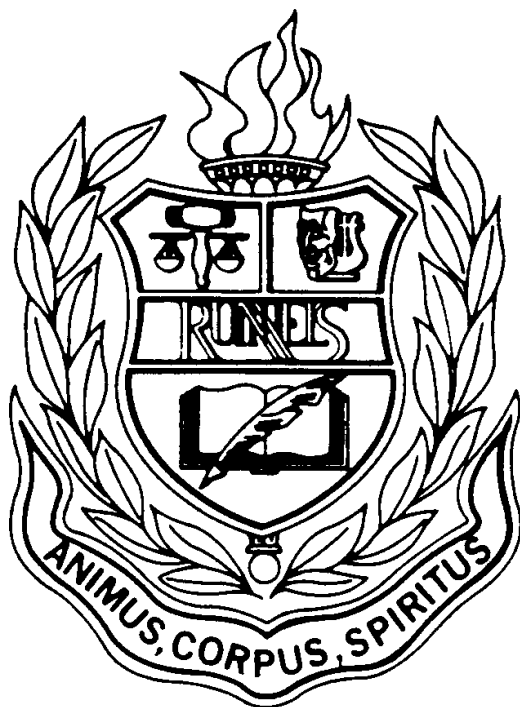


RUNNELS

High School



A Guide for Parents and Students



RUNNELS

Senior High School

Approved by
Louisiana State Department of Education



Member of
Louisiana High School Athletic Association



Runnels School
is an Equal-Opportunity Employer

Runnels High School admits students of any race,
color, or religion, or national and ethnic origin.

Runnels Alma Mater

To thee our Alma Mater,
With grateful hearts we sing.
To Runnels School we lift our voice
And let our praises ring.
Forever let our banner
Wave for all to see,
In blue and silver glory,
In loyalty.
Forever shall our Alma Mater
Stand victoriously.

Foreword

A school is successful when its students succeed. When the students succeed in mastering academic skills, in achieving true friendships, and in participating in the total life of the school community, then the parents and faculty join the students in the joy of success.

The purpose of this guide is to help Runnels School students, with the assistance of their parents, realize these successes. A clear understanding of our school's goals and expectations is an important first step toward school success.

No set of rules, however, can ever be either perfect or complete. At Runnels the worth of an individual person has always been held more precious than any set of rules. As Runnels continues to grow and flourish, may it always adhere to this principle.

Please Note Carefully:

The regulations and other provisions outlined in this handbook are a material part of the contractual agreement between Runnels School and each student enrolled in the school. In developing the rules and policies for Runnels High School, the administration and faculty have tried to anticipate as many circumstances as possible. But as new and unusual situations arise, the principal will have the authority to apply discretion in those circumstances for which the handbook rules do not apply precisely. Further, the Runnels High School principal, with the approval of the Headmaster, reserves the right to amend this handbook for a just cause. If changes are made, all students and parents will be sent prompt notification.

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INTRODUCTION

What is Runnels?

The oldest independent school in Baton Rouge, Runnels was founded in 1965. It began as a preschool, and grew into an elementary school in 1970. The Junior-Senior High School began in 1983.

Runnels School is an independent, non-sectarian, co-educational, nonprofit institution whose purpose is to provide a college preparatory program of studies to students from age 2 through grade 12. The school - its faculty, administration, and curriculum in all programs - is fully accredited by the State Board of Elementary and Secondary Education.

Our boys and girls take part in the fullest kind of learning - the kind that encourages not only academic skill and curiosity, but initiative and responsibility as well. This is the type of education that sets students on a course toward productive lives. Whether in the classroom or on the playing fields, they are made ready for the challenges yet to come.

What happens to us in youth sets a pattern for the way we choose to live the rest of our lives. At Runnels

School, we help young people make the most of this time, and the best of themselves.

Philosophy

We are dedicated to the emotional, intellectual, social and physical growth of the students in our preschool through high school programs. We believe that education is a cooperative effort among students, parents, faculty, administration and staff, designed to stimulate the creativity and academic achievement of the individual.

We believe in the importance of the individual and the value of a personal approach to education. We help each student to develop a realistic and positive self-image. We seek to develop self-discipline by encouraging positive behavioral traits. We respect the dignity of the individual and strive to discipline in a fair, consistent and caring manner.

We believe that a young person learns from his or her total experience in the school setting. Therefore, we provide opportunities for social and physical growth in both the curriculum offerings and extra-curricular activities.

We recognize that increasing in academic knowledge, social graces, and physical well-being is not enough for a complete education. We believe that a very important part of a child's growth is developing an appreciation of

the arts. We strive to inspire this appreciation in many ways, and also provide an opportunity for self-expression in the arts.

We feel that each young person entrusted to us is important, and we consider it an honor to be allowed to be a part of his or her life.

Goals

All of the curricular offerings have certain underlying goals which permeate overall planning and development. Our goal in general is twofold: first, to ensure that each child realizes his or her potential in every area of the curriculum; second, that the children attain this maximum achievement in a pleasant environment, and enjoy learning. We aspire to the following goals for each child:

To read with understanding

To write and speak clearly and effectively

To calculate with accuracy

To think critically

To be creative

To understand the world around us in general, and America in particular

To be inspired to search for answers

To acquire the skills needed for successful library research and computer usage

To develop a sense of responsibility

To develop the skills of relaxation and recreation that enable people to enjoy life

Additionally, it is our goal to aid students in becoming happy, knowledgeable, and productive young people who are aware of and considerate of others.

Admissions Policy

Students who desire admission to Runnels High School must provide evidence of interest in learning and of ability to learn. Each student applicant is viewed as an individual and evaluated in a number of different areas.

Interested applicants must submit a completed application form, accompanied by the specified application fee. Applicants are tested for verbal skills and for mathematical ability, unless documentation presented is considered adequate by the principal to determine admissibility. In addition to a completed application and test results, all applicants must submit the necessary letters of reference and academic records. Applicants must also present themselves for a personal interview with the principal and/or faculty admissions committee.

Runnels recognizes that, to some degree, deficiencies in native ability can be offset by determination and effort; consequently, admission is not restricted to gifted individuals, but those of lesser ability are expected to agree to work with great diligence. All students are expected to make satisfactory progress toward graduation if they wish to remain at Runnels.

In addition to admission requirements an applicant student must meet, parents of applicants are reminded that enrollment agreements are contracts between the school and the parents. Parents, therefore, must present themselves as both financially responsible and eager to cooperate with school policies, programs, and decisions.

Runnels High School admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

ACADEMICS

Curriculum Offerings and Requirements

Runnels High conducts a four-year high school program. The curriculum is college-preparatory and includes all the basic courses required for a high school diploma and for the Board of Regents Distinction, as well as an impressive array of fine arts courses.

Course offerings are diverse and are designed to meet the varied interests, needs and abilities of the students. The academic program encourages intellectual growth and curiosity, as well as the exploration and expression of ideas.

Program of Study

Freshmen and sophomores are required to carry seven credits. Juniors must select a minimum of six credits and seniors a minimum of five credits. With the approval of the principal, academically eligible seniors may register for as few as 3 units and take at least 3 credits hours of work at LSU concurrently each semester.

Any student who for any reason is permitted to register for less than the number of credits specified above is considered a part-time student. No part-time student may hold office in any student organization.

If a freshman, sophomore or junior falls short of 6, 12, or 18 credits, respectively, at the end of a regular school session, he/she may be required to remediate the needed unit(s) in summer school. If a student fails any required course, he/she must remediate the failure during summer school. Any student who does not remediate deficiencies promptly will jeopardize his/her re-enrollment at Runnels.

Freshman Course Requirements:

- Mathematics
- English
- Biology (Honors) or Physics
- Civics
- Health and Physical Education
- *Electives (2)

Sophomore Course Requirements:

Mathematics
English
Chemistry (Honors) or Biology
World History or World Geography
Health and Physical Education
*Electives (2)

Junior Course Requirements:

Mathematics
English
Physics (Honors) or Chemistry
American History
*Electives (3)

Senior Course Requirements:

English
*Electives (5-6)

*Electives must include 3 units of foreign language and 2 units of art, band, or speech.

Offerings from which required and elective causes are selected at the appropriate high school level:

<p>Electives</p> <p>Keyboarding</p> <p>Consumer Home-making</p> <p>Drivers Education</p> <p>Publications and Yearbook</p>	<p>Computer Science</p> <p>Computer Literacy</p> <p>Computer Science I</p> <p>Computer Science II</p> <p>Computer Science AP</p>	<p>English</p> <p>English I</p> <p>English II</p> <p>English III</p> <p>English IV</p> <p>English AP</p> <p>Creative Writing</p> <p>Dynamics of Effective Study</p>
<p>Fine Arts</p> <p>Art I Art II</p> <p>Art III Art AP</p> <p>Survey of Art</p> <p>Speech I Drama</p> <p>Advanced Drama</p> <p>Band</p>	<p>Foreign Language</p> <p>French I Spanish I</p> <p>French II Spanish II</p> <p>French III Spanish III</p> <p>French IV Spanish IV</p> <p>Latin I Latin II</p> <p>Latin III Latin IV</p> <p>German I</p>	<p>Health and P.E.</p> <p>Available at all grade levels</p>
<p>Mathematics</p> <p>Algebra I</p> <p>Geometry</p> <p>Algebra II</p> <p>Advanced Math</p> <p>Calculus I AP</p> <p>Calculus II AP</p> <p>Advanced Math II</p>	<p>Science</p> <p>Biology I Biology AP</p> <p>Chemistry Chemistry AP</p> <p>Physics Physics AP</p> <p>Astronomy</p> <p>Environmental Science</p> <p>Environmental Science AP</p>	<p>Social Studies</p> <p>Civics</p> <p>World History</p> <p>American History</p> <p>American History AP</p> <p>World Geography</p> <p>Free Enterprise</p> <p>Psychology</p> <p>Contemporary Issues</p> <p>Sociology</p>

Requirements for High School Graduation

Runnels Distinction (Gold-seal diploma)		State Requirements	
English	4 units	English	4 units
English I, II, III, IV			
Mathematics	4 units	Mathematics	3 units
Algebra I			
Geometry			
Algebra II			
Advanced Mathematics			
Science	3 units	Science	3 units
Biology			
Chemistry			
Physics			
Social Studies	3 units	Social Studies	3 units
Civics			
World Geography (Class of 2001 and later)			
American History			
World History			
Health & P. E.	2 units	Health & P.E.	2 units
Foreign Language	3 units		
(two of which must be in same language)			
Computer Science/Literacy	1/2 unit		
Electives			
Art/Band/ or Speech	2 units		
Other Electives	4 1/2 units	Electives	8 units
TOTALS	26 *	TOTALS	23
*GPA of 2.5 or better			

Board of Regents Distinction:

The Louisiana Board of Regents recognizes students who complete a high school program more rigorous than the minimum required by the state. The requirements are the same as those for a Runnels gold-seal diploma, plus 1/2 unit in Free Enterprise.

Note: The Board of Regents requires that at least 1 credit in electives be earned in art or drama.

Grading and Report Cards

Report Cards

Report cards are issued each quarter. On report cards the letter system of grading is used in the following manner:

A Excellent Achievement	(100-94) 4 quality points
B Above Average Work	(93-86) 3 quality points
C Average Accomplishment	(85-78) 2 quality points
D Low passing	(77-70) 1 quality point
F Not passing	(Below 70) 0 quality pts
I Incomplete work	

Note: An “I” grade must be removed within two weeks of a student’s return to classes, unless an extension is granted by the principal. “I” grades which are not removed timely become “F’s”.

Teachers of Advanced Placement courses may choose to use a "10-point" grading scale.

Quarter Grades

Teachers will outline their methods of determining quarter grades at the beginning of the course. The quarter grade will represent a combination of daily assignments, quizzes, and tests.

Semester Exams

Examinations are given at the end of the second and fourth quarters. These exams will be scheduled according to the school calendar; the schedule will be made available to parents and students in advance.

Semester Grades

The semester grade is an average of the grades for the previous two quarters and the semester exam. The semester exam is to count for twenty percent of the semester grade.

Each semester grade stands alone and, for the normal course, earns $1/2$ credit. Thus a semester F means a loss of $1/2$ credit.

Grade Point Averaging

The cumulative grade point average is determined by the semester grades. All semester grades are included. The cumulative grade point average is the total of quality points for semester grades divided by the number of semester grades. Grades acquired in summer school are included, but these do not supersede grades achieved in that subject during the regular term.

Homework

Homework assignments are given on a regular basis. Students are encouraged to keep a written record of assignments. These assignments help each student to determine whether she/he has really understood the materials presented during classroom instruction and to implement the learning process. Homework also helps develop in a student a sense of responsibility toward her/his studies. A student's work on an assignment further serves as an evaluation tool for the teacher. Each student, therefore, is to do the homework as assigned by the teacher.

Parents have the strongest influence on a student's attitude toward this phase of schoolwork. Parents can help by encouraging her/him, providing a quiet and comfortable place in which to do homework, helping her/him organize homework, letting her/him work independently as much as possible, and assisting only when necessary. Close supervision by parents is helpful in assuring that each student actually does her/his own homework.

A positive attitude from parents is contagious. If a parent disagrees with a teacher, feels that an error has been made, or does not understand the purpose in an assignment, the parent should make an appointment with the teacher to discuss the concern, or suggest that the student discuss the concern with the teacher. In this way, teacher and parent can best work together for the welfare of the student.

Continued failure to turn in completed homework assignments in a timely manner will result in a discipline referral to the office.

Make-up Work

If a student for serious reasons misses an assignment, quiz, test, or examination, it is the student's responsibility to contact teachers to make arrangements to make up the work. It is important that a student discuss this matter with the teacher on the day of return to school. For absences of a single day, students are encouraged to obtain assignments from another student. Lack of cooperation on the student's part in making up the work will result in a failing grade for the affected assignments.

Progress Reports

Parents may be notified of the academic status of their child by means of a progress report. Progress reports will be mailed to the parents, usually at the middle of each quarter. Copies of all progress reports are kept on file in the office.

Summer Reading Program

Summer reading can be beneficial for a multitude of reasons — greater edification of our students, preparation for next year's program of study, increased cultural awareness, and increased reading

capacity and vocabulary, to name a few. It is with these benefits in mind that we have a required summer reading program at Runnels High School.

Books on the summer reading list, or categories of books, are chosen by members of the English department. The selected books progress in complexity by grade and have been evaluated for the student's grade level. These books should prove to be both meaningful and enjoyable for the student.

In reading the book, each student is encouraged to learn the definition of new words encountered and to jot down any questions that come to mind. Books, or categories, assigned will be discussed in class in the fall; each student's participation will be evaluated and graded.

Standardized Testing Program

A complete battery of standardized tests is administered each year in the spring. A cumulative record of these test scores remains in each student's folder as part of our permanent records.

Nationally standardized tests are important not only because they provide an external indication of a student's ability and progress, but also because the student needs to develop familiarity with the timed multiple-choice format.

Runnels students take the following standardized tests:

Stanford Achievement Test, v. 9 - Grades 9, 10

PSAT (Preliminary Scholastic Aptitude Test) -
Grades 10 and 11

PLAN (Preliminary American College Testing) - Grade 10

ACT (American College Testing Assessment Program) -
Grades 11 and 12

SAT (Scholastic Aptitude Test) - Grades 11 and 12 (optional)

The school provides all standardized tests free of charge to the student, except for the last two (ACT and SAT). It is the student's responsibility to schedule these two tests, and to pay for them.

Academic Honors

Honor Roll

At the end of each grading period, an Honor Roll of students will be announced. The Honor Rolls will be based on the first quarter average, the first semester average, the third quarter average, and the second semester average. The Honor Roll shall consist of two designations:

Honor Students - students who have earned a GPA of 3.75 or better.

Merit Students - students who have earned a GPA of 3.25 or better, but less than 3.75.

Graduation Honors

Seniors who have at least a 3.50 average but less than 3.75 are graduated with Honors. Those whose grade point averages are at least 3.75 but less than 3.90 receive High Honors. Those whose averages are 3.90 or above receive Highest Honors.

The valedictorian will be selected from students who have completed at least the last two years of their high school work at Runnels. The valedictorian will be the student who has the highest non-weighted grade-point average; the grade-point average will be computed on all work completed at Runnels and, if appropriate, on all high school work of record. When two calculations are made, the lower shall be considered to be the student's grade-point average for determination of eligibility to serve as valedictorian. In the event of a tie, co-valedictorians will be named.

If a salutatorian is named, it will be the student with next highest grade-point average after the valedictorian (or co-valedictorians).

Academic Probation

Any student who earns less than a "C" (2.0) average in any one grading period will be placed on academic probation. Academic probation will be based on the first quarter average, the first semester

average, the third quarter average, and the second semester average. Note that the second quarter grade point average and the fourth quarter grade point average never are used to determine academic probation and athletic eligibility. First semester and second semester grade point averages are used at the respective grading periods in order to include semester exams in the determination of academic probation and in order to maintain consistency with LHSAA rules.

Any student who remains on academic probation for two consecutive grading periods will not be allowed to continue at Runnels High School.

Students on academic probation are encouraged to follow specific guidelines established by the school.

Schedule Changes

After a student has received his class schedule, but before the school year begins, time periods will be designated for consideration of schedule change requests. During this time, parents and students may make appointments with the principal or academic advisor to discuss schedule change possibilities. At that point in the scheduling process, it is often difficult to change a student's schedule. If a legitimate need exists or an error has been made, the schedule will be modified. Once the school year has begun, student schedule changes should occur rarely and will be made only for extremely serious reason.

BEHAVIOR POLICIES

Introduction

The immediate goal of the Runnels High School behavior policies is to create favorable conditions for learning by encouraging positive behavioral traits such as courtesy, honesty, respect, and cooperation. The long-range goal is to help students develop and improve self-discipline as they gradually approach maturity.

Students will be expected to conduct themselves in a manner consistent with their status as members of the Runnels community. Conduct, therefore, will be conducive to meeting the individual and academic needs of the student as well as those of his classmates, to advancing the educational process in general, and to supporting the good name of Runnels High.

Discipline Policy

A behavior-management approach to discipline is used in the school. This approach consists of clearly defined rules, disciplinary consequences and positive reinforcements.

It is important that parents, school staff and students work together to maintain a positive educational atmosphere. The rules and discipline procedures at Runnels have been established for the development of students. Students are expected to respect these rules

as well as the people responsible for carrying them out. The staff needs the support of parents in promoting acceptable behavior. The goal is for each student to learn to be responsible for his or her own actions.

This handbook describes the rules and procedures to be followed by members of the Runnels community. The principal retains the right and privilege to impose penalties for untoward acts not specifically cited herein and to alter any penalties as he/she considers necessary. Furthermore, the principal reserves the right to amend any provision in this handbook as he/she deems appropriate in the best interest of the educational process.

In addition, each teacher establishes a set of classroom rules. Teachers require a classroom atmosphere that is conducive to learning and that protects each student's right to education. Teachers are encouraged to solicit parental support with a student who has problems behaving/performing appropriately. Teachers are free to impose consequences (i.e. writing assignments, lunch detentions, clean-up detail, referral to the principal, etc.) for inappropriate behavior.

We expect every staff member to be treated with respect and dignity just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect or disregard toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.

Students who do not follow the rules will be referred to the principal using a Violation Form. A copy of this form will be mailed to the parents of the student. The principal will assign the student an appropriate consequence such as detention or in-school suspension.

Conduct on Campus

Assemblies and School Functions

A student's behavior at school assemblies and functions reflects upon both the intramural and extramural reputations of the individual and the school. In the case of general assemblies, pep rallies, and athletic events, a student should conduct himself in a manner which brings credit to himself and the school.

Assemblies require that a student be a good listener and use good manners. Any whistling, shouting or inappropriate noise making is out of order. Pep rallies are designed to enhance school spirit; rowdiness and off-color cheers will not be tolerated.

Athletic Events

Any Runnels student attending a Runnels athletic event (or similar event) as a spectator must remain in the immediate area of the event (for example, in the case of a basketball game, remain in the gym). Students are not permitted to roam the campus or leave the campus and return at a later time. Students are not

permitted to loiter outside the gym or to be in the parking lot. Students attending an event are expected to be present at the event. Leaving the gym to use the rest rooms will be permitted; students are expected to return immediately to the gym.

Books

Each student is responsible for any of his books that are lost, stolen, or damaged. Textbooks must be covered at all times. Books and all personal belongings must be stored inside the student's locker. Students are not to leave books, bags, or other belongings on the floor. Misplaced articles will be placed in lost-and-found in the office.

Boundaries

Before school, students are permitted to be in the hallway of Novak Hall, the library (if opened by the librarian), and the walkways from the High School Administration Building to Novak Hall. During lunch and activity period, a student is permitted to be in any one of the above-mentioned areas or in the gym. Students are not permitted in the classrooms before school or during lunch/activity period except with the permission and supervision of a teacher, or for an authorized meeting.

Students are allowed to eat lunch on the "picnic" grounds outside or, in inclement weather, in the gym.

The parking lot is off-limits once a student parks his/her car at school. (An exception is in accord with "Senior Privileges, p. 29.) Permission to go to a car during school hours must be secured in the office. Otherwise, students are to return to cars only when departing from school.

High school students are not permitted in Koenig Hall or in an elementary building area unless reporting to a scheduled class or a scheduled high school activity. Students are not permitted in these areas to visit with other students or teachers. Any student who must go to an elementary area or Jr. High area for a reason other than to attend class must have permission from the high school principal or secretary.

The elementary school playgrounds are off-limits to high school students. In particular, the basketball goals in the elementary area are off-limits to such students at all times. Furthermore, high school students must not harass elementary students who are on the playground.

Students are to use the west entrance to the gym for class and lunch. Students are to use the sidewalk, not the street, to walk to classes in the upper elementary buildings.

Class Attendance

A student is expected to report to all assigned classes on time and with the required materials and assignments. In class, the student is expected to follow directions given by the teacher or substitute teacher. Leaving class without permission will result in a detention; deliberately missing (skipping) a class will result in a one-day suspension. Repeated abuse of attendance rules will result in more severe consequences.

Classroom Decorum

Students are required to follow all directions as given by the teacher. Students are not to roam about the classroom; students should sit in the student desk or chair as instructed by the teacher. Excessive talking or inappropriate outbursts are never acceptable.

Damage to School Property

A student is expected to use the buildings, furnishings and equipment only for the purposes intended. Any student who through carelessness or negligence damages school property is responsible for replacing that property. Any act of vandalism against school property or property of any member of the faculty, staff, or student body will result in severe disciplinary action and possibly expulsion. Furthermore,

any student committing an act of vandalism will be required to make full restitution.

Environmental Responsibility

At Runnels, each student is expected to be active in maintaining a clean and attractive school environment. Students will not litter anywhere on campus. Students must put all trash into the proper receptacles. Any student who encounters trash or any inappropriate litter around the campus is expected to pick up the trash and deposit it in an appropriate container. Any teacher or other officer of the school is authorized to ask any student to pick up and dispose of trash and litter.

Faculty Work Room

Students are not permitted in the faculty work room. Students are not allowed to use the copy machine or any other equipment in that area. Permission for a student to use the faculty work area can be given ONLY by the high school office.

Fire Drill

Fire drills are conducted periodically. Instructions pertaining to fire drills are given to all classes. Each student is to become familiar with the proper exits for all the rooms in which he has a class. During a fire

drill, each class is to move in silence to the designated area. It is essential that each student cooperate with the regulations of the fire drill and keep silence during the entire drill.

Food or Drinks

Food or drinks are not allowed in the classrooms. The exception is the case of a teacher-supervised and school-sanctioned function. No student has permission to bring his/her personal drinks and snacks into any classroom. The computer room and science labs are off-limits to food and drink at all times.

Gum Chewing

Gum chewing is not permitted on campus during the school day. Violation of this rule will result in a written violation referral to the office.

Hall Passes

Each student is required to have an authorized HALL PASS if he/she is in the halls while classes are in session. Each student entering a class or study hall after the beginning of the period must have a written note, either from the office or from the teacher who detained the student after the preceding class.

Harassment

Each student has a right to her/his own individuality and dignity. Any student found engaged in harassing or demeaning another student will be severely disciplined.

Illness

A student who becomes ill during the course of the school day is to report to the office. The secretary will notify one of the student's parents. No student will be allowed to leave school unless one of her/his parents has authorized the school to dismiss the student.

Language

Students are to use polite and appropriate language when speaking or writing to or about staff members and other students. Students will not call each other names, or use any vulgar language or signs.

Lockers

Each student is given the use of a locker assigned by the principal. A student must assume responsibility for the contents of his locker. Lockers are to be kept clean. Open drinks are not to be stored in lockers. A student is not allowed to change lockers without permission from the principal. The school reserves the right to

check lockers without notice. A student may use a lock but only if a key or the combination is on file in the office.

Lunch

Students will eat lunch in the gym in inclement weather, in a designated classroom with faculty supervision, or in the outside "picnic" areas located to the north and west of the High School Administration Building. Students are expected to dispose of trash in the proper receptacles. The gym will serve as a lunch area (in inclement weather) and meeting place for students during lunch and activity periods. However, ball playing of all types (volleyball, baseball, softball, basketball, etc.) will not be allowed during lunch and activity period. The exception to this will be a school-sanctioned tournament, or under the direct supervision of a coach or physical education teacher.

Public Display of Affection

Students are expected to exercise restraint in physical demonstration of affection as appropriate for business and professional settings in our society. Hand-holding or other body contact must be brief and non-distracting.

Rest Rooms

Rest rooms are available in Novak Hall and the gym for use before and during school hours. High school

students should avoid using the rest rooms in Koenig Hall and the elementary buildings.

School Dances

School dances are sponsored throughout the school year by different clubs and classes. School dances are open to Runnels students and the dates of Runnels students. Runnels students take all responsibility for their dates.

Students must arrive at the dance within an hour of starting time. Anyone arriving later will be denied admission to the dance. Once there, a student may not leave earlier than one hour ending time.

All regulations pertaining to student conduct are in effect throughout the dance. No alcoholic beverages of any type are allowed at the dances. Students and/or dates who arrive under the influence of alcohol or drugs will not be admitted. Further disciplinary action will be applied to those students as well as to any student who is apparently under the influence of alcohol or drugs during any time that the dance is in progress. Smoking is not permitted.

School Materials

Students are required to have all necessary supplies at school every day. This includes paper, pencils, pens, notebooks, and textbooks. Students are expected to bring to class those materials as instructed by the teacher.

Senior Privileges

Seniors who have received written parental authorization and from the office may leave campus for lunch on most days, and during study hall periods with a grade-point average of 3.50 or higher. Exceptions are made on days that involve activity period meetings or assemblies. On these days seniors will not have off-campus lunch privileges.

A senior leaving campus during study hall must check out of the office, and check back in upon return. Seniors leaving campus must obey all speed limits and must return to campus before the tardy bell. Tardies will result in a loss of privileges, as will off-campus behavior that does not reflect favorably on the school.

Leaving campus for lunch is considered to be a Senior privilege. Seniors are not allowed to get or buy lunch for other students on campus. Violation of this rule will result in loss of privileges.

If schedule and grade point average permit, a senior may leave campus for the day after fifth period.

Telephone

A pay telephone will be provided for student use near the west entrance to the gymnasium. Students will not be permitted to use the office telephone except in case of emergency or illness. Forgotten books, or clothing, or changes in plans are not considered emergencies.

Visitors

A student may not invite visitors on campus without prior written authorization from the principal.

Travel To and From School

Carpools

Many families find carpooling to be helpful. Some assistance can be obtained from the office to assist you in locating potential carpool partners.

Traffic Flow

Parents should at all times follow the traffic plan shown on the traffic map disseminated separately by the school. Not following this traffic pattern causes unnecessary delay in delivery and pick-up.

Drivers will remain in their cars, to save time and help the traffic flow more smoothly.

Please do not ask a teacher about your child's behavior or progress at dismissal time. There is not time for an extended discussion. Attempts at such "mini-conferences" usually result in both inadequate responses and blocking of traffic.

Delivery

Refer to your traffic map for information. Students should be delivered between 8:00 and 8:25 a.m. Students must not arrive prior to 8:00 a.m. Students are not permitted to enter the classrooms before morning classes begin except in the case of severe weather. Then they should report to their homerooms (1st hour classrooms).

Afternoon Pick-up

All students will be dismissed at 3:00. Please be prompt in picking up children in the afternoon. Students who have not been picked up by 3:30 p.m. will be sent to aftercare; parents will be charged for aftercare service.

Student Drivers

Students with driver's licenses may drive to cars as long as they obey traffic and parking regulations. The permission to drive on campus is a privilege that will be lost if regulations are not followed.

The car alarm of any car on campus must be turned off during class hours.

A student is to park his car only in the parking areas designated for student use. Once a student arrives at school, he is to leave his car immediately and report to the school. Loitering in the car or parking area is strictly prohibited.

Students who drive to school and those students who ride with a student driver may not leave the parking lot until 3:10 p.m. to depart from school. A bell will ring at that time to signal the dismissal of student drivers and their riders. Athletes who need to secure athletic uniforms and equipment stored in a student car are permitted to retrieve those materials before the 3:10 dismissal and then report to practice.

Student drivers are reminded of safe driving rules. Student drivers are to be courteous and careful in their driving at all times, and are to follow traffic guidelines issued by the school. Student drivers are also responsible for the behavior of their riders. Riders in student cars should not do things (hang from car, climb on hood, etc.) that are unsafe. Violation of these regulations or careless or improper operation of the vehicle will result in temporary or permanent suspension of driving privileges.

Dress and Grooming

The policy of dressing in appropriate “street clothes,” rather than in uniforms, is consistent with the behavior goal at Runnels: a comfortable mode that is neither militarily strict nor chaotic and “out of control.” As with other areas of conduct, acceptable manner of dress implies a balance between individual freedom of expression and the legitimate concerns of others in society. As with other freedoms, precise and quantitative definitions of limits are likely to be inequitable when

applied broadly without regard to individual differences. Standards of propriety generally change over time and are dependent also on activity and setting. To a greater or lesser extent, appropriateness becomes a judgment call and in the school setting, the principal is the judge.

Probably the most important lesson for maturing students to learn in all aspects of behavior is that the issue is more complex than “Is it allowed or is it forbidden?” A student needs to understand that all aspects of behavior, including the manner in which he or she dresses, over time forms an impression on surrounding members of society including those whose opinions and recommendations will have a great impact on the student’s future. Some manners of behavior (dress) will be acceptable to all, others will be offensive to most but many fall in between and collectively shape the view of the individual that others carry. All teachers know students who were never guilty of behavior infractions serious enough to warrant suspension or expulsion but whose propensity for “pushing the limits” adversely affected their overall ratings. In other words, students should remember that it is entirely possible to win every battle and still lose the war.

With these general principles in mind, the following (partial) list of guidelines will be observed at Runnels High School.

Always unacceptable and not allowed.

Clothing will not be permitted that contains writing that is vulgar, hurtful to others, promotes drugs or alcohol, or is otherwise offensive. Likewise, clothing may not be filthy or ragged and may not present a danger to others. Bizarre “adornments,” piercings, mutilations, and grotesque haircuts or hair coloring will not be permitted, nor

will exposed boxer shorts, “falling off” trousers, or strapless tops. Caps and hats may not be worn in classrooms, and ordinarily sunglasses may not either.

Causes for concerns. The list of questionable practices of dress, subject to review and rejection, is lengthy and changes over time. “Immodest” is probably the best single adjective, and students are referred again to the opening paragraphs above. Included in this list are short shorts, short skirts, halter tops, spaghetti-strap tops, see-through garments, too-tight garments, sleepwear, undershirts. If the overall effect of the clothing is to shock or distract, it is not acceptable.

The safest approach. The best general rule is that if good sense raises questions about the appropriateness of the clothing, it should probably stay home. As with all questions of behavior, the mature approach is to stay far away from “the line,” not to see how closely the line can be approached. Another prudent approach is to ask first, rather than get in trouble later. The principal has the final word on all aspect of behavior, including appropriateness of dress.

Absenteeism and Tardiness

Absences

In order to be eligible to receive grades, high school students cannot acquire more than ten absences per semester, whether excused or unexcused. Exception to this attendance regulation can be made only in

the event of extenuating circumstances such as an

extended personal illness, verified by a physician.

General Procedures

A student is considered absent one-half day if she/he misses more than one period but not more than three periods. If she/he misses four or more periods, she/he is considered absent for the entire day.

A student who is absent is responsible for securing a signed note from a parent describing the reason for the absence. This note is to be brought immediately to the office *before the 8:30 bell* on the day the student returns to school. The note should include name of student, date(s) of absence, reason for absence, and the parent's signature. The student will then be given an admit slip allowing the return to class. If a student does not bring a note from home, his/her absence will be classified as unexcused. Repeated failure to follow this policy will result in disciplinary action: The first time the student will receive a warning; the second time will result in a detention. We expect the student to learn to accept this requirement to be his/her responsibility and not that of the parents. We are required to have the written notes for absence by state policy. The student needs to be responsible for submitting the excuse to the office and not to depend on office personnel to request the excuse.

A student who is absent may not participate in an athletic event, practice, or other co-curricular school activity on the day of the absence without prior

permission of the principal. While absent, a student should make an effort to secure assignments from classmates or teachers. If this is not possible, then on the day of returning, he/she must determine what work was missed and proceed to make up missed work.

Types of Absences

Absences are “excused” when a student is ill, when a family member is seriously ill, when a family member dies, or when a student wishes to participate in recognized religious holidays of the student’s own faith. “Excused” absences require that the student’s teachers allow him or her to make up work, including missed examinations.

Other categories of absence are those which are excused by parents (XP) or those which are simply unexcused. Such absences do not oblige teachers to allow the student to make up missed work.

Absences excused by parents often involve working on religious or charitable projects, attending weddings or graduation ceremonies, working on family projects, participating in gainful employment, traveling with parents on vacation trips, and various other activities.

Checking Out During the School Day

If a student plans to check out during the day, the parent should indicate this fact in writing and sign the note. The student must present this note to the secretary in the office before the beginning of the school day. The note should state the purpose of leaving, the time of departure, mode of departure,

and estimated time of return. When it is time for the student to leave school, she/he must come to the office and officially sign out in a book designated for that purpose. If it is possible for a student to return to school to complete classes, she/he must return to the office and officially sign back into school.

Tardiness

A student is tardy for school if not in the first period class, seated and prepared to begin work, prior to the ringing of the 8:30 bell. A tardy student must report to the office to receive an “admit” slip and sign in the appropriate book.

During the day, a student is allowed sufficient time to change classes. A student is expected to be in class, seated and prepared to begin work when the “tardy bell” (second bell) rings. If a student is tardy to class, a violation slip will be issued.

Tardiness to school at 8:30 is a violation of school rules. An accumulation of five tardies will result in a detention. Each subsequent accumulation of five tardies will result in a more severe penalty.

Areas of Special Concern

Alcoholic Beverages

The use, possession or being under the influence of any alcoholic beverage on the school campus during school hours or at school-related functions is strictly prohibited. Any violation of this regulation will result in suspension and disciplinary probation or expulsion.

Academic Dishonesty

Dishonesty or cheating of any kind in quizzes, examinations, written assignments, etc. makes a student subject to disciplinary action.

Students are expected to be scrupulously honest with respect to academic work and should never, in any context, present others' work as their own, or utilize any form of "help" which is not expressly approved by the teacher. Students may not, for example, look on another student's paper during a test or quiz, nor may they use during the testing any notes or written source material without the teacher's prior permission. Students must understand and avoid plagiarism in all its forms; they must work to avoid even the appearance of academic dishonesty, which is a most serious evil in any school setting.

Any student caught cheating or suspected of cheating will be sent to the office. Academic dishonesty

is extremely serious and will be treated as such; it may result in suspension or expulsion.

Drugs

The sale, purchase, possession, or consumption of non-prescription drugs or alcohol either before or during a student's academic day or at any school-related function is strictly prohibited. Anyone violating this regulation is subject to dismissal.

Hazardous Items

1. Weapons. Hazardous or potentially hazardous items may not be brought to school, and their possession or storage on the campus by a student will result in disciplinary action up to and including expulsion from school. Hazardous items include firearms of any kind; knives of any kind; sharp or pointed tools; explosives and incendiary devices; poisons; and any material or device which can obviously or predictably cause harm to persons or property.

2. Toy weapons. Prohibited also are toys or replicas of hazardous items described in 1.

Pagers

Cellular phones and pagers of any kind may not be on campus or in the possession of a student at school. Exception: The presence of a cellular phone or pager inside a student's automobile will not be considered a violation, as long as it is not removed from the automobile or used during school hours.

Computer Abuse

Deliberate abuse of a school computer, or abusive behavior with a school computer, or abusive behavior with any computer in connection with a school activity, function or program will constitute grave misconduct and generally will result in immediate expulsion. Abuse of a school computer includes, but is not limited to: intentional introduction of a computer "virus"; intentional deletion of or corruption of another student's file or a school file; physical damage to any computer component. Abusive behavior with a computer includes but is not limited to: transmission of obscene messages or messages that would bring discredit to the school; transmission of harassing messages; deliberate violation of any code of conduct to which the school subscribes by virtue of its participation in "on-line" activities.

Federal, State, Local Laws

Expressly prohibited by the school is any activity, on campus or not, that is prohibited by federal, state or

local statute, law or ordinance. If it is against the laws of the nation, state, parish or city, it is against the code of conduct of Runnels School.

Fighting

Fighting is a serious offense and will result in detention, work session, suspension, or possible expulsion.

Smoking and Tobacco Products

Smoking or other use of tobacco by students is strictly prohibited on the school property, or at any school sponsored event. A student is not to have any form of tobacco product on his person or in his locker during the school day. This rule applies for the day as well as for meetings, work sessions, or athletic events held after school hours.

Student Parenthood

Runnels School discourages attendance on the part of girls who are known to have conceived children, or of boys who impregnated them. Attendance by a pregnant girl or by a boy who has impregnated a girl is normally not permitted after the first trimester of pregnancy. Attendance by the father or mother of a born child may in some cases be permitted, if the student provides compelling evidence of serious academic purpose and agrees to keep his/her child(ren) absolutely separate from school life.

Attendance by students who are known to have conceived or fathered children is permitted only with the approval of the Headmaster.

Disciplinary Consequences

Students who violate school-wide rules or classroom rules are subject to receiving a Violation Referral. A copy of the Violation Referral and the action taken will be mailed to the student's parents, and another copy will be given to the student.

Conduct referrals (pink slips) are issued after the second Violation and cumulative over the entire school year for high school students, and typically will result in the following consequences.

1st offense: Notification of parents

2nd offense: Notification of parents

3rd offense: Conduct referral and detention

4th offense: Conduct referral and longer detention.

5th & subsequent offenses:

One or more days suspension (no credit for missed work), disciplinary probation, parental conference, and possible disenrollment

Note: In the case of severe misbehavior such as fighting, vandalism, defying a teacher, or stopping

the class from functioning, the discipline hierarchy no longer applies. Instead a more immediate and serious consequence will be imposed.

Major Disciplinary Action

All serious disciplinary problems are discussed and reviewed by the Headmaster and the principal. The principal will report on the decision and course of action to be taken.

Probation

A student may be placed on probation for either academic or disciplinary reasons. While the usual review of a student's academic performance is done at the end of each grading period, a student may be placed on disciplinary probation at any time circumstances warrant such action.

A student may be placed on disciplinary probation if he/she has experienced several and/or serious disciplinary problems. This disciplinary action places a student in jeopardy of separation from Runnels High. During this time no serious misconduct will be tolerated. Also during this time, the faculty will be looking for positive and concrete signs of growth in the student's behavior and overall attitude. By his/her improvement or lack of it, the student indicates whether or not he/she wishes to remain at Runnels.

At the end of the probationary period, a student's record is reviewed. He/she may be taken off of probation, may have the period extended, or may be asked to leave school.

Suspension & Expulsion

A student may be suspended for serious misconduct or repeated occurrences of misbehavior that are less serious. Suspensions are at-home, at the discretion of the principal. Suspensions normally extend for a period of one to three days. Parents of a student under suspension may be required to have a conference with the principal.

Suspension is the second most severe disciplinary action at Runnels; expulsion is the most severe. A student may be expelled for any grave violation of school discipline or serious public misconduct.

CO-CURRICULAR ACTIVITIES

School Clubs and Organizations

Each student is encouraged to participate in any of the clubs and organizations sponsored by the school. Clubs meet during activity periods and sometimes after school. Transportation for all students participating in clubs and athletics must be arranged by students and parents.

Before any school organization or athletic team schedules any activity or event, the date must be cleared through the coordinator of student activities and principal and placed on the official school calendar. Before any money-raising activity by a student organization is planned, it must be approved by the coordinator of student activities and principal.

Office-Holding Policy

In order to be elected to office, or hold office, in a club or other student organization, a student must have earned at least a “C” (2.0) average for the most recent grading period. An officer who becomes on academic probation may continue to hold office, but must earn at least a “C” average (2.0) when grades are next issued, or resign from office.

All students eligible to run for office in school clubs or organizations must have submitted written nomination forms by the published deadlines. Students may hold the office of president in only one club or organization at a time. Elected presidents may hold another office in only one other club or organization.

Winning candidates must receive a simple majority. If no candidate receives a majority, a run-off election must be held between the two candidates who received the highest number of votes.

Art Club

The Art Club fosters interest in the visual arts. Members perform service projects and plan educational field trips.

Band - Concert and Pep Band

Band is scheduled as a regular class. Members of the Raider Bands (Beginner, Cadet, and Concert) practice and study to present concerts during the year and to participate in Music Festival competitions. Raider Pep Band helps fire school spirit at pep rallies and ball games throughout the year.

Beta Club

Beta Club is both an academic and service club that carries out a number of projects to benefit the school and the community. Beta Club members seek to cultivate the ideals of leadership and service in the citizens of tomorrow.

Cheerleaders

The varsity cheerleaders plan pep rallies and spirit activities and cheer at varsity contests. Cheerleaders attend cheerleading camp each summer.

Close-Up

Tenth, eleventh, and twelfth graders have the opportunity to attend a week-long government studies program in Washington, D. C. The program is sponsored by the Close-Up Foundation and consists of workshops, seminars, lectures and social activities designed to give a student a “close-up” view of government.

Junior Classical League

Members of the Junior Classical League participate in activities which promote an understanding and appreciation of Greek and Roman history, culture, and language. Membership is open to any student enrolled in Latin or to any student in grades 9-12.

National Honor Society

The Runnels chapter of the National Honor Society selects for membership those students who exemplify its ideals of scholarship, character, leadership, and service. NHS members perform service projects for the school and for their fellow students.

Quiz Bowl Team

Members study a wide spectrum of academic facts and practice quick recall and response. Students compete in academic matches against area schools.

Student Government Association

Consisting of elected representatives from each grade, SGA sponsors school-wide activities such as Homecoming, school assemblies, club membership drives, and dances.

Tri-M Honor Society

Band students who wish to expand their musical experience and performance skill may become Tri-M members. The Runnels chapter has twice been runner-up for national Chapter-of-the-Year honors, based on service to the school as well as musical performance.

Chess Club

Open to chess lovers in grades 9-12, Chess Club members meet regularly to hone skills and enjoy competition.

Interscholastic Athletics

The Runnels athletic program is designed to challenge students to grow mentally as well as physically. Opportunities to learn discipline, responsibility, teamwork, and commitment are part of the daily athletic experience.

Runnels High is a member of the Louisiana High School Athletic Association. The Interscholastic Athletic Sports Program includes the following:

- Girls Volleyball (Sr. and Jr. Varsity)
- Boys Basketball (Sr. and Jr. Varsity)
- Girls Basketball (Sr. and Jr. Varsity)
- Boys Baseball (Sr. and Jr. Varsity)
- Girls Softball (Varsity)
- Boys/Girls Swim team
- Golf

Rules governing participating in these programs are found in the LHSAA handbook and the Runnels High Athletic Handbook. Participating in team sports is limited to students with an average of 2.0 or better.

Literary Rally

Honored Runnels students who are selected and agree to serve as our school's representatives are expected to participate in the examinations of the District and State Literary Rallies — competitive examinations in the several areas of academic expertise. The District Rally is held at Southeastern Louisiana University in Hammond, and the State Rally at L. S. U., both on Saturdays in the spring. Students so selected are not at liberty, at some later date, to decline to participate, except for serious illness or other compelling reasons beyond the student's control or that of her/his family.

GENERAL

Announcements

Each day announcements are prepared for the school. These announcements are read during fourth period and are posted on the school bulletin board.

Emergency Procedures

When there is a severe weather emergency threatening our area, we will conform to any early-morning (or night-before) decisions of the East Baton Rouge Parish School system to close schools for that day. We reserve the right, however, to exercise our own judgment to cancel classes even if the public schools remain open, to remain open for the remainder of a school day even if the public schools close, or to re-open sooner or later than the public schools following a closure.

If you are unsure of the situation, please attempt to call the school office, and listen to radio and television.

In the event of a forced school closing, all school extra-curricular activities for that day will also be canceled.

Home/School Communication

Conferences

Teachers are available for conferences at parents' request. Calls for conference appointment are to be made during school hours at the school number. If a teacher is in class and unable to talk to a caller, the call will be returned as soon as possible.

All persons must understand that during class time a teacher is responsible for a class and will not be able to hold an impromptu conference with anyone.

The Principal and Headmaster will also be available for conferences. Any matter which causes concern to parents is important to us.

Runnels Newsletter

The school publishes and mails a newsletter to parents. The purpose of this publication is to keep you in touch with what is going on in the various programs of our school. It will contain announcements of general interest as well as reports from different age groups about special activities. Parents, students, and teachers are encouraged to contribute stories, articles or announcements which would be of interest to others in the school family.

Open House

During the fall, we invite all parents to an Open House, which will be held at night. The parents will follow their children's schedules through an abbreviated "school day". Teachers will hold an abbreviated "class" for each level that they normally teach. The "class" for each level will consist of a brief course outline, showing of the text and materials used, comments on procedures, expectations of students, and goals of the course.

Parent Organizations

Several organizations foster greater parental participation in school affairs. The Runnels Parents Organization (RPO) is involved in a wide variety of activities to serve the school. The High School Runnels Parents Organization (HSRPO) is the division of the RPO that actively seeks to serve the students, parents and teachers of the senior high school divisions. All parents are invited and encouraged to take an active role in the HSRPO.

The Booster Club focuses on fund-raising events to further the athletic programs of the school. The Runnels Schools, Inc. is the non-profit corporation responsible for the operation of our school; membership is open to all friends of the school. For further information on any of these, call the school.

Library Policies

Library books will be checked out for two weeks and may be renewed once. Overdue return of books will result in a fine of 10 cents per day. A student who fails to take care of library responsibilities will be subject to a disciplinary action.

The library is open from 8:30 until 3:00 p.m.

The library is a place to enjoy reading or studying. If a student cannot behave properly, she/he will be asked to leave.

Any student who destroys or damages a book or magazine will be required to purchase a new copy.

Magazines may be checked out overnight, if approved by the librarian.

The books in our library are organized by the Dewey Decimal System. There is a separate section for fiction and science fiction, shelved alphabetically by author.

The library is also used for study hall. All classroom rules apply to students scheduled to such study halls, including (but not limited to) rules referring to tardiness, permission to leave the room ("hall pass"), the authority of the teacher (librarian), classroom conduct.

Lost and Found

A lost and found box is located in the high school office and in the gym office. Articles “left behind” by students will be placed in one of these lost and found locations. Students may retrieve an article by checking with the high school secretary or one of the coaches. Students are encouraged to be responsible for all personal belongings. Lost articles which are not claimed within a reasonable time will be given to the needy.

Lunches

Most of our students bring their lunches to school with them in the morning. However, some parents prefer delivering the lunches at noon, and such delivery is permissible as long as it does not interfere with the schedule of classes. Lunch should be delivered before the lunch period, and left in the student’s locker; lunch delivery should not disrupt her/his class.

Announcements will be made to all school families of any hot lunch options available. Participation in any lunch program, whether sponsored by the school or an organization affiliated with the school, will be strictly optional. Complete details of any program will be sent to you for your consideration.

Seniors are eligible for off-campus lunch privileges.

To be eligible, a senior must have parental permission and must return a completed permission form to the office. Abuse of this privilege in any way will result in temporary or permanent loss of the privilege.

Medicine

In most cases, a student should not return to school while still taking medication for an illness.

Students may be responsible for administering their own medicine, but only in the office and with a completed authorization form signed by parent/guardian and physician. The forms are available in the office. The student should bring the form and the medicine to the office upon arrival in the morning. Medicine must not be kept in lockers or on the student's person.

Messages to Students

If a parent wishes to relay a message to a student, we shall deliver it during the last period of the day.

Emergency messages, of course, will be handled immediately. It is difficult to deliver messages received after 2:30, so parents should make every effort to call before this time.

Physical Education Program

Dress

Students will dress in their P. E. uniforms each day that an activity class is held. Each student must buy this uniform from the school and keep it laundered. Students may buy one, two, or three uniform sets. Students must wear appropriate athletic shoes and white athletic socks to participate in P. E. activity classes. Students in inappropriate attire will not participate in P. E. class, and will receive a correspondingly lower grade.

Participation

Students who are absent and whose absences are unexcused, and those who decline to participate without parental permission to do so, will receive no credit for the day's class. If a parent does not want a student to participate on a given day, the parent must send a signed, dated note to the P. E. instructor, stating the reason the student may not participate. In any case, excused or not, each student must dress out in P. E. uniform during the times that activity classes are held.

Travel Opportunities

Travel is considered a valuable learning experience and is a component of the Runnels educational experience. Numerous local and in-state trips occur in connection with classwork or club activities

Students are also eligible to participate in the Close Up program, a week-long government studies program in Washington, D.C.

From time to time, foreign travel is arranged as an option for students to expand language and cultural experiences.

Runnels Preschool, Kindergarten, Elementary,
Junior High And High School

17255 South Harrell's Ferry Road
Baton Rouge, Louisiana 70816

Elementary School Office - 751-5712 or 751-5748
(Preschool, Kindergarten and Elementary)

Preschool Office - 927-5803

Junior High Office - 752-7193

High School Office - 751-2192

Headmaster, Business Office - 751-5748

Gymnasium/Athletic Dept. - 756-8728

Fax - 753-0276

www.runnels.org