherwise modifying any technology protection measures is the responsibility of the Technology Coordinator or designated representatives. Installation and operation of any Internet filtering system on RRCA computers by no means precludes staff, students and community members from their responsibility to use DWCS network services responsibly. Should any student fail to abide by the RRCA Internet Safety Policy as well as the applicable

Acceptable Use Policy, he/she may face loss of computer privileges and/or disciplinary action.

### **Social Media**

Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, students or staff, offensive communications, and safety threats. RRCA does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc.). While our filtering system establishes some parameters for appropriate use within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

## **DISCIPLINE PLAN**

### **Student Rights**

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in consequences, exclusion from participation in class activities, detention, suspension or expulsion or other disciplinary action.

Parents who have a conflict with a student other than their own child and/or parent are requested to speak to the Administration. At no time may parents approach the student or their parent directly. This includes various forms of phone communication, social media and email. Every student at Red River Charter Academy shall be held to a high standard of behavior at school, during extra-curricular activities, during athletic events, and even while traveling to and from school. At all times RRCA Students shall be expected to exemplify model student behavior.

To this end, Administration and classroom teachers shall have both the authority and duty to take appropriate action whenever the behavior of any pupil(s) interferes with or disrupts the maintenance of a proper atmosphere for learning.

Disciplinary action, however, shall not be used against a student who, according to the preponderance of evidence, was attempting to defend himself/herself against an aggressor. In order for a student to be innocent they must not participate in statements, social media back and forth, arguments, pushing, shoving etc that leads to a fight.

The Executive Director, Director of Curriculum, and classroom teachers are expected to take disciplinary action, following school policy, to correct pupils who disrupt normal classroom activities or violate acceptable classroom behavior standards, who are disrespectful to a teacher, who willfully disobey a teacher, who use abusive or foul language directed at a teacher or other pupil, who violate school rules, or who otherwise interfere with an orderly educational process. Refusal by Executive Director, Director of Curriculum, or classroom teachers to use corrective measures and sound classroom management techniques breaches the accountability considered essential to the provision of an environment conducive to learning. Lack of action on the part of the Executive Director, Director of Curriculum, or classroom teachers shall be considered a violation of the individual's employment contract and may result in immediate termination.

## **RRCA Student Discipline Plan**

## Minor Infractions

Red River Charter Academy uses a MINOR INFRACTION DISCIPLINE FORM called the “GATOR BITE”. Three (3) minor infractions gathered by teachers equates to one major infraction (Pink slip) with the School’s Discipline Plan.

Examples of Minor Misbehaviors

Dress code violation	Running in the hallway
Minor classroom disruptions	Incomplete work
Tardy	Whistling
Sleeping in class	Talking over teacher
Not bringing materials to class	Not following classroom procedures
Possession of electronic devices	Fidgeting
Eating/Drinking in class	Out of dress code

## Consequences for Minor Misbehavior- Parents notified by text of infractions.

The Gator Bite will reflect a verbal warning, a second warning placing the Gator Bite on the student’s desk and the third and final warning will complete the Gator Bite which will require a parent signature. At this point the student behavior has become habitual and will revert to a major infraction (Pink slip).

Students will learn that certain actions are unacceptable at RRCA and misbehavior has consequences that are neither amusing nor pleasant. Students, who engage in any type of misbehavior, whether minor or severe, will be required to make amends and/or restore the situation. Restitution may involve an apology, community or school service, or fixing, replacing, and/or paying for damage caused. The administration and/or the teacher will determine the type of restitution required for a particular infraction. The restitution assignment will be communicated to the student’s parents prior to his or her completion of the task. In all cases, parents will be informed of the child’s inappropriate behavior and the restitution requirement.

Parents will be also required to pick up students who are not in complete compliance with the dress code. The student’s absence will be UNEXCUSED with each noncompliance; therefore jeopardizing the child’s attendance and violating the State Attendance Law.

## Major Infractions

A State Approved BEHAVIOR REPORT Form will be used to report major infractions. Once the student has been referred to the office, the administration will follow this discipline guide for major infractions.

Examples of Severe Misbehaviors

Insubordinate/Defiance/Disrespect	Fighting of any kind
Illegal behavior	Bullying
Misuse of Technology	Stealing
Profane/obscene language	Public Display of Affection (PDA)
Skipping class or school	Cheating/Plagiarism
Habitual minor infractions	Pink slip

## Consequences for Severe Misbehavior

Most misbehavior will be handled with discussion or the use of mild consequences. However, severe misbehavior will be met swiftly with equally severe consequences.

Insubordinate behavior is the direct refusal to comply with a reasonable staff instruction within a specified period of time. Insubordination is a breakdown in communication. In such cases, the staff member involved will:

Step 1: Explain to the student why his or her actions are inappropriate and will issue a consequence for the offense. If the student continues to disregard the staff member's instruction, he or she will be sent to the office.

Step 2: When a student has been referred to the office for this offense, the administration will arrange a conference between the student, the staff member involved, and the student's parent of guardian. The purpose of the conference will be to establish a plan that will help the student communicate more responsibly in the future.

Teachers will work in collaboration with other staff to solve problems that are chronic or severe. Techniques that may be used by teachers in dealing with minor behavior problems as well as procedures for responding to chronic misbehavior are described below.

**The following consequences and remedial measures will be strictly enforced. Parents will be notified of any infraction and will be conferenced by phone or in person if/when their child receives a suspension. The parent/guardian must sign the student back in (in the office) once the suspension has been served.**

1<sup>st</sup> major offense:

- 1) Student sent to the office
- 2) Parent notified
- 3) 1-3 day suspension or longer, depending on the severity of the offense
- 4) Mandatory meeting with the parent/guardian, student and administrator
- 5) Restitution will be established
- 6) Corrective instruction provided by administrator or counselor

2<sup>nd</sup> major offense:

- 1) Student sent to the office
- 2) Parent notified
- 3) 3-5 day suspension or longer, depending on the severity of the offense
- 4) Mandatory meeting with the parent/guardian, student and administrator
- 5) Behavior management plan will be established and closely monitored
- 6) Restitution will be established

3<sup>rd</sup> major offense;

- 1) Student sent to the office
- 2) Parent notified
- 3) 3-5 day suspension and/or expulsion depending on the severity of the offense
- 4) Mandatory meeting with the parent/guardian, student and administrator

If student is suspended:

- 5) Behavior management plan will be revised and closely monitored
- 6) Restitution will be established

Additional possible measures if behavior continues:

- 1) School surveys will be taken annually to determine the conditions contributing to harassment, intimidation or bullying
- 2) School policy and procedures revisions on an annual basis
- 3) Small or large group presentations will take place to fully address the behaviors and the responses to the behaviors
- 4) Disciplinary action for school staff who contributed to the problem
- 5) Family counseling may be recommended
- 6) Law enforcement (e.g. juvenile officer) may be asked to be involved

In cases of physically dangerous behavior---fighting, assault, and physical intimidation, the staff member will firmly inform the students to stop the physical altercation. If the students do not respond, staff will use professional judgment to determine whether or not to intervene physically. Staff will not be required to take action that could be physically dangerous; in such cases, another student will be sent immediately for assistance. The administration will notify parents and make all decisions regarding whether to contact the appropriate law enforcement authorities.

### **Fighting/Altercations**

RRCA considers fighting an extremely serious offense that will result in a minimum 1-day suspension and a hearing with the Executive Director.

- Only if a student is unprovoked and did not participate in the argument leading up to the fight will they avoid suspension.
- “Stand Your Ground” is only acceptable after every effort is used to diffuse an altercation. If there is an opportunity to tell an adult/staff member/administration about the events leading to a fight, the student bears responsibility for that choice.
- All students participating in gang-related fights, planned fights, or extremely violent fights will be recommended for expulsion for the current semester or the entire school year.
- Students, both male and female in grades 6-8 will be remanded into the custody of law enforcement for fighting on school grounds including athletic facilities, locker rooms, parking lots, etc., before, during, or after school hours.
- RRCA will also discipline students for actions regardless of law enforcement penalties and charges.
- There is ZERO TOLERANCE FOR FIGHTING. Incidences deemed necessary will be brought to the Discipline Committee (board members, teachers, and staff) by the administration of RRCA for further review. Decisions are at the discretion of the committee and/or executive director.

### **Weapon Use and/or Possession**

The Board shall authorize the Executive Director or designated official to immediately suspend, and recommend a disciplinary hearing for, any student found in possession of a dangerous weapon. A dangerous weapon may be defined as a knife, club, gun, chain or any other object deemed dangerous on the school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours. When the student is found in possession of a weapon, the Executive Director shall be immediately notified and shall take appropriate disciplinary action. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated firearm free zones. The RRCA School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark firearm free zones, which

surround all schools and school property.

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

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

## **Harassment, Intimidation, and Bullying Policy**

RRCA is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students, school personnel, or school property shall be unacceptable.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy. *Bullying* shall mean:

1. **A pattern of more than one of the following:**
  - A. Gestures, including but not limited to obscene gestures and making faces.
  - B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
  - C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
  - D. Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
3. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

## **Reporting Harassment, Intimidation, and Bullying**

Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behavior, or any student, parent, or guardian, who witnesses bullying, hazing, or similar behavior or has good reason to believe bullying, hazing, or similar behavior is taking place, may report the situation to a school official.

Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the school.

## **Terrorizing Policy**

Definition of Terrorizing: Terrorizing is the intentional communication of information that the commission of a crime of violence is imminent or in progress or that a circumstance dangerous to human life exists or is about to exist, with the intent of causing members of the general public to be in sustained fear for their safety; or causing evacuation of a building, a public structure, or a facility of transportation; or causing other serious disruption to the general public.

### **Reporting of Terrorizing**

- Student – A student who comes into contact with a terrorizing threat will report it immediately to the nearest school employee.
- Employee – Any employee who is exposed to a terrorizing threat shall immediately report the threat to an administrator of that school.
- Administrator – School administrator will analyze the terrorizing threat and contact the RRCA Board immediately and law enforcement as deemed necessary.
- Handling a terrorizing threat – evidence

Note – written note will be secured in office with as little physical contact as possible.

Graffiti – area is to be sealed off by administrator. Student/public exposure is to be held to a minimum if possible. Photographs are to be taken when possible. Graffiti is not to be removed until law enforcement has gathered evidence.

Any student found guilty of a terrorizing threat shall be recommended for expulsion from school. Law enforcement Terrorizing is against the law. Therefore, a student may be charged with this act of violence according to law enforcement procedure.

## **Cyber-Bullying Policy**

Cyber-bullying is the intended act of transmitting any (electronic, digital or internet technology) textual, visual, written, or oral communication with the intent to inflict cruelty, coercion, abuse, torment, intimidation, harassment (direct or indirect), embarrassment, or cause fear of physical harm, emotional or mental distress to any person or student either on or off school property.

Cyber-bullying can involve, but is not limited to, using a local bulletin board service, internet chat room, blogs, websites postings, video or digital pictures, texting, electronic mail, online messaging service, online community social networking websites, cell phones, or other technology utilized to send obscene, mean, vulgar, harassing, or threatening communications. Cyber-bullying is not limited to: sharing or taking images intended to humiliate; resharing images is against the law. videoing someone being harassed and sending the video to others; using someone else's account/contact list

to forward rude, mean or threatening messages; posting sensitive, and/or private information about any person; pretending to be someone else in order to make another person look or feel bad or to send threatening messages or images or to engage in an activity causing hurtful emotions; intentionally excluding a person from an online group, electronic textual, visual, written, or oral communication; sending or forwarding unsuitable images, videos, text, or other communication; accessing or deleting text, emails, videos, or other communication; persuading or encouraging the act of cyber-bullying; recording or usage of recorded messages, text, videos, or other communications for the purpose of cyber-bullying.

Cyber-bullying will not be tolerated by any student or school personnel. The act of cyber-bullying will result in an immediate suspension of the person(s) performing the act until an investigation is performed by the Executive Director in conjunction with the Avoyelles Parish Sheriff's Office. The RRCA Board will meet and review the findings of the investigation upon its conclusion. If found to have cause, and upon the recommendation of said committee, at the next full Board meeting, the person(s) shall be immediately expelled from Red River Charter Academy in accordance with all applicable state statutes.

## **Types of Discipline**

### **Office Referrals**

Referrals to the office will be made only in response to severe or recurring behavior problems. Reserving office referrals for such cases will help combat the notion that being sent to the office is "no big deal".

### **Exclusionary Time-Out within the Building**

At RRCA, exclusionary timeouts will be used for students who need a neutral environment to help manage their own behavior or to cool down or reflect on inappropriate behavior. Such timeouts involve removing the student from the instructional setting to a supervised area. This Exclusionary Time-Out may also be imposed as a consequence of misbehavior. Faculty, staff, and school will adhere to the following procedures when imposing an exclusionary timeout. No student shall ever be unsupervised during a timeout situation. If a student is asked to leave the classroom because of misbehavior, the child will not receive credit for that class. When the appropriate time has passed, the student will be required to return to the classroom and given firm directions of the expected behavior.

If the child does not return to the expected behavior, then an office referral can be issued and the administration will contact the parents of the student.

### **Suspension**

In response to cases of severe misbehavior in which a student violates school policies, rules, or regulations, or otherwise interferes with the orderly operation of the school, the administration may suspend or temporarily remove the student from the school for 1-5 school days. A suspension will be regarded as a serious consequence and students will be removed immediately. If there are extenuating circumstances preventing immediate removal from the school grounds, the administration will assume full responsibility for the student until he or she is removed.

Parents/Guardians are required to pick up their child in a timely manner following a suspension. Before a student is allowed to return to the school following a suspension, the parents or guardians

of the student will have to come to school to reinstate their child in school. The student cannot return to class without the reinstatement by the parents.

A suspended student must makeup missed work and will not be allowed to be on the school grounds or to attend any school-related functions at any time during the suspension. In addition, the student may be required to complete homework related to the disciplinary infraction. This policy does not diminish the due process rights under the federal law of a pupil who has been determined to be eligible for special education programs and services.

There are designated “non-negotiable” acts that can result in an immediate student suspension. These acts include, but are not limited to:

- Fighting, with the intent to hurt another
- Vandalism, including graffiti
- Chronic misbehavior/disruption of class
- Disrespect/defiance/Insubordination toward any adult in the building
- Verbal abuse directed to a teacher or a staff member
- Bringing a weapon or anything that can be used as a weapon
- Illegal drugs/cigarettes/alcohol
- Inappropriate sexual advances
- Bullying or threats
- Cursing/Swearing

### **Expulsion**

Expulsion is defined as the removal of the right and obligation of a pupil to attend the school under the conditions set by the RRCA, school board. A pupil can be recommended for expulsion if the pupil has had three or more suspensions for severe misbehavior (as defined above).

Any student who brings a dangerous weapon to school or uses an implement in school in any way that makes another student, staff member or volunteer feel threatened will be subject to an expulsion. If any pupil enrolled in the school commits a physical or verbal assault at school against a person employed or contracted by the school, then that student shall be expelled from the school permanently. In addition, if a student makes a bomb threat or similar threat directed at the school building, other property, or at a school related event, then the student will be expelled from the school.

An expelled student will not be permitted on school grounds or at any school-related functions for the duration of his or her expulsion. If an individual is expelled, it is the responsibility of his or her parents/guardians to locate a suitable educational program and to enroll the individual in such program/school.

See LOUISIANA LAW: BULLETIN 741 (CH13 DISCIPLINE/EXPLUSIONS) §1307.

### **Suspension and Expulsion for Students with Disabilities**

Suspension and expulsion of students with disabilities shall be in accordance with the Discipline of Students with Disabilities Statute, which can be found within the RRCA Special Education Policy.

### **Process for assigning a consequence to an offense.**

The classroom teacher at RRCA is the center of the school’s character education and discipline policy.

Teachers will continually emphasize to both students and parents the importance of the Character Keys. The keys will be established as rules for each classroom and students will be encouraged to live by the ten-character virtues; teachers will underscore expectations for student behavior by relating student actions to the Character Keys. In this way, teachers will focus on teaching and encouraging appropriate conduct, rather than just trying to “control” behavior.

All teachers will implement three basic principles of classroom management and discipline:

1. At the beginning of the school year, students will be taught how to behave responsibly in each type of classroom activity and these lessons will be reinforced throughout the year as necessary.
2. Teachers will strive to interact frequently with each student when the student is behaving appropriately. When misbehavior occurs, teachers will calmly and consistently implement mild classroom “consequences”, corrective actions taken in response to inappropriate behavior, using such instances as teaching opportunities. The focus of interaction with each student will continue to be primary positive, with a ratio of at least three positive interactions to every one correction.
3. Though these principles will serve as useful guides, each teacher, student, and situation is unique. Teachers will use professional discretion to select the specific procedures that fit individual student needs and particular situations.

## **Drug Testing**

One of the primary objectives of RRCA is to provide a school environment that is safe and drug free. Many methods are being employed in order to accomplish this goal. They include a "zero tolerance" for drugs and alcohol, use. It is the philosophy of Red River Charter Academy that the implementation of a student drug testing policy will:

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

The results of the drug test will be kept strictly confidential. Parents of students whose tests yield a positive result shall meet immediately with the school administration.

## **Searches of Student or Property**

Any teacher or administrator may search the person of a student or his/her personal effects when based on the attendant circumstances at the time of the search:

1. Reason/Need/Purpose for the search
2. The need for search without delay is at the sole discretion of teacher and administration.
3. Weapons, Alcohol, Drugs, stolen property, stolen academic materials, etc., are all reasons for searching a student.
4. Teacher and administration will make sure both teacher and administration are fully aware and in agreement of the details of the situation before a search begins.
5. At no time will articles of clothing be touched by a faculty member or administration during a search. There will be no “pat down” of any student at any time for any reasons unless there is credible evidence of a dangerous weapon on the person of a student at which point law enforcement will be called to search the student.

6. At no time will one student be singled out in front of other students.
7. No teacher or administrator will go through the contents of a student's belongings without a witness present, unless there is an imminent danger.

## **Child Abuse**

The provisions of this policy shall not be interpreted to conflict with or supercede the provisions requiring mandatory reporting pursuant to Louisiana Children's Code, Art. 609 and as enforced through La. Rev. Stat. Ann. §14:403.

## **Parental Conduct Policy**

Red River Charter Academy has been established and advertised as a school of choice with high standards. The concept of a partnership of mutual respect between parents, teachers, and students will be one of the strengths of RRCA. The educational climate at RRCA cannot be maintained in accordance with the RRCA mission, goals, and objectives if there is a breakdown in any aspect of the partnership. Accountability of all people provides this partnership. Teachers are trained to use classroom management techniques that foster optimum learning conditions, and to communicate with parents their expectations for students.

Parents who exhibit open hostility to teachers and other RRCA staff members by means of abusive language, either verbally or written communications, will not be permitted to return to the school campus for any reason, thus jeopardizing the continuation of their child's attendance at the school, since the parents would no longer be able to comply with the required volunteer time requirements. The Executive Director may suspend any parent from coming onto the school campus for any violation of this policy until such time as the RRCA Board can review the matter. The RRCA Board may uphold the parent's suspension or change its terms as it determines appropriate.

Without such accountability, the mission of RRCA cannot be maintained, and the high standards established for the school will be difficult to uphold. Parents should instruct their children to show respect for all teachers and other RRCA staff members, as well as the other students who attend Red River Charter Academy.

## **Parental Appeal**

The parents of any student suspended or recommended for expulsion from RRCA believes the suspension or expulsion is unjustified, shall have the right to request a hearing before the Board of RRCA. In such cases the request must be made in writing to the Board President. Upon receiving such a request, the Board President shall schedule a hearing within ten (10) days. Attendance at the hearing shall be limited to the parents, the student, the Executive Director, Teacher(s), the school's legal counsel, and any other RRCA employee who has knowledge of any facts involving the matter.

## **Medical**

### **Health Problems**

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

administration of any known health problems.

## **Medication**

If it becomes necessary for a student to take any form of medication at school, a completed form from the treating physician must be presented to the school office and kept on file. (Forms may be picked up in the office.) In the event a student becomes ill during the day, he/she should get a hall pass from his/her teacher and go directly to see our school nurse or to the office. If it is determined that the student is too sick to attend classes, the office will contact a parent or guardian to come and get the student. Students are not allowed to bring any types of medication to school. Parent(s) must bring all medication to the school.

### MEDICATION GUIDELINES

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 will be adhered to:

1. Medications must have a proper medication order form completed by the physician detailing the name of the medicine, the dosage, and exact time to be given.
2. Parents must meet with Executive Director to sign appropriate medication forms before any medication can be administered at school.
3. Medication must be brought to the school by a parent or guardian in a current container appropriately labeled by the pharmacy. 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!**
4. If a dosage should change, the office must receive a written order from the doctor or dentist stating what changes have been made and a new pharmacy label issued, whereby a childproof cap bottle must be given to the office with the correct dosage and dispensing information. If the medication and dosage changes and a written statement is not received, the child will not be given his/her medication.

**NO OVER THE COUNTER MEDICATION CAN BE GIVEN** unless prescribed by a doctor or dentist. A pharmacist with child's name, correct dosage and dispensing information also must label it. (This means aspirin, Tylenol, cough syrup, cough drops, antacids, etc.).

**NO EYE OR EAR DROPS CAN BE GIVEN AT SCHOOL.** Antibiotics should be given in a time span so they may receive it at home if at all possible.

### MEDICATIONS - Discipline Policy

Any student found to be in possession of any unauthorized **OVER-THE-COUNTER OR PRESCRIPTION DRUGS** will be dealt with in the following manner:

**FIRST OFFENSE** - The principal or his designee will conference with the parent/guardian and student advising them of the Louisiana State Law and the RRCA Board Policy concerning the administration of medication. The student will receive a write-up and detention.

SECOND OFFENSE - The student will be suspended for three days plus a conference with the principal and classroom teacher.

THIRD OFFENSE - The student will be recommended for expulsion for the remainder of the semester or the remainder of the school year.

## **When to Keep Your Child Home**

\*Refer to the COVID insert for details of CDC guidelines

School officials are responsible for providing and maintaining every reasonable safeguard for a healthy environment for school age children. The sick policy below will be strictly enforced:

- Parents should inform school officials if a student is taking medication that would give the appearance of an illness.
- Parents should inform school officials if a student has a condition, disease, or infection that may be spread by casual contact (contagious).
- Children should be kept at home or away from school if:
  - The child has a condition, disease, or infection that may be spread by casual contact (contagious).
  - The illness prevents the child from participating in school activities.
  - The child requires more care than the school staff can provide.
  - Fever is above 99.5 degrees F.
  - The child is showing signs and symptoms of severe illness: lethargy irritability, persistent crying, difficulty breathing, pain, aching of muscles or joints, severe headache, nausea, vomiting, or diarrhea. Student can return to school with a note.
  - The child is showing signs and symptoms of infection: persistent cough, colored nasal drainage, sore or red throat, earache, redness of eye (with or without drainage), or skin rash of undetermined source, large in size.
  - The child has any open sore, lesion, or wound with weeping or drainage that may be spread by casual contact, that cannot be covered with a bandage, or that a bandage cannot contain the drainage.
  - Ringworm: A fungal infection of the skin and is easily spread from one child to another. There are two types of ringworm: Ringworm of the Scalp and Ringworm of the Skin.
  - Pink Eye/Conjunctivitis: is common condition in schools. It is contagious and must be treated with a medication that is ONLY prescribed by a doctor. Symptoms include: redness, itching, swelling, drainage and excessive matter upon waking in the morning. (Eyelids may be "stuck" together) Do not send student to school with these symptoms! Student may return to school after being on medication for at least 24 hours and with a note from the doctor stating they may return to class.
  - HEAD-LICE- are often a problem. Any child can get head lice, but it is treatable with time and patience. Our school system follows a "NONIT" policy. This means a child must be clear of lice and/or eggs before returning to school. About 30% of eggs (nits) can survive treatment and require removal (by hand) before returning to class. Parents MUST bring student to school to be checked in their presence, by school personnel, before being re-admitted to class. Please see school nurse if you need further instruction in this matter. Random lice checks will be made throughout the school year.

**YOUR CHILD SHOULD BE FREE OF FEVER, PAIN, NAUSEA, VOMITING, or DIARRHEA FOR 24 HOURS WITHOUT MEDICATION BEFORE RETURNING TO SCHOOL.**

**Hygiene is an everyday concern. Students MUST shower/bathe and apply deodorant on a daily basis.**

Please encourage your child to WASH THEIR HANDS FREQUENTLY, to cough into their arm or a tissue, and to discard any used tissue in the garbage.

**FIRST AID**

First aid will be limited to the use of ice, water, and band-aids. NO MEDICATION, orally or topically, will be used. A temporary splint may be used if any injury is suspicious of a fracture. Parents will be notified if an injury or condition requires medical evaluation by a physician or dentist.

**MEDICAL EMERGENCIES**

If your child incurs a serious or life-threatening injury or medical emergency, a reasonable attempt to notify parent / guardian will be made by school personnel. Any appropriate first aid will be made and 911 will be called. Your child will be transported by ambulance to the nearest medical hospital. Red River Charter Academy will not be held liable for any resulting medical complications or for any expenses incurred in the transport or provision of emergency care. Please make sure all contact and emergency contact information are UP TO DATE!

**HEALTH and EMERGENCY DATA**

A Health Information Form is to be filled out for each student for the current school year. The school MUST HAVE current phone numbers, at least one emergency contact phone number, and a current address on file for each student. Parents should notify teachers or the school office of any critical health or medical condition concerning their child. Parents should also notify the school office immediately of any change of address or phone numbers that occur during the school year. Failure to do so will hinder our ability to contact you in case of a health problem or emergency at school.

**ADMINISTRATION OF MEDICATION ON FIELD TRIPS AND OTHER EXTRA-CURRICULAR ACTIVITIES**

If a student with an identified medical need is to attend a field trip or other school-sponsored activity, the parents shall be notified to ascertain if any medication must be administered on the field trip or school sponsored activity away from school. If so, the parent/legal guardian shall accompany the student to the activity to administer any medication.

If the parent/legal guardian cannot attend the field trip/activity with his/her child, the parent/legal guardian shall request in writing that the medication be administered on a pending field trip/activity by a non-School Board employee designated by the parent, or another trained person designated by the School Board. Such request shall include supporting documentation as outlined in this policy. The request shall state that the parent/legal guardian gives permission for the designee or another trained person to administer the medication. If the parent does not designate a non-School Board employee to attend the field trip/activity, once the proper documentation has been submitted, the School Board shall assign a trained Board employee to accompany the student on the field trip or other school-sponsored activity.

<p style="text-align: center;"><b>RED RIVER CHARTER ACADEMY 2019-2020</b> <b>Acceptable Internet Use Policy</b></p>
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**Student Guidelines**

Students are expected to follow all guidelines stated below as well as those given orally by the staff and to demonstrate ethical behavior in using the network. Care of RRCA facilities go hand in hand with using computer hardware, software and the Internet in a responsible manner. Any actions that

might harm the computer equipment or software, or impair its effective use, or showing disregard for the proper procedures set up for network access will not be tolerated.

1. Before use, all students will receive an overview of the aspects of security and ethics involved in using the Red River Charter Academy School network.
2. Students may not allow others to use their account name and or their password. To do so is a violation of the Acceptable Use Policy.
3. Any action by a student that is determined by his classroom teacher or a system administrator to constitute an inappropriate use of the Internet at RRCA or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the Acceptable Use Policy.
4. Transmission of material, information, or software in violation of any school district policy, or local, state, or federal law is prohibited and is a breach of the Acceptable Use Policy.
5. Any use of the Internet proxy services to circumvent the network filters will result in suspension and loss of Internet privileges.

Violating the Acceptance Use Policy may result in:

- Restricted network access Loss of Network access
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws. In order to ensure smooth system operations, the Systems Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

### **Student Access Contract**

I understand that when I am using the Internet or any other telecommunications environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State or Local law, and Red River Charter Academy.

My handbook signature below and that of my parents, means that I agree to follow the guidelines of the Acceptable Use Policy for the Internet at Red River Charter Academy.

### **Parent Agreement**

A parent must also read and sign the agreement at the end of the handbook.

We ask you to review this policy with your child and to sign the consent form. Your child's teacher has already discussed this policy with your son/daughter.

**RED RIVER CHARTER ACADEMY 2019-2020**

**Title 1**

**Parent Contract**

I (We) the parent[s]/guardian [s] of \_\_\_\_\_ Grade(s)\_\_\_\_\_ agree that:

WHEREAS, in order to provide my (our) child with a unique educational opportunity;  
WHEREAS, by choosing to enroll my (our) child at Red River Charter Academy is a decision of my (our) personal choice and not a privilege;

WHEREAS, my (our) desire to enroll my (our) child at Red River Charter Academy is premised upon my (our) desire to become an active partner in the education of my (our) child;

NOW THEREFORE, in consideration of the foregoing:

1. As a parent of a student at RRCA, my (our) commitment is to abide by the following resolutions:
  - A. To recognize and embrace my role as the primary educator of my child.
  - B. To attend all conferences scheduled with any member of the RRCA staff.
  - C. To provide transportation to and from school for my child if they do not ride the bus. I understand that I must be on time to pick my child up and responsible for my child's safety. Habitually failing to pick my child up on time will result in the staff placing my child on the bus for the remainder of the school year.
  - D. Ensuring my child understands the importance of timely attendance and puts forth their best effort daily.
  - E. To purchase uniforms for my child and ensure that my child is wearing the approved uniform daily.
  - F. To supply a lunch, either or purchased from the school, each school day for my child.
  - G. To be responsible for the payment of any fees accrued to my account at Red River Charter Academy.
  - H. To follow the rules, procedures and behavioral expectations.
2. To do the following things to enhance my (our) child's academic growth I (we) agree to do the following:
  - A. To read and use student planner and other information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
  - B. To provide a suitable time and place within the home for homework.
  - C. To assist my child in homework daily.
  - D. To limit television and video games and phone usage during the week and allow more time for reading and studying.
  - E. To check my child's homework nightly.

I (we) understand that these are the parental expectations for Red River Charter Academy and that if I (we) have any difficulties in fulfilling this obligation, that I (we) may contact the school administration for assistance.

\_\_\_\_\_  
*Print Student Name*

\_\_\_\_\_  
*Print Parent Name*

*Grade:* \_\_\_\_\_ *Class:* \_\_\_\_\_

\_\_\_\_\_  
*Parent Signature*

**RED RIVER CHARTER ACADEMY 2019-2020  
Handbook Acknowledgement Form**

Dear Parents,

The Student Handbook is presented to each RRCA student and parent/guardian to inform the concerned parties of the activities, policies, regulations, and procedures at Red River Charter Academy. It is the responsibility of each student and parent to become familiar with the rules and regulations that govern student behavior at RRCA. Students and parents are requested to **sign and return** this form to the student's Homeroom Teacher. Questions concerning this handbook or any school-related issue should be presented to the appropriate administrator before signing the document. Thank you for your support and cooperation with the education of your child. As always, we are expecting the best of your child and for your child. As applicable for all policies of RRCA, student attendance constitutes acceptance of all school policies.

- *By signing this you are agreeing to all of the policies and procedures stated in this handbook which includes the Internet Use Policy and the Parent Contract as listed below.*
- *As the parent of this student, I have read the Acceptable Use Policy for the Internet for Red River Charter Academy. I hereby give my permission for my child to use the Internet through classroom curriculum projects.*
- *I (we) understand that the parental expectations in the Parent Contract for Red River Charter Academy and if I (we) have any difficulties in fulfilling this obligation, that I (we) may contact the school administration for assistance.*

\_\_\_\_\_ *Print Student Name*

\_\_\_\_\_ *Print Parent Name*

*Grade:* \_\_\_\_\_ *Class:* \_\_\_\_\_

\_\_\_\_\_ *Parent Signature*

This form includes acknowledgement the following:

**COVID & Regular Handbook Acknowledgement (Signature)**

**Acceptable Internet Use Policy**

**Acknowledgement Parent Conduct**

**Acknowledgement**

**Academic and Disciplinary Procedures**

