



RUNNELS

Junior High School

Approved by Louisiana State Department of Education

Runnels School is an Equal-Opportunity Employer

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

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 Junior 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 Junior 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.

Table of Contents

Academics	4
Curriculum Offering and Requirements	4
Grading and Report Cards	5
Test Signing Policy	7
Make-up Work	7, 27
Progress Reports	7
Academic Honors	8
Academic Probation	8
Promotion and Retention	9
Schedule Changes	9
Behavior Policies	10
General Rules	12
Conduct on Campus	15
Travel To and From School	22
Dress and Grooming	24
Absenteeism and Tardiness	26
Areas of Special Concern	29
General	33
School clubs and Organizations	33
Interscholastic Athletics	34
Announcements	35
Emergency Procedures	35
Home/School Communications	36
Library Policies	37
Lunches	37
Messages to Students	38
Health	38
Reasons to keep your child home	38
Medications Policy	40
Clinic Services	41
Health Forms	42

ACADEMICS

Curriculum Offerings and Requirements

Runnels Junior High conducts a seventh grade program and an eighth grade program. The four-year high school curriculum which follows 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.

Program of Studies for Junior High School

Seventh grade and eighth grade students are required to carry a minimum of seven units. A junior high student who fails any mathematics or English course during the regular school session must successfully complete remediation work in that subject area in a summer session in order to assure his continued enrollment at Runnels.

Course Requirements for Seventh Grade:

Mathematics - Pre Algebra, Algebra I – Part I* or Algebra I*

English

Life Science

American History

Health and Physical Education

2 Electives

Course Requirements for Eighth Grade:

Mathematics –Algebra I – Part I* or Part II*, Algebra I*, or Geometry*

English

Earth Science

Louisiana History

Health and Physical Education

2 Electives

* Denotes a course that is taken for High School Credit

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”.

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, participation, projects, 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.

In classes taken for high school credit, 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.

Test Signing Policy

It is a requirement that all major tests be signed and returned to school within two days of receipt. Failure to return a signed test in a timely manner will result in a deduction from a student's homework grade.

Make-up Work

If a student for serious reasons misses an assignment, quiz, test, or examination, it is his/her 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 he returns to school. Lack of cooperation on the student's part in making up the work will result in a failing grade. **See Page 27 for more details.**

Progress Reports

Parents may monitor their child's progress at anytime using the Runnels on-line grading system. This eliminates the need to mail progress reports home. It is the responsibility of the students and parents to monitor academic progress. If either a student or parent has a concern or question about a grade, they are encouraged to contact the teacher. Email is usually a quick and efficient means of contacting a teacher. If a student or parent is unable to contact the teacher, then please call the Jr. High Office for assistance.

Academic Honors

Honor Roll

At the end of each grading period, an Honor Roll of students will be posted. 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.

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.

Promotion and Retention

If a student fails more than one class in either semester, his grades will be subject to review. At the end of the academic school year, the student's future grade assignment will also be subject to review. Summer remediation may also be required of students.

Schedule Changes

After a student has received his/her 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 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 compelling reasons.

BEHAVIOR POLICIES

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 School.

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.

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.

General School Rules

1. Be kind to each other, treating others as you would like to be treated.
2. Use polite and appropriate language when speaking to staff members and other students. Be respectful at all times.
3. Follow directions given by teachers, substitute teachers and staff members.
4. Get to class on time and prepared.
5. Be a good listener and use good manners during assembly, as well as in the classroom.
6. Speak softly indoors.
7. Do not eat or chew gum during class time (except during special celebrations or activities approved by the teacher or principal).
8. Do not run except in designated areas.
9. Do not loiter in automobile traffic areas, unless the area has been closed to traffic by a teacher.
10. Keep your locker clean and do not store truly valuable items in it.
11. Do your part to keep our school clean and beautiful.
Respect school property.
12. Observe boundaries during lunch and activity period.
Students should remain in designated areas on the school grounds. The parking lot is always off-limits during school hours without special permission.

Specific classroom rules which have been derived from the General School Rules include:

1. Have appropriate materials required by each teacher for each specific class.
2. Be in your assigned seat ready to work when the teacher gives the signal.
3. Keep hands, feet, books, and other objects to yourself.

4. Cruel teasing, crudeness, obscene gestures and language are not allowed.
5. Follow the teacher's directions and speak only when given permission.

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 filed in the school office.

Note: In the case of severe misbehavior such as (but not limited to) fighting, vandalism, defying or threatening a teacher, stopping a class from functioning, leaving a class without permission, or skipping a class without permission, 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 has experienced several and/or serious disciplinary problems. This disciplinary action places a student in jeopardy of separation from Runnels. 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 improvement or lack of it, he indicates whether or not he wishes to remain at Runnels.

Any student who remains on academic probation for more than one grading period will be called for a review, with the principal and/or Headmaster, of his academic progress; such a student may be required to resign or to participate in special remediation.

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

During the suspension, the student is marked absent. The student is responsible for any classwork missed during his absence and must arrange to take any tests missed.

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, or if there is an accumulation of smaller infractions that indicate little effort to improve.

The parents of an expelled student are due no refund of fees or tuition paid the school. Any unpaid fees or tuition payments required by the Enrollment Agreement in force are still due and payable.

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. Shelves are available in each restroom for storage. Students are not to leave books, bags, or other belongings on the floor. Misplaced articles will be placed in the Elementary Lost & Found or the Gym Lost & Found. Lost articles not claimed within a reasonable time will be given to the needy.

Boundaries

Junior high students will use the tables and benches that surround Koenig Hall for lunch and activity period. In inclement weather, students will eat in the gym. Students are not permitted in classrooms during lunch/ activity period except with the permission of a teacher, or for an authorized meeting. Students may use the Andy Mack Memorial Library in Novak Hall during activity period only if they have work to complete.

Junior high school students are not permitted in the middle elementary building area or in the lower elementary building area unless reporting to a scheduled class or a scheduled junior 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 for a reason other than to attend class must have permission from the junior high school principal or secretary.

The elementary school playgrounds are off-limits to junior high students. Furthermore, junior high school students must not harass elementary students who are on the playground. A student who is in violation of these boundaries is subject to disciplinary action.

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 a 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 staff member 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 workroom. 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 junior high school principal.

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.

Food or Drinks

Food or drinks (except water) 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 unless there is a medical need. The computer rooms are off-limits to food and drink at all times.

Harassment

Each student has a right to 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 nurse. The nurse will notify one of the student's parents. No student will be allowed to leave school unless one of his parents has authorized the school to dismiss the student.

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.

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.

School Dances

School dances are sponsored throughout the school year by different clubs and classes. Dances for seventh and eighth grade students will be open to Runnels students only. Dances will be well chaperoned, and chaperones will be present in all areas where the students will be during the dance. All school rules apply during any dance, and if a student causes a discipline problem, his/her parents will be called and the student will be sent home. If a student must leave a dance early, his/her parents must call for the student at the door so that the chaperones can release the student.

No alcoholic beverages of any type are allowed at dances. Students who arrive under the influence of alcohol or drugs will not be admitted. Smoking is not permitted.

Cell Phones

Cell phones are permitted on campus. However, they must be turned OFF during school hours (8:30 a.m. to 3:00 p.m.) The use of a cell phone during school hours will result in disciplinary action and temporary loss of the cell phone. Exceptions may be made to this policy. Using cell phones during the Lunch/Activity period maybe granted as a privilege or reward for the Jr. High. However, cell phone usage is not allowed during class and must be turned OFF.

Visitors

In the interest of campus security and student safety, ALL visitors must check in at the Junior High office in Koenig Hall. A student may not invite visitors on campus without prior written authorization from the principal.

Travel To and From School

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.

Morning Drop-off

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. unless they are in before-care. Any student that is dropped off before 8:00 a.m. must report to before-care in the Gym. Parents will be charged for before-care services.

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 services.

Shuttle Bus Service

Some families may choose to avail themselves of the shuttle bus service to and from the Jefferson Highway campus. If such arrangements are made, specific rules will be given to students about proper bus behavior. Fighting and other distractions to the bus driver will result in suspension of bus privileges for a specified length of time.

Dress and Grooming

A student must always be appropriately and neatly dressed. The following guidelines should be used when making decisions regarding appropriate dress for school.

Dress should be neat and clean.

- Students are reminded that they should take care in their dress for school. This care should be evident in both neatness and cleanliness.

Shorts and Pants

- Shorts should reach within eight inches of the knees (measuring from the top of the knee). Short, revealing running shorts or gym shorts are not allowed.
- No boxer shorts are allowed, either as outer garments or as visible under garments.
- If leggings are worn, they must be worn with a long tunic-type top or a skirt that conforms to the dress code.
- No holes above mid thigh on jeans, pants or shorts.
- No pajamas, except during mid-terms and finals.
- Pants/shorts should be high enough (or top long enough) so that the stomach and lower back are covered.

Tops

- No tank tops, cami or spaghetti-strap tops are allowed (as the only shirt). Wide strap tank tops with a modest and unrevealing neckline are permitted.
- No halter tops or strapless tops are allowed.
- No low cut (revealing) tops are allowed.
- No tops that expose a student's stomach or lower back are allowed. If a shirt barely covers these areas when standing with arms down, it is too short.
- No pajamas, except during mid-terms and finals.
- No T-shirts with suggestive, coarse, or unacceptable words or pictures are allowed.

Dresses/skirts

- Dresses and skirts should come within six inches of the knees, front and BACK.

The principal makes the final decision in matters of dress. If clothing is ruled unacceptable, the student will be required to call home for a change of clothing, and to change, before reporting to class.

Absenteeism and Tardiness

Absences

In order to be eligible to receive grades, seventh and eighth grade students cannot acquire more than twenty absences per year. 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. The same policy applies to attendance in each individual course taken by a student. Therefore, continued absence during a specific class period will be monitored closely.

General Procedures

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

A student who is absent is responsible for securing a signed note from one of his/her parents or doctors describing the reason for his absence. This note is to be brought immediately to the office the day the student returns to school. The note should include name of student, date(s) of absence, reason for absence, and a signature. The student will then be given an admit slip allowing him to return to class. If a student does not bring a note from home, his absence will be classified as unexcused. A student who is absent may not attend or participate in an athletic event, practice, or any other co-curricular school activity on the day of his/her absence without prior permission of the principal.

Make-up Work

If absent for one day, it is the student's responsibility to obtain missed assignments from classmates and/or teachers. For longer absences, parents can call the Jr. High Office to request assignments. Many teachers supply students with a weekly syllabus and/or post assignments on Moodle. It is important that students complete make-up work in a timely manner in order to receive full credit. Students that are absent for a test and were not absent prior to the test will in most cases be required to take the test on the day he or she returns.

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. Should a question arise with regard to an absence's being excused or unexcused, final determination will be made by the principal.

Parents who wish to take their child out of school for several days because of a family trip should discuss the student's progress with the principal and the student's teachers to ascertain academic consequences due to the absence. Parents will need to make arrangements with teachers in advance to collect assignments that will be missed during the absence. All assignments must be turned in on the day of returning to school, and all tests missed must be taken upon returning to school. Teachers will not provide individual tutoring of lessons missed before administering make-up tests. The final decision rests

with the principal and headmaster as to which absences are "excused."

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, 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 his classes, he must return to the office and officially sign back into school.

Tardiness

A student is tardy for school if she/he is 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" rings. If a student is tardy to class, the teacher may require the student to go to the office for an admit slip. Some teachers will choose to deduct points from a participation grade rather than have the student miss more class time. An accumulation of tardies will have consequences, usually in the form of a before school detention.

Areas of Special Concern

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 someone else's 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 of any kind, nor may they use 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. Any student caught cheating or suspected of cheating will be sent to the office. A student found to have cheated will be subject to disciplinary action and will receive a zero for the work. Academic dishonesty may result in consequences such as suspension or expulsion.

Alcoholic Beverages

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

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.

Drugs/Medications

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.

Any and all medications (including non-prescription) that need to be taken during school hours must be given to the Jr./Sr. High school nurse. In addition, any such medications must accompany all the necessary permission and doctor forms. Medications should not be kept on the student's person. **See the Health section of this handbook for more specific information.**

Electronic Devices

Students may not bring radios, tape recorders/ players, electronic games, or personal music devices on campus with the exception of Fridays. On Fridays students may bring electronic games or personal music devices to school. **HOWEVER**, this exception does **NOT** extend to the classroom unless the teacher specifically gives his/her permission. Exceptions may be made for tape recorders if they are part of an academic intervention and if the principal or headmaster has given specific permission. In addition, any Jr. High student in a High School course is subject to the High School electronics policy while in that class.

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.

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.

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.

GENERAL

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 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 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 grading period in which the election is held or in which he is to take office. An incumbent officer who is placed 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.

Interscholastic Athletics

Runnels High is a member of the Louisiana High School Athletic Association. Students electing to participate in the athletic program at Runnels must conform to the school's strict policies regarding drug testing and academic standards (grade point average). Details of these requirements may be found in the Runnels High School Athletic Handbook and Louisiana High School Athletic Association (LHSAA) Handbook.

Announcements

Each day announcements are prepared for the school. These announcements are read during fourth period and are posted on the school bulletin board outside the principal's office in Koenig Hall.

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 check the Runnels website, listen to radio and television or call the school office.

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.

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. All parents are invited and encouraged to take an active role.

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 charge of a fine of 10 cents per day. A student who fails to take care of library responsibilities will be subject to a detention.

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, he will be asked to leave.

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

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 or the Jr. High Office; lunch delivery should not disrupt a student's class.

Catered hot lunches may be ordered each morning in the first period class. Information on this hot lunch program will be supplied at the beginning of each school year.

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. It is difficult to deliver messages received after 2:30, so parents should make every effort to call before this time.

Emergency messages, of course, will be handled immediately

Health

The obvious general rule is that the student must be well and completely recovered from any illness before returning to school. It is not fair to the other students or the teachers to expose them to contagious illness.

Some reasons to keep your child at home

1. A temperature of 100.5F or greater within a 24 hour period. A child with this kind of temperature is considered to be ill and may be contagious. For the child's comfort and to prevent spreading illness, children will not be permitted in school with a temperature of 100.5 or higher.
2. Persistent/disruptive cough. This type of cough may not only be contagious but is also disruptive to other students in the classroom.

3. Lice/Nits. If a child is known to have a lice infestation, he or she will not be permitted in school until the child is nit free. Any child with lice must be treated along with their environment and be nit free before returning to the classroom.

4. Chicken Pox. A student with chicken pox may return to school after the lesions are scabbed over and all coughing has subsided.

5. Untreated strep throat. A beefy red throat with white patches or ulcerations characterize strep throat and is usually present but not always. Strep is very contagious and potentially can cause serious complications. If your child complains of a sore throat, these complaints may warrant a throat culture at your doctor's office. If your child is found to have strep throat he or she may return to school after being treated for 24 hours and is afebrile (no temperature).

6. Unexplained or undiagnosed rashes. Rashes are very difficult to determine whether or not they are contagious. For this reason, we must have a note from your doctor stating that your child is non-contagious before being permitted to attend school.

7. Vomiting and or diarrhea. Obviously, any child should be kept home if vomiting or actively having diarrhea. Diarrhea is defined as frequent liquid stools that can be uncontrollable.

8. Conjunctivitis or "pink eye". Conjunctivitis is very contagious. The sclera (white of eye) is pink and glassy in appearance with purulent drainage. In the morning, the eye is typically glued closed. The student will be permitted to return to school after being medicated and in the absence of drainage.

9. Very young children, especially those children in preschool, with green nasal drainage are very contagious because they are not able to effectively remove this drainage. They wipe their secretions with their little hands and pass on those germs to the other children via toys and other handled objects in their environment. Keep them home until their nasal drainage is clear in color.

Your cooperation will be appreciated. This policy applies to all students and protects all of the children. For questions, please call the clinic at 756-5837.

Medication Policy

Only medication prescribed by a student's physician or dentist, including over-the-counter (OTC) medication, will be administered during school hours by the staff at Runnels School. Prescription medication must be brought to the school by the parent in a current container that meets pharmaceutical standards. No more than one month's supply of oral medication should be provided for school. Parental and physician authorization must be documented on the *Physician and Parental Medication Authorization* forms before medication can be administered, without exception. OTC medication cannot be administered by Runnels School staff other than the medication listed on the First Aid Treatment Authorization form. The OTC Physician's Order form for these OTC medications must be completed by the student's physician or dentist and signed by a parent/guardian. Parents must administer other OTC medications to their own children and

report the medication administration to the appropriate office personnel or school nurse. Students shall not carry any medication on their persons, in lockers, book bags, lunch boxes, or personal vehicles on school grounds unless ordered by the physician and OK'd by the school nurse (i.e., inhalers, Epipens).

Clinic Services

A school nurse is available during school hours only. Services provided in the clinic are as follows:

- 1) Basic first aid for injuries that occur during school hours.
- 2) Treatment of illnesses that occur during school hours.
- 3) Medication administration in compliance with our medication policy.
- 4) Student screenings.
- 5) Health maintenance for those students with chronic illnesses.

If your child is seen in the clinic for anything more than minor illness or injury, you will be notified. For this reason, it is imperative to provide us with up-to-date phone numbers for both parents and emergency contact persons.

Our main goal is to keep healthy children in school, to keep them safe and healthy while they are here, and to identify those children needing medical referral. Nurses practice under strict guidelines and are not allowed to make medical diagnoses.

Therefore, any symptoms exhibited at home need to be addressed by your child's physician.

Volunteers

During our mass screenings we will need assistance getting children from classes and/or performing the actual screenings themselves. Volunteers will be asked to attend classes that will teach the appropriate screening process.

Health Form and Authorizations for Emergency Medical Treatment and First Aid Treatment

It is important every year that your child have on file at school a current and complete immunization record. This card (which is available from your doctor) **MUST BE AT SCHOOL BEFORE THE FIRST DAY OF SCHOOL.** First graders who were given immunizations and forms for kindergarten need to be re-checked and have a current form, signed by a doctor. It is also necessary that the "Authorization for Emergency Medical Treatment" form and the "Authorization for First Aid Treatment" form mailed to each parent in July, **BE COMPLETE AND ON FILE AT SCHOOL BEFORE THE FIRST DAY OF SCHOOL.**

We are required by the State Department of Health and Human Resources to report on the immunization records of our students. We must have on file an up-to-date Health Form on each student **BEFORE THE OPENING DAY OF SCHOOL.**