

# Red River Charter Academy



**The GATOR Guide**

**2023-2024**



# Red River Charter Academy

**Charles Jones**

Executive Director



**DeEtte Loyd**  
Principal

**Joseph Sonnier**  
Assistant Principal

## RRCA Board Members

**Stanley Celestine**  
President

**Rev. Gary Ford**

**Danielle Blanchard**

**Kenneth Pickett**

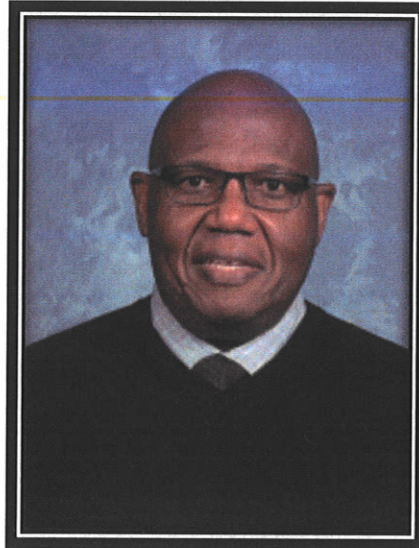
**John A. Stassi**

**Bill Ours**

**Bruce Jackson**

*"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."*

# RED RIVER CHARTER ACADEMY



Dear students and parents,

On behalf of Red River Charter Academy, we welcome you to the 2023-2024 school year. We are looking forward to establishing a productive partnership that ensures student success. We recognize that being a successful school means changes must be made on both sides of this partnership. Students will need the support from home and school. We share the responsibility of educating students and that partnership must be advantageous for all involved.

To assist the RRCA staff in this shared effort, a copy of our school rules are being provided for parents and students to review. Please take some time to read and understand what is covered in the student handbook (Gator Guide). This is your resource to learn how RRCA will operate this school year. If you have any questions or concerns, feel free to contact the school. It is important that you and your student are fully informed regarding standards related to appropriate behavior for a safe and productive school year.

The RRCA staff welcomes the honor of being a part of your school family. We thank you in advance for your support and look forward to working with parents and their students.

Sincerely,

*Charles G. Jones*

Charles G. Jones  
Executive Director

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# RED RIVER CHARTER ACADEMY

## 2023 - 2024 TRADITIONAL CALENDAR

July 2023						
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
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	School Closed		Professional Development		Open House		Graduation
	Early Release Day		Report Cards		Early Dismissal		
	Parent Teacher Conferences		First and Last Day of School		Seniors Last Day		

Aug. 2nd - 9th	Planning/Development Days
Aug. 8th	Open House
Aug. 10th	First Instructional Day
Sep. 4th	Labor Day
Oct. 13th - 16th	Fall Break
Nov. 20th - 24th	Thanksgiving Break
Dec. 21st - Jan. 5th	Christmas Break
Jan. 8th	Professional Development
Jan. 15th	MLK Jr. Day
Feb. 12th - 14th	Mardi Gras Break

Mar. 29 - Apr. 5	Easter Break
May 10th	Seniors Last Day
May 16th	Graduation
May 23rd	Last Instructional Day
May 24th	Records Day
<b>172 Instructional Days</b>	
<b>400 Instructional Minutes</b>	
<b>100 Minutes Blocks</b>	
<b>68,800 Instructional Minutes</b>	

## 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.
  - We ask that you establish and maintain a positive attitude toward our school and teachers/staff, 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.

## Character Development

The faculty and staff of RRCA provides 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.

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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 regarding 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, but it will also 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 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.

## School Procedures

### COVID-19

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 unprecedented time and as our world changes, students especially need a sense of normalcy. We are dedicated to keeping our students and staff safe. There may be a time in the future when arrival and departure and our school days may look a little different (if the state mandates related to COVID-19 change) . You will be notified as soon as possible on any change in RRCA's COVID-19 policies and procedures we may encounter during this year.

### School Arrival/Departure

Students must arrive between 7:10 am and 7:35 am and departure is 2:55 pm daily.

- No RRCA employees offer supervision of students before arrival time of 7:10 am for students. Parents are responsible for their children until this time. Unattended children dropped off without supervision will be reported to the appropriate authorities due to safety concerns for the child.
- Students will have a learning environment from 7:40 until they leave at the end of the day.
- Classes are in session at 7:40 am. Students are tardy at 7:40 am.
- If a student arrives after 7:40 am, the parent must sign in at the office.
- **NO CHECKOUTS OR TRANSPORTATION CHANGES ARE ALLOWED AFTER 2:00 P.M.**
- Classes are calculated per class/day, and attendance will be taken each hour.

### Student Supplies

School supplies **will not** be provided for the school year 2022 - 2023.

### RRCA's Student Fee Policy

Fees which the school anticipates being charged to students along with information on economic hardship waivers are disclosed in RRCA's Student Fee Policy, which will be posted to the school's website.

### Student Drop Off and Pick Up Pattern

\*Transportation Schedule will be provided at Open House\*

- 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 priority. (La. R.S. 32:300.8)
- Please drive very slowly and carefully to ensure safety for all.

### Bus Transportation

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.
- Students may **not** have **cell phones** on the bus, with the only exception being if the phone was brought for an afterschool activity and that activity was canceled. In that case, the phone must remain off and in the student's book sack.
- 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.
- There are security cameras on the bus and surveillance videos may be reviewed at any time by the administration.
- Riding the bus shall be considered a privilege for all RRCA students.

The following information contains the rights of the employees providing the transportation:

1. The bus driver has the authority to assign seats.
2. Riders will be courteous to the driver and other riders.
3. Absolutely no use of profanity will be tolerated.
4. No eating or drinking on the bus.
5. Riders will remain seated until instructed by the driver.
6. No smoking or use of tobacco products on the school bus.
7. Keep all body parts and personal materials inside the school bus. Failure to do so can result in serious injury or loss of life.
8. Destruction or damage to 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.
9. No use of electronic devices on the school bus will be allowed.
10. Bullying will not be tolerated and WILL result in removal from the school bus.
11. 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 will be posted on web-site transportation.
2. Parents must have their children ready for pick-up when the bus arrives. 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 the school in writing.
4. No one is allowed to board the school bus except student riders and the bus driver. 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 because of a school bus incident are at the discretion of the administration.
7. Questions regarding bus routing and timing should be made to RRCA office.



8. The school is not responsible for materials left on the school bus.
9. School bus routing is directly associated with what is filed in the office. Parents must ensure this information including physical address, phone contacts, and form of transportation are accurately reported to the 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 and call to parent.
- 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.
- 4th Violation: Suspension from riding the bus for the remainder of the year and school discipline according to 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 is given to RRCA. The form will indicate actions taken by the school because of this misconduct.

Fighting on the bus: A conference will be held with school administration, and the driver, to determine further action including the possibility of permanent loss of bus riding privileges. A student who decides to fight or engage in other conduct which violated RRCA's Code of Conduct or Louisiana law should expect to lose bus riding privileges. RRCA will report incidents to law enforcement as necessarily and appropriate.

## **Checkouts/Authorized Only Pickups**

**AUTHORIZED CHECK OUTS:** Only individuals listed as authorized on the EMERGENCY CONTACT CARD will be allowed to pick-up students from the school. Please keep your EMERGENCY CONTACT CARD up to date.

- **Valid photo identification** will be required of all individuals picking-up students.
- A student will not be released to any individual not listed on the emergency contact card.
- A student will not be released to any individual who fails to present valid photo identification.

RRCA will not take sides or become involved in personal family conflicts or custody matters. 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 to those individuals whose names appear on the student's birth certificate.
- 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.
- No student will be released to an individual without verified parental consent. A parent must either complete a consent form available in the school's office or send an email to

RRCA's Executive Director at [cjones@redrivercharter.org], Principal at [dloyf@redrivercharter.org], or Assistant Principal at [gsonnier@redrivercharter.org].

## 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 always have an ID badge visible on campus.** We take pride in keeping our students safe and being able to always secure our campus. Students must always have their ID badge visible.

## Visitors

### PARENTS ARE ALWAYS WELCOME AT RRCA!

- However, RRCA's teachers are engaged in the classroom and teaching from 7:30am to 3:00pm.
- **All conferences will take place before or after school or during teachers planning time by appointment only.**
- **Appointments are made through the teacher's email or office.**

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 always displayed by the visitor.
- 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 - 11 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 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 stays 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 present and shall be given the opportunity to make up work.

### **Written Excuses**

A doctor's, dentists, 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. Student may return based on current CDC guidelines.*

### **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 after the 2-minute bell has sounded. 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 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, 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 always encouraging maximum cooperation among service providers and preserving the dignity of the family.

FINS is dedicated to intervening 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 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 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, and lunch are provided by an approved vendor 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.

### **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.

ALL STUDENTS RECEIVE FREE LUNCH AND BREAKFAST. It is very important that forms are filled out and returned.

### **Opting out of school lunches**

**Families must complete the lunch application form at the beginning of the school year.** 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. Food brought on campus must be in containers and in a lunch box or sack.**

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, which means that students are not allowed to leave campus during lunch or any breaks.
- 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 have limited access to microwaves, and all lunches need to be ready to eat.
- Students must bring their lunches and drinks in sealed containers that will not spill during transit.

### **Book Sacks**

Students are allowed to use any book sacks, so long as they do not have inappropriate writing or signage on them. Recognition of group insignia on book sacks is prohibited. 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, unless authorized by school personnel. Students are encouraged to leave their cell phones at home. If they are needed for afterschool activities, they should be given to the office upon entering campus. 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.

Nothing in this policy shall prohibit the use and operation by any person, including students, of any electronic telecommunication device described herein in the event of an emergency. Emergency means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

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 in the office.
- 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-up.
- 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 may 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 and is not the responsibility of the school.

#### **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.

**\* All confiscated phones shall be returned to a parent or guardian each time, NO EXCEPTIONS!**

## **Communication with Teachers**

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

- 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.
- 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 through the teacher's email.
- **"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 Face Book 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 of utmost importance to RRCA. We strive 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 can be 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 of an effective dress code and are vital to a student's preparedness to learn. Student attire should be appropriate and non-disruptive. Our goal is to eliminate distinctions



based on clothing or appearance. This dress code helps ensure that each student will be treated equally. The dress code will be in effect on the first day of school and will be consistently enforced throughout the year by teachers and administration.

RRCA's policy is that attire that disrupts the classroom and/or the school's positive learning environment is improper for school wear. The principal or their designee, in their sole discretion, determines whether a student's dress and/or grooming are improper and in violation of the dress code.

RRCA desires to teach each student to use good judgment in their total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness and the values of the community shall be a basic consideration.

## **NOTIFICATION**

RRCA will endeavor to promptly notify the parent or guardian of each student of the dress code specifications and their effective date. The dress code shall be distributed in written form and/or posted on the school's website annually.

If RRCA modifies the existing uniform policy, it shall notify in writing the parent or guardian of each student of the policy adoption or uniform policy modification at least sixty (60) days prior to the effective date of the new or revised policy. RRCA shall display any uniform selected on [LOCATION] for a reasonable period prior to the proposed effective date for wearing of the uniform.

However, nothing shall prohibit RRCA from requiring a new or revised dress code or uniform policy without providing sixty (60) days advanced notice in the event of an emergency. For the purposes of this policy, an *emergency* shall include, but not be limited to, an actual or imminent threat to health or safety which may result in loss of life, injury, or property damage.

## **UNIFORMS**

RRCA believes that a mandatory school uniform policy will foster a safe and productive learning environment, promote an atmosphere for greater discipline, and increase learning opportunities for all students. The student dress code policy shall apply to all students in grades 6-11. This policy shall apply to all students attending RRCA. Any families that may need financial assistance with obtaining uniforms can complete an economic hardship waiver in the office. The principal shall make the final decision about proper or improper dress according to the guidelines provided. School Spirit Day and any other school activities requiring a deviation from the uniform policy will be left to the discretion of the principal, and students and parents will be notified of the dress code guidelines for such events. Any substantial complaint concerning the dress code shall be dealt with by the school administration.

## **SHIRTS**

- **6<sup>th</sup> – 8<sup>th</sup> grade** wears a Red Polo shirt or long sleeve shirt with collar and logo. (Logo is not optional.)
- **9<sup>th</sup> - 11<sup>th</sup> grade** wears a Navy Blue shirt or long sleeve shirt with collar and logo. (Logo is not optional.)
- The RRCA-approved logo is required on all outer wear: uniform shirt, pullovers, and sweatshirts.

- The school approved logo 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 color Peter Pan collared shirts or regular polo shirts are allowed for girls.
- Under shirts can only be white and the sleeves cannot be longer than the sleeve length of the uniform top.
- 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.
  - Turtlenecks or mock turtlenecks are not allowed under/over the uniform.

**NOTE: Maternity wear will consist of a white button-down blouse or a uniform shirt which will not be required to be tucked**

#### **PANTS/SHORTS**

- Bottoms shall consist of classic, traditional, straight leg dark khaki cotton twill uniform pants or walking shorts with a finished hem (side slits on hems are not allowed) in the colors of black, navy blue, or dark khaki.
- **All uniform bottoms must have a waistband with belt loops.**
- No cargo pockets or flaps on back pockets are allowed on uniform bottoms.
- Bell-bottoms, boot cut, carpenter/cargo style pants, hip-huggers, or jeans of any color and/or type are not allowed.
- 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 a student's shorts are noticeably too short.
- No sweatpants/team travel sweats/warm-up pants can be worn over pants.
- No leggings, jeggings, yoga pants, or other stretch pants are allowed to be worn as uniform pants.

**Belts** - A black, brown, khaki, or blue belt must be worn or a plain belt with a buckle no larger than 2" x 3". No studs will be allowed. The entire length of the belt must be worn inside the loops. Hanging of any part of the belt outside the belt loops is not allowed.

**NOTE: Maternity wear will consist of uniform colored maternity pants. Should uniform bottoms be worn, they must remain zipped and buttoned.**

#### **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.

**NOTE: RRCA has zero tolerance for any student wearing tight or revealing clothing.**

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

- Only crew neck sweatshirts (no hoods) that are long sleeved with a monogrammed school logo are allowed to be worn over a uniform shirt in the grade approved color, as set forth above. (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.
- Lightweight Jacket/Windbreaker/Coat (Without Hood) - All outerwear, except for sweatshirts, must zip, button, or snap from top to bottom and must not be longer than upper mid-thigh. Outerwear must be plain, solid-colored in red or dark navy blue with school-approved logo.
- Absolutely no dusters, trench coats, blankets, etc. Coats must be solid red or navy blue with no designs. The color must be according to grade level, as set forth above.

**NOTE: No leather, synthetic leather, corduroy or suede coat or jacket will be allowed, unless school issued. NO HOODIES ARE ALLOWED! NO EXCEPTIONS.**

#### **SHOES/SOCKS**

- Only tennis shoes can be worn on campus.

#### **FRIDAYS/SPIRIT SHIRTS**

- Students will be allowed to wear RRCA Spirit shirts on Fridays with uniform pants.
- Blue jeans without holes or worn spots may be worn ONLY when determined by the principal for rewards or fundraiser benefits.
- Jeans with holes or rips **are not allowed** even with leggings or patches behind the rip.

#### **GROOMING/PERSONAL APPEARANCE**

RRCA requires that students present themselves in a manner that will not adversely affect the students' participation in classes, school programs, other school-related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear. No student shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment.

- Absent any cultural or religious reason, facial make-up or adornments that are not natural and/or minimal may be a possible disruption and will not be allowed.
- Minimal make-up may be worn if it is not disruptive of the academic environment.

- Proper undergarments must be always worn and never be exposed.
- Absent an approved deviation from the dress code for a religious or cultural reason, as described below, headaddress articles will not be permitted at any time.
  - These include but are not limited to bandanas, curlers, caps, beanies, hats of any kind, bonnets, or headbands anywhere on campus. Headbands must be the uniform color with no emblems or exceed one inch. Other head ornaments such as Sunglasses (except by written permission of a doctor) or improper eyewear will NOT be permitted.
- 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 covering the holes.
- No trench coats of any kind.
- No heavy chains, spikes, or chokers
- **No Nose or eyebrow piercings such as rings or studs (pretend or real)**
- No Tongue rings or studs
- Body piercing of any kind exposed or covered is prohibited, except for pierced earrings for female students.
- No gauges in the earlobes of any student.
- Tattoos (permanent or temporary) are prohibited and if a new student has a permanent or temporary tattoo, it 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 (i.e., black, brown, or blonde) . 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.
- Extensions and braids must also be of natural color (i.e., black, brown, or blonde).
- Design hair writing is prohibited, as well as, notching of the eyebrows.
- Hair should be kept out of the eyes and pulled back, if possible, for ALL male students except for religious or cultural 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.

### **ID BADGES MUST BE WORN DAILY. NO EXCEPTIONS!!!!**

The principal, not uniform vendors, should address any questions about the dress code. Although it is impossible to anticipate all problems, distracting "fads" which disrupt the spirit, education, philosophy, or dignity of Red River Charter Academy will be unacceptable.

#### **BODY ARMOR**

No student or other individual may wear or possess on his/her person, at any time, body armor on school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exceptions as enumerated in La. Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2(C) and 14:95.6(B).

*Body armor* shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

### DEVIATION AND APPEALS PROCESS

RRCA recognizes that students may need to deviate from the dress code for medical, religious, cultural, and/or any other extenuating reasons. Such deviations may only be granted by the school principal.

In the event that a student requires a deviation from the dress code, the parent of that student must submit a written request to the principal, which identifies the portion of the dress code from which the student is seeking a deviation and the reason for the requested deviation (i.e., medical, religious, or cultural). Within five (5) days of the deviation request, the principal shall respond to the request in writing and inform the student and parent whether the deviation was approved or denied, state any limitations on the deviation, if any, and provide the reasoning for the decision.

If a request for deviation is denied by the principal, the student and parent have the right to appeal. Request for an appeal must be made in writing to the Executive Director, providing the parent and student's reason for requesting the deviation, the principal's response, and any other supporting documentation. During the appeal process, the Executive Director will review and consider the deviation request, including any supporting information regarding the medical, cultural, or religious belief or practice, speak with the student, parent and the principal. RRCA will endeavor to set a hearing date within ten (10) working days of receipt of the request, and an answer to the appeal must be rendered in writing within ten (10) working days following the hearing. A copy of the decision shall also be sent to the principal of the school. The Executive Director is the final decision maker regarding dress code appeals.

### **Grievance Policy**

In a school community there will be different opinions regarding various 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:

- Banner Roll All A's for nine weeks.
- Honor Roll All A's & B's for each nine weeks.
- Merit Roll An A for every C.
- 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. Please see the school calendar for report card dissemination dates.

### 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. Usernames 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 update.

### **Pupil Progression Plan**

RRCA will follow the state approved Pupil Progression requirements and procedures for 6 – 11 students. For further information, please contact the school office.

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

Students are responsible for their textbooks/workbooks.

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 Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) (FERPA) became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records.

FERPA requires that RRCA, 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.

## **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 Athletic Director 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.

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 always maintain the qualities of self-control, 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.

## **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.

It is suggested 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 encouraged 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.

## **Clubs and Organizations**

There are several 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 to not interfere 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.

- Students should be picked up promptly from any afterschool club meeting.

### **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 homeroom 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 may 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**

### **Philosophy**

RRCA is an equal opportunity educator, and we enthusiastically accept our responsibility to foster a learning environment where all individuals are treated with respect and dignity. The founders of RRCA realize 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 and values.

RRCA is a community built upon strong, mutually respectful relationships that embrace diversity of background, culture, and thought. Our goal is to provide rich educational experiences by providing students with opportunities to learn from other students and teachers who differ from them. RRCA also aims to promote personal and social growth and a healthy society by challenging stereotypical perceptions and encouraging critical thinking and problem solving. In accordance with this philosophy, RRCA has zero tolerance for any form of unlawful discrimination.

## **Policy**

In furtherance of its stated goal to promote equity and in compliance with applicable law, RRCA admits students without regard to race (including hairstyles traditionally associated with a particular race such as braids, twists, and dreadlocks), ethnicity, color, creed, gender, sexual orientation (including gender identity and transgender status), mental or physical disability, age, ancestry, national origin, or genetic information ("protected traits."). Additionally, RRCA does not discriminate in admission to, access to, or treatment in, its services, programs, and activities, based on any protected trait, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990 (ADA). RRCA strongly urges the reporting of all instances of discrimination and harassment in accordance with RRCA's Harassment Reporting Procedure. RRCA strictly prohibits retaliation against any student, parent, or employee who reports discrimination or harassment, or participates in an investigation of such report.

## **Student Email Accounts**

RRCA email addresses will be handed out during registration and parents and students should have the account set up as given with a password the student will remember before Open House. Accounts are assigned to all students for the purpose of communication, collaboration, and research. Student accounts for grades 6-11 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 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 usernames and passwords will be provided to parents upon request.

## **Internet Safety Policy**

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**

### **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, Principal, Dean of Cultural Development, 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, Principal, Dean of Cultural Development, 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, Principal, Dean of Cultural Development, 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 "PINK SLIP". Three (3) minor infractions gathered by teachers equates to one major infraction with the School's Discipline Plan.

Examples of Minor Misbehaviors

Dress code violation	Running on sidewalks.
Minor classroom disruptions	Incomplete work
Tardy	Whistling
Sleeping in class	Excessive talking
Not bringing materials to class	Not following classroom procedures
Eating/Drinking in class	Out of dress code

### **Consequences for Minor Misbehavior**

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

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.

The following consequences and measures will be enforced in handling all minor misbehavior infractions once a student receives a third warning and a pink slip has been completed by the teacher and referred to the office for a discipline determination.

1<sup>st</sup> step-verbal warning issued by the teacher.

2<sup>nd</sup> step-second warning is given by the teacher and a pink slip is placed on the student's desk.

3<sup>rd</sup> step-teacher completes pink slip; refers student to the office, parent notified, and conference is scheduled; administration places student on a state approved behavior report; student assigned detention (4 hrs.).

4<sup>th</sup> step-same as 1<sup>st</sup> step

5<sup>th</sup> step-same as 2<sup>nd</sup> step

6<sup>th</sup> step-same as 3<sup>rd</sup> step

7<sup>th</sup> step-combination of steps 1-3; 1 day out of school suspension

8<sup>th</sup> step-combination of steps 1-3; 3 days out of school suspension

9<sup>th</sup> step-combination of steps 1-3; 5 days out of school suspension

10<sup>th</sup> step-combination of steps 1-3 recommendation for expulsion

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

Illegal behavior

Misuse of Technology

Profane/obscene language

Skipping class or school

Habitual minor infractions

Fighting of any kind

Bullying

Stealing

Public Display of Affection (PDA)

Cheating/Plagiarism

## 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 consequence and remedial measures will be strictly enforced.

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

## **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. Law enforcement will be notified in accordance with applicable law.

- 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 6-11 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. Law enforcement will be notified in accordance with applicable law. 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.

*Intimidation/Harassment* shall mean an intentional act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
3. Causing emotional distress to a student or students;
4. Creating a hostile educational environment; or
5. Creating unwelcome conduct based on a protected class (race, nationality, ethnicity, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

*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
4. 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.

*Hazing* is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her own mental or physical health or safety. Coaches and other employees of a school shall not encourage, permit, condone, or tolerate hazing activities. "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

### **Reporting and Investigation of 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 any school official.

RRCA will investigate all complaints regarding violations of this policy. Discipline for violation of this policy may include out of school suspension and expulsion, taking into account the appropriate response for the violation and prevention of behaviors prohibited under this policy.

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.

5.

### **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. Law enforcement will be notified as appropriate in accordance with applicable law. 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 Sherriff'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.

### **TITLE IX POLICIES AND PROCEDURES**

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy covers all RRCA employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law.

RRCA's Title IX Coordinator is [DeEtte Loyd & [dloyd@redrivercharter.org](mailto:dloyd@redrivercharter.org) for Title IX Coordinator].

### **Definitions**

"Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning an aid, benefit, or service of an education program or activity on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined in state and federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages that are written or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

“Supportive measures” are non-disciplinary, non-punitive, individualized services and shall be offered to the complainant and the respondent, as appropriate. These measures may include, but are not limited to, the following:

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision.

The measures offered to the complainant and the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the authorized charter school or district to provide the supportive measures.

**Sexual Harassment as Sexual Abuse.** Under certain circumstances, sexual harassment of a student may constitute sexual abuse as defined under state law. In such situations, RRCA will comply with applicable law and school policies regarding the reporting of suspected abuse to appropriate authorities.

## **Title IX Procedures**

### Reporting an Incident of Sexual Harassment or Retaliation

It is the express policy of the school to encourage those who have experienced sexual harassment to report such claims. Any student who believes that s/he has been subjected to sexual harassment by any employee, agent, or student of RRCA should report the incident to the Title IX Coordinator.

Students who believe that they have witnessed unlawful sexual harassment should report the incident and the names of the persons involved to the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment) in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator herein, or by any other means that results in the Title IX Coordinator receiving the person's report, and such a report may be made at any time, including during non-business hours. Confidentiality will be maintained, and no retaliation will be allowed to occur as a result of good faith reporting of sexual harassment.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the school strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude students who believe they are being subjected to discriminating or harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

#### Evidentiary Standard

The respondent is presumed not responsible for the alleged conduct. The school uses the clear and convincing evidence standard in investigations of complaints alleging sexual harassment and any related violations. This means that the investigation determines whether the allegations are highly and substantially more likely to be true than untrue.

#### Supportive Measures

The school offers a wide range of supportive measures for students and employees before or after the filing of a formal complaint, or where no formal complaint has been filed. Supportive measures are non-punitive, free individualized services offered as appropriate and as reasonably available to the reporting and responding parties involved in an alleged incident of sexual harassment and that are designed to restore or preserve equal access to the school's education program and activity without unreasonably burdening the other party. Supportive measures include counseling, extensions of deadlines, modification of work/class schedules, and mutual restrictions on contact.

A student may request to receive supportive measures even if they do not choose to participate in the school's complaint resolution process. Requests for supportive measures in connection with an incident of sexual harassment should be made to the Title IX Coordinator. RRCA will grant such supportive measures, provided they are reasonable and available. The Title IX Coordinator may also initiate supportive measures to immediately respond to the situation.

#### Removal of Respondent Pending Final Determination

Upon receiving a report regarding sexual harassment, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the complainant and campus community as a whole. The school has the right to order the emergency removal of a respondent, or if the respondent is an employee, place the employee on administrative leave.

### Emergency Removal and Administrative Leave

The school may remove a non-employee respondent from the school's education program or activity on an emergency basis after it conduct an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. If emergency removal is deemed appropriate, the person the school is removing will be provided with notice and an opportunity to challenge the basis of his/her/their removal. The school may place an employee respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below.

### Time Frame for Investigation and Resolution

While the time frame to resolve a reported incident may vary from case to case, depending on the specific facts and circumstances, it is expected that in most cases complaints will be resolved within 90 days. If the process takes longer than 90 days, both the complainant and respondent will be notified in writing.

### Initial Assessment of Sexual Harassment Allegations

Once a complaint or notice of any allegation of sexual harassment is received, the Title IX Coordinator will make an initial assessment of the reported information and respond to any immediate health or safety concerns raised by the report, including promptly contacting the complainant to discuss the availability of supportive measures and the process for filing a formal complaint.

### Formal Grievance Procedures

Upon receipt of a formal complaint (a written complaint signed by the complainant or Title IX Coordinator, alleging sexual harassment and requesting an investigation), the Title IX Coordinator will provide a notice in writing to the known parties that will:

- Provide notice of the school's Title IX grievance process;
- Provide notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Contain a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- Inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney;
- Inform the parties of any provision in the recipient's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the Title IX Coordinator decides to investigate allegations about the complainant or respondent that are not included in the notice, the Title IX Coordinator will provide notice of additional allegations to the parties whose identities are known.

### Investigation



RRCA will thoroughly, promptly, and impartially investigate any reported allegations of sexual harassment or retaliation. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. No information protected by a legal privilege can be used during an investigation unless an individual voluntarily waives it. RRCA will maintain confidentiality throughout the investigatory process to the extent practicable and as permitted by law.

The school will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to an individual whose participation is invited or expected, with sufficient time for the individual to prepare to participate.

#### Evidence Review

Both parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the school does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source.

Prior to the preparation of the investigative report, the school will send to each party and his/her advisor, if any, the evidence subject to inspection and review. The parties will have at least ten (10) days to submit a written response. The investigator must consider the written response prior to completing the investigative report.

#### Investigative Report

The results of the investigation of a formal complaint will be set forth in a written report that will fairly summarize relevant evidence. At least ten (10) days prior to the time of determination regarding responsibility, each party will be able to review the investigative report and provide a written response to it.

#### Questions to the Other Party

After the investigative report is sent to the parties and before reaching a determination regarding responsibility, each party will be given the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

#### Dismissal

Upon investigation, a formal complaint must be dismissed under Title IX if:

- (1) the alleged conduct does not meet the requirements for sexual harassment;

- (2) the complaint alleges conduct that did not occur in the school's education program or activity; or
- (3) the alleged conduct did not occur in the United States.

A formal complaint may be dismissed under Title IX if:

- (1) Respondent is no longer enrolled or employed by RRCA; or
- (2) Specific circumstances prevent the school from gathering evidence sufficient to reach a determination about the allegation(s).

If a formal complaint is dismissed, the Title IX Coordinator will provide the parties with written notice of the dismissal and the reason(s) therefor. The parties will also receive notice of the parties' right to appeal.

### Decision-maker

The decision-maker will be free from conflict of interest or bias. In cases where the complainant or respondent objects to the decision-maker on the basis of a conflict of interest, the complainant or respondent may request that the Title IX Coordinator select a different decision-maker. This request must be made to the Title IX Coordinator in writing no later than five (5) business days after the school identifies the decision-maker to the parties.

### Notice of Outcome

The complainant and respondent will receive simultaneous written notice of the outcome of the investigation. The decision-maker(s), who will not be the same person as the Title IX Coordinator or the investigator and who will be free of conflict of interest or bias, will issue a written determination regarding responsibility that will include the following:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the recipient's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
- The recipient's procedures and permissible bases for the complainant and respondent to appeal.

### Disciplinary Sanctions and Remedies

Possible disciplinary sanctions and remedies include written or verbal reprimand, training or counseling, non-academic probation, suspension, and expulsion.

### No Retaliation

The school prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation or proceeding. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

### Responsive Action

Misconduct constituting sexual harassment or retaliation will be dealt with promptly and appropriately. Dishonesty during an investigation or making a false complaint, in bad faith, also constitutes actionable misconduct. Responsive actions for misconduct may include, for example, referral to counseling, monitoring of the offender and/or disciplinary action such as warning or reprimand, suspension, or removal from the school community.

### Appeal

Both the respondent and complainant may request a prompt review of the outcome of the investigation. A party may seek an appeal under the following circumstances:

1. After a mandatory or discretionary dismissal;
2. A procedural irregularity affected the outcome of the matter;
3. New evidence has been discovered that was not reasonably available at the time of the determination; or
4. A conflict of interest on the part of the Title IX Coordinator, an investigator who compiled the evidence, or a decision-maker, and the conflict of interest affected the outcome of the case.

A request to appeal the outcome of an investigation may be made in writing to the Title IX Coordinator, providing the basis for that request and any evidence to support the request. Upon receipt, the Title IX Coordinator will inform the other party of the request and provide the other party with 7 days to respond, including the submission of evidence if desired. After considering the parties' written statements, the decision-maker on appeal will issue a written decision and send it to the parties simultaneously.

### Informal Resolution

If a formal complaint is appropriate for informal resolution, the school may provide the parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility. The school will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment. Similarly, the school will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed.

To commence the informal resolution process, the school will:

- Provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to

withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and

- Obtain the parties' voluntary, written consent to the informal resolution process; and

The school will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## **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.

### **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 supersede 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.

RRCA encourages civil discourse and professional interactions among all members of the school community. RRCA has a zero tolerance policy for any individual who exhibits open hostility to teachers and other RRCA staff members by means of abusive language, either verbally or written communications.

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. Documentation from the student's doctor with child's name, correct dosage and dispensing information also must be included with the medication provided to the school office. (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 timespan 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.

Law enforcement will be notified as appropriate in accordance with applicable law.

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

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, 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.

- 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 or 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 2023-2024</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 2023-2024 Parent Commitment and Acknowledgment

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 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 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.

## RED RIVER CHARTER ACADEMY 2023-2024 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 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:

**Handbook Acknowledgement (Signature)**

**Acceptable Internet Use Policy**

**Acknowledgement Parent Conduct**

**Acknowledgement**

**Academic and Disciplinary Procedures**

