

2018-2019

**L. W. RUPPEL ACADEMY FOR ADVANCED STUDIES
Parent and Student Handbook**

MISSION STATEMENT

Our mission at L.W. Ruppel Academy for Advanced Studies is to nurture academic and emotional development to create life-long learners who are productive members of a global society.

VISION STATEMENT

Our vision is to create a challenging environment that nurtures high ideals, creative thoughts and positive actions.

OUR BELIEFS

- Establish a safe and physically comfortable environment that promotes student learning and culture.
- Develop skills that will enable all members of the school community to address our needs in today's technologically driven society.
- Provide parents and other community members with opportunities to participate in school programs and activities.
- Incorporate curriculum and instructional practices with a variety of learning activities to accommodate differences in learning styles.
- Promote cultural diversity among the school community by understanding different people and cultures.

It is the policy of the Jefferson Parish Public School System not to discriminate in its educational programs, activities, or employment policies on the basis of race, color, religion, or natural origin as required by Title VI of the 1972 Education Amendments, or on the basis of disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

The school system also complies with the requirements of Title IV of the General Education Provisions Act, as amended, protecting the privacy of educational records. Inquiries may be made by contacting the ADA Compliance Office, 501 Manhattan Blvd. Harvey, LA 70058 or by calling (504) 365-5309 from 8 A.M. to 4 P.M., Monday through Friday.

ESSENTIAL SCHOOL INFORMATION

| | |
|-----------------------------------|--|
| Principal: | Emily Miller |
| School Board Member: | Mark Morgan, District I |
| Secretary: | Jeanne Vedros |
| Attendance Clerk: | Tamie Dufrene |
| Account Clerk: | Allison St.Blanc |
| Address: | 815 Huey P. Long Ave. Gretna, LA 70053 |
| Phone: | (504) 361-8905 |
| Fax: | (504) 361-0792 |
| Grades: | 6th, 7th and 8th grade |
| School Colors: | Burgundy and Khaki |
| School Hours for Students: | 7:25 A.M. - 2:20 P.M. |
| Office Hours: | 7:00 A.M.-3:00 P.M. |
| Breakfast/Lunch: | \$1.00 – (B)/\$1.75 – (L) |

ABSENCES/LATE TO SCHOOL/MAKE-UP WORK/HOMEWORK REQUESTS

Middle School Attendance Policy for Non Carnegie Credits

Absences are divided into two categories (1) excused and (2) unexcused. The Louisiana Department of Education has established that sixth, seventh, and eighth grade students who have, 10 days total for the year unexcused absences during the school year will NOT be eligible for promotion to the next grade. Students who have missed four or more UNEXCUSED days during the first semester or 8 or more during the second semester may be referred to Jefferson Parish's Families in Need of Temporary Assistance (FINS) program for absence interventions.

8th Grade Attendance Requirements to Receive Carnegie Credits

The Louisiana Department of Education has established that eighth grade students receiving Carnegie credits who have more than 10 days unexcused absences during the year will NOT be eligible to receive Carnegie credits. In a semester course, students may not miss more than 4.5 days in the first semester and 5.5 days in the second semester. **Please refer to the Jefferson Parish Public School System Procedures and Policies for Parents and Students for further information.**

In order for an absence to be classified as excused, it must meet the state guidelines listed below.

LA. R.S. 17:226 Extenuating Circumstances

1. Extended personal physical or emotional illness as verified by a physician (in writing).
2. Extended hospital stay as verified by a physician (in writing).
3. Extended recuperation from an accident as verified by a physician (in writing).
4. Extended contagious disease within a family as verified by a physician (in writing).
5. Prior school system approved travel for education (see principal).
6. Death in the family not to exceed one week (bring copy of obituary).
7. Natural catastrophe and/or disaster.
8. For any other extenuating circumstances parents must make a formal appeal in accordance with the due process procedures established by the LEA.

LATE TO SCHOOL

THE BELL FOR STUDENTS TO REPORT TO CLASS RINGS AT 7:25 A.M. Students arriving after 7:30 A.M. must obtain a pass in the office. Excessive tardiness to school will result in disciplinary action (see **Tardy Expectations below**).

- Any student who is not sitting in his/her classroom when the bell rings at 7:30 A.M. is considered **tardy unexcused** (unless there is a documented excuse) and must check in with the front office in order to be admitted to class.
- Any student who signs in after 10:45 A.M. is considered **absent ½ day unexcused** (unless there is a documented excuse).
- No student will be allowed to **check in after 12:00 P.M.** unless excuse documentation is presented or checked in by a parent.
- Any student who signs out before 10:45 A.M. is considered **absent 1 full day unexcused** (unless there is a documented excuse).
- Any student who signs out after 10:45 A.M. is considered **absent ½ day unexcused** (unless there is a documented excuse).

LATE TO SCHOOL CONSEQUENCES

1st Offense – Restate Expectation/Rule

2nd Offense – Lunch Detention

3rd Offense – Documented Minor Referral & After School Detention

4th Offense – Refer to Counselor

5th Offense – Documented Minor Referral & Parent Conference with Principal

6th Offense – Administrative Intervention (Major Referral, ISS, OSS, etc.)

NOTE: Tardy Expectations occur each semester

TARDINESS TO CLASS

Students arriving after the tardy bell will be subject to disciplinary action (see **Tardy Expectations below**). Three minutes will be allowed for changing classes. If a student comes to class late and does not have a pass, the teacher will accept the student as tardy and follow the tardy expectations. Only a teacher or administrator may legitimately detain a student. **STUDENTS WHO DO NOT HAVE PASSES SHOULD NOT BE SENT OUT OF CLASS TO OBTAIN A PASS.** The office will issue a pass only to those students who have been detained by an administrator or are tardy to school.

Tardy Consequences

1st Offense- Restate Expectation/Rule

2nd Offense- Minor Referral & Lunch Detention

3rd Offense- Minor Referral- Parent Notification & After School Detention

4th Offense- Refer to Counselor

5th Offense- Parent Conference with Teacher/Office

6th Offense- Administrative Intervention (In-school suspension, out of school suspension, etc.)

MAKE UP REQUESTS

Students are allowed to complete make-up work for absences within 10 school days of their last absence. **It is the student's responsibility to ask the teacher for make-up work and to turn it in within the 10 day time frame.** A student will receive a failing grade on all make-up work not completed.

HOMEWORK REQUESTS FOR ABSENT STUDENTS

If a student is unable to attend school for three days or more, please call the school office for assignments. These may be picked up after 1:30 P.M. *on the day following the request.*

ACADEMIC PROBATION POLICY

Each advanced studies student's final course averages in grades two through eleven will be reviewed at the end of a school year. A student's final/end of course letter grade for each course attempted including electives and PE will be averaged using the following un-weighted quality point values: A=4, B=3, C=2, D=1, and F=0.

If a student earns less than a 2.0 average (rounding up is not permitted) in all qualifying courses attempted during a school year, he/she will be dismissed from the school for advanced studies and not be allowed to apply for readmission to an advanced studies school in Jefferson Parish for at least one academic year.

In addition to the grade point average requirement, a student's performance in all courses attempted during the school year will be reviewed at the conclusion of a school year. If a student earns a final/end of course letter grade average of "F" for any two courses attempted during the course of a school year, the student will be dismissed and not be allowed to apply for readmission to an advanced studies school in Jefferson Parish for a least one academic year.

Parents or legal guardians must sign an acknowledgement of this policy at the beginning of each school year.

ACADEMIC INTEGRITY POLICY

Academic integrity is an important part of Ruppel Academy's mission to provide a safe environment for a diverse learning community, which values academic excellence, individual responsibility and life-long learning. Students are responsible for learning and upholding ethical and honest standards of research, writing, and assessment in all academic areas. Written or other work which students submit must be the product of their own efforts. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited. See complete policy in the back of handbook.

ACCIDENTS/ EMERGENCY CARDS

Report all accidents to the nearest teacher, counselor, or administrator who will then complete an accident/incident report, which will be kept on file. **AN EMERGENCY CARD MUST BE ON FILE IN THE OFFICE FOR EACH STUDENT. It is the responsibility of the parent to have the emergency card updated as the need arises (change of address, phone number, etc.).**

ACTIVITIES

All activities such as athletic events, dances, group practices, etc., are extensions of the school day and all expectations in the handbook apply. Parish academic eligibility procedures are followed where applicable for participation. Students (and approved guests) participating in any activity must follow the Ruppel Uniform Policy/ Dress Code.

When guests are allowed to accompany Ruppel students to a dance, a guest permission form will be available in the front office. Students are not allowed to leave a dance early without parental consent. Students from schools other than Ruppel are NOT allowed to attend athletic events during the school day.

Students who are absent for any part of the school day (includes check-in and check-out) may not attend any school activity on the day or days they are absent unless absence is excused; this includes, but is not limited to, athletic events, dances, and group practices.

Students who are suspended from school may not attend any school activity on the days they are suspended; this includes, but is not limited to, athletic events, dances, and group practices.

ARRIVAL

Buses will drop students off on 8th Street. Parents dropping off students are to use Huey P. Long Avenue. Students may not arrive on campus prior to 7:00 A.M. when duty teachers report to their positions. Once dropped off, students should move immediately to the courtyard area and/or cafeteria.

ATHLETICS

Students may not try-out or practice for any athletic team unless the child has a current physical and insurance copy on file in the office. The student is responsible for providing the physical and insurance by the deadline stated which will be in advance of the tryout date. Physicals and insurance will not be accepted on the day of a tryout. Cheer and flag/dance team are considered athletic teams.

AWARDS

Medals, pins, trophies, and certificates are presented to students who earn academic, service, and athletic awards at the Ruppel Academy Awards which is held at the end of the year.

BUS BEHAVIOR

All JPPSS policies and Ruppel school rules apply on the bus, at the bus stop, and on the way to and from the bus stop. Students may only ride the bus they are assigned to ride.

CELL PHONE POLICY

Students are allowed to possess cell phones on campus; however, they must be **COMPLETELY OFF** and stored in a backpack or purse. Cell phones may not be in clothing pockets. Any cell phone that is visible or audible during the school day will be confiscated and turned in to the office. The use of a cell phone during the school day will result in a major referral regardless of the situation. Students who are experiencing some kind of emergency may report to the school office to contact a family member. Parents/guardians must pick up confiscated phones between the hours of 8:00 A.M. and 2:00 P.M. Ruppel Academy for Advanced Studies, the Jefferson Parish Public School System, and its employees will not be held responsible for lost, stolen, or damaged phones on campus. *School buses are considered an extension of the school day; therefore, cell phones may not be used on the bus.*

NOTE: No other electronic devices are allowed on campus including laptops, e-readers, game systems, iWatches, etc. (see Unauthorized Items)

CLUBS AND ORGANIZATIONS

Students are encouraged to participate in clubs and organizations. All academic eligibility requirements are strictly enforced. Examples of clubs supported at Ruppel include: Student Council, NJHS, sports, Robotics, Academic Games, and Builders' Club.

COMPUTER USE

Computers are available in classes and the library for student use. Students are only allowed to use computers for Internet research with parental permission. Students are only to access the Internet exactly as the teacher directs for the given assignment or activity. Students are never to use social media sites or to stream music, games, etc. School computers are for educational use. Students are not to download music, pictures or videos, unless this is part of a class assignment. Failure to comply with this rule will result in a major referral and possible banning of the student from computers at school.

COUNSELOR

A counselor is available to all students to discuss any issues or concerns that arise. Students will not be granted permission to see the counselor during class time unless there is evidence of risk to student safety. A Student Needs Form should be completed and submitted to the counselor. The counselor will call the student during an appropriate time.

CRISIS MANAGEMENT PLAN

By definition a "crisis" is an extraordinary event that has the potential for completely disrupting the educational process on campus or that may result in serious injury to staff or students. Responses to each crisis event will vary depending upon proper protocol for that event. It is important that every student remains with the classroom teacher and follows the instruction of the administration and the teacher. In the event that students are asked to leave the building, it is imperative that the students report to the designated areas and remain under the supervision of the teacher or administrator. There will be practice fire, tornado, and lockdown drills throughout the school year and there is no need to be alarmed regarding the practice events. Additionally, random searches will be conducted at least once a month. Specific instructions will be given for various drills. Students should observe evacuation maps that are posted in the teacher's classroom so that the student is aware of the evacuation route.

DISCIPLINE PROCEDURES

STUDENT BEHAVIOR CODE

The following types of behavior will result in disciplinary action, which may include detention, suspension, expulsion and/or arrest.

1. Fighting, instigating a fight, disruption, or interference with curricular or extracurricular activities.
2. Damage or destruction of school property or private property.
3. Possession of a weapon or any items which may be used as a weapon.
4. Possession or use of narcotics, alcoholic beverages, and other dangerous drugs while on school premises or while in the custody and control of the school, or school related activity.
5. Entering campus while under the influence of any controlled substance or alcohol.
6. Violation of rules of conduct for school buses.
7. Use or possession of cigarettes, lighters, matches, or fireworks.
8. Stealing or possession of stolen or lost private property.
9. Violation of attendance rules and/or truancy policy.
10. Violation of student uniform/dress code.
11. Insubordination or disrespect toward a school board employee.
12. Inappropriate display of affection while on school premises.
13. Use of profanity or obscenity (written or verbal) including obscene gestures, signs, pictures, or publications.
14. Leaving campus/class or cutting class without proper permission.
15. Turning the lights out in the classroom without permission.
16. Inappropriate use of communication/electronic devices.
17. Behaviors that interfere with the proper implementation of school safety procedures.

***Any acts that are not listed above but are deemed a violation of the student behavior code may be added by administration and warrant disciplinary action.**

Consequences for Inappropriate Behaviors

Consequences of inappropriate behaviors include but are not limited to: verbal warning, lunch detentions, morning/after school detention, parent notification, loss of privileges, office referral, suspension (ISS or OSS). Students will not receive repeated warnings about inappropriate behaviors.

CLASSROOM BEHAVIOR/PBIS

Each classroom will have class rules as part of our Positive Behavior and Intervention Support Plan and others that have been carefully developed by the teacher and/or other students, appropriate for that learning environment. It is the responsibility of the student to comply with and conform to the class rules. Failure to comply with a teacher's classroom rules may result in disciplinary procedures described in the discipline section of this handbook. Students who remain within the guidelines will receive all of the benefits of the Positive Behavior and Intervention Support components as described in the PIBS section of the handbook. It is through positive classroom behavior, including student engagement, which students can expect to learn and succeed in their classes.

Ruppel Expectations

**Be Respectful
Be Accountable
Be Motivated
Be Safe**

POSITIVE BEHAVIOR and INTERVENTION SUPPORT (PBIS)

Positive Behavior & Intervention Support is a program to encourage appropriate student behavior through the support of good behaviors and reward program for these behaviors. These rewards may be a field trip, school dance, out of uniform, movie/popcorn day or other activities. Students may also use Ramsie Bucks to “purchase” novelty educational items at the Ram Store or to participate in drawings for prizes. Each quarter there is a PBIS event to acknowledge students who showed Rams Pride. The criterion for students to earn an invitation and Spirit Monkey includes but is not limited to: no more than five temporary IDs, no referrals, no outstanding library books, no outstanding ID fine, cafeteria fee, or other fee. Additionally, students can earn Spirit Monkeys for things like Alpha honor roll, no tardies, perfect attendance, volunteering, and demonstrating Rams Pride in class and throughout the school.

Students are not eligible to attend the quarterly PBIS event if they meet or exceed the criteria below:

| Quarter | Total Number Temporary ID's | Total # Minor Referrals During the Year | Minor Referrals in a Nine Weeks | Major Referrals in a Nine Weeks |
|--|-----------------------------|---|---------------------------------|---------------------------------|
| 1 st Nine Weeks Ice Cream Party | 6 | 3 minor referrals | 3 | 1 |
| 2 nd Nine Weeks Movie Day | 6 | 5 minor referrals | 3 | 1 |
| 3 rd Nine Weeks Dance Party | 6 | 7 minor referrals | 3 | 1 |
| 4 th Nine Weeks Ram Jam Carnival | 6 | 9 minor referrals | 3 | 1 |

*** Library books must be up to date, not overdue as of the PBIS deadline. The replacement cost for a lost book must be paid. All ID fines and cafeteria fines must be paid by the PBIS deadline.

EXAMPLE:

| 1 st 9wks. | 2 nd 9wks. | 3 rd 9wks. | 4 th 9wks. |
|-----------------------|-----------------------|-----------------------|-----------------------|
| 3 minor referrals | 1 minor referral | 3 minor referrals | 0 minor referral |
| Ineligible | Eligible | Ineligible | Eligible |

DISCIPLINE REFERRALS

If a child has a discipline infraction there are two types of referrals:

1) Minor referrals are given to students who have minor classroom or school-wide infractions. The issuing teacher decides the consequence and notifies the child. In some cases, the parent may be notified in writing or by phone.

When a child receives four minor referrals, the child will be referred to the school administrator for discipline. An administrative after-school detention is issued when a child has four minor referrals. The number of minor referrals will impact the child's eligibility for participation in the quarterly PBIS event.

2) Major referrals are given for serious infractions including but not limited to: willful disobedience, fighting, bullying, cell phone violations, and failure to follow the technology policy. The administrator will investigate, decide the consequence, and notify the child and family. A student receiving a major referral is not eligible for the quarterly PBIS event.

DETENTION POLICY

Detentions are assigned in writing with a minimum of 24 hours advance notice-with the exception of Lunch Detentions. Teachers may hold their own detentions in their classrooms before and after school and during lunch. Students must have a written pass in order to go to a teacher's classroom before school and during lunch. Lunch detentions do not usually require a parent signature.

Two (2) copies of the after-school detention notice will be sent home with the student. One (1) copy is to be retained by the parent/legal guardian. One (1) copy should be signed by the parent/legal guardian and returned to school before the after school detention is to be served. **Please note that having afterschool activities/sports will not serve as an excuse for a student missing a scheduled afterschool detention.**

REFERRALS/DUE PROCESS

Students are responsible for their behavior. Students will be afforded an opportunity for due process. It is in the student's best interest to use this opportunity for truthful explanations of all events in the referral. In the event that there are witnesses, witnesses will be called for further explanation if needed. If a student refuses to write an explanation of the events in question, he/she forfeits his/her due process rights. Violations of class and school rules may result in any one or a combination of the consequences that follow: verbal warning; phone call home; lunch detention; after school detention; loss of PBIS benefits; ineligibility to participate in school activities, such as sports, cheerleading, dances, and field trips; suspension (in-school or out of school); expulsion. Any student who receives a major referral will not be eligible to participate in the PBIS event for the quarter.

DISCIPLINE PAPERWORK

Students who are issued behavior reports, detentions, parental conferences, and suspensions are required to bring the paperwork home to a parent/guardian. Required paperwork signed from the parent must be returned the next day. Students who receive detentions are not allowed to attend the detention without returning the detention notice containing a parent signature. Students who are issued parental conferences and suspensions are required to attend a meeting at the school to discuss the child's behavior. Students are not allowed to return to school without a parent/guardian. Students who do not return paperwork or do not attend scheduled conferences are subject to further disciplinary action.

Ruppel Monthly Principal Award

Ruppel is implementing a Principal Award to be given each month to students who demonstrate their Ram's Pride. We want to recognize well-rounded students who contribute to the Ruppel community in a positive way.

The principal award will be given to students who demonstrate excellent behavior inside and outside of the classroom, are well-mannered, and are respectful to both peers and teachers. Honorees will be students who demonstrate excellent citizenship and exemplary character through compassion, honesty, trustworthiness, responsibility, optimism, and loyalty. The award does not represent academic achievement, but honorees should be diligent students who demonstrate responsibility and consistent effort in completing assignments to the best of their ability.

The monthly Principal's Award will be given to the students demonstrating their Ram's Pride in the following areas:

Respectful

- ✓ Compassionate
- ✓ Loyal
- ✓ Honest
- ✓ Good citizen/willingness to help others
- ✓ Well-mannered

Accountable

- ✓ Attendance
- ✓ Timeliness in deadlines
- ✓ Punctual
- ✓ ID

Motivated toward academic excellence

- ✓ Diligence in academics
- ✓ Work ethic
- ✓ Not necessarily an A student

Safe

- ✓ Appropriate behavior
- ✓ Trustworthy
- ✓ Follows school policies

DISMISSAL

All students MUST be picked up at 2:20 P.M. dismissal time unless a student is participating in an extra-curricular activity. No students may wait for others involved in activities after school. Students who remain on campus after 2:20 P.M. without reason are subject to disciplinary action. Car riders are to be picked up on Huey P. Long Avenue. Bus riders will be picked up on 8th Street. All students must be supervised.

BECAUSE INSTRUCTIONAL TIME IS SO VALUABLE WE ARE UNABLE TO INTERRUPT CLASSROOM INSTRUCTION TO DELIVER MESSAGES REGARDING A CHILD'S AFTER SCHOOL TRANSPORTATION. PLEASE MAKE SURE YOUR CHILD KNOWS HOW HE/SHE IS GETTING HOME BEFORE THEY LEAVE HOME IN THE MORNING. Of course, the school will assist any family experiencing a severe emergency.

DRESS DOWN DAYS

Students are to follow these guidelines for Dress Down Days.

1. Pants/Belts- Must fit properly, should not be too tight or too loose, and go to the ankle
2. Leggings or tight-fitting, skinny jeans must be worn with a long, loose-fitting shirt that covers to the upper thigh.
3. Skirts- Should not be worn on dress down days unless they are knee length and ankle length leggings or tights are worn underneath.
4. Pajamas/Sweatpants- No pajamas or sweatpants may be worn.
5. Shirts- No low-cut, strapless, spaghetti straps, tank tops, muscle shirts, midriffs, crop tops, one shoulder or off the shoulder shirts, no exposed midsections or undergarments.
6. T-shirts- Should not have inappropriate logos (For example: referring to sex, drugs, or violence)
7. Shoes- Toes must be covered and shoes must strap or tie securely to the foot; no sandals, slippers, flip-flops, thongs, boots, clogs; no heels higher than two inches.
8. **NO SHORTS**
9. Clothing may not be ripped, torn, or have holes.

NOTE: There may be designated pajama or shorts dress down days assigned by the principal throughout the school year.

EATING/DRINKING

Eating and drinking in class is not allowed. Students may have a bottle of water only if it's in its original packaging. Drinks/snacks sold during lunch must be consumed and thrown away by the end of lunch. Teachers do have the discretion to provide snacks/drinks in class as an occasional treat. Snacks sold during PE must be eaten during PE class or lunch. If a student is found to be consuming snacks/drinks during class or in the hallway, he/she will be asked to throw the items away.

Fast food, soft drinks, and specialty drinks from restaurants may not be consumed on campus before school and may not be dropped off for a student.

EMERGENCY EVACUATION

The purpose of evacuation drills is to safeguard the students in the event of an actual emergency. Students who do not follow the guidelines for evacuation are subject to a referral & disciplinary action.

1. An Emergency Evacuation Map is posted in each classroom with the exit route outlined by the teacher.
2. Evacuation Drills will be practiced throughout the year for fire, tornado, lockdown, etc.
3. When the Emergency Signal is given:
 - a. Students will leave the classroom in an orderly manner behind the teacher who will lead them to the designated area. Books should be left in the classroom, but purses should be brought outside.
 - b. Students will move quietly and quickly through the halls and out of the building.
 - c. Students will follow the teacher to the assigned position, stand quietly, and wait for the “all clear” signal.
 - d. Students will return into the building following their teacher.

EXAMS

On exam days, students will be dismissed early. See the school calendar for dates. Make up exams will be given if a student has an excused absence. NO exams will be given early unless in an emergency if approved by the principal with a documented excuse. Do not schedule vacations or doctor appointments during exams.

FIELD TRIPS

Prior to participating in school-sponsored field trips, all students must return a completed field trip form signed by a parent/guardian and all of their teachers. All students must report to the school before leaving for the field trip and return to school after the field trip is over.

Ruppel Academy for Advanced Studies’ teachers will supervise field trips. Students participating in out of town field trips must follow the uniform policy and all rules established by Ruppel and the Jefferson Parish Public School System and pay all financial obligations. Circumstances that would warrant non-attendance on a field trip will be evaluated by the Principal on an individual basis.

FINANCIAL OBLIGATIONS

Students are expected to pay all financial obligations owed to the school. Fines include: temporary ID’s, library fines, instrument rentals, school supply fees, etc. Failure to pay fines could result in the loss of PBIS privileges.

FOOD SERVICES (Breakfast & Lunch)

Students and families are responsible for maintaining the balance in the child's lunch account. A child's lunch account may be accessed on-line to make payments. For more information, go to www.mypaymentsplus.com or call 877-237-0946. Checks will be accepted by the cafeteria manager between 7:00-7:25 daily or during lunch *after* the lunch line has been served.

Middle school and high school students must apply in order to receive free or reduced price lunch. Families should complete a free/reduced lunch form EACH year. The child will not receive lunch using the previous year's lunch status after mid-September. Students will be notified of this date every year.

Please access Free/Reduced Lunch Applications at: <https://fsa.jpschools.org>

Fraudulent use of another student's number will result in suspension. Students permitting others to use their number will also be suspended.

Students have a thirty minute period to get lunch. This time may also be used for tutoring, make-up assignments, library visits, computer access for assignments, and various meetings. Students may also participate in a variety of recreational activities if they adhere to the school policies.

Cafeteria/Courtyard Policies:

- Students with an ID get preference in the lunch line to expedite the serving process. Students without a scanable ID will be asked to go to the end of the lunch line.
- Students should line up quietly and should never run or cut in line.
- Students should eat lunch quietly and respectfully. Every effort should be made to be inclusive of others.
- Trash should be picked up and disposed of by students immediately.
- Fast food including specialty drinks are not allowed on campus may not be dropped off for a student.
- Outside food and beverages are not allowed in the lunch line under any circumstances.
- Soft drinks are discouraged as part of a bag lunch from home. Soft drinks are not allowed in the school cafeteria.
- Microwaves are available to students. Any messes should be cleaned by the student immediately.
- Running and horseplay are not allowed.
- Keep food on the plate and refrain from "playing" with the food.
- Push in chairs.
- Students are not allowed to sell any items at school or school-related events.

RAINY DAY LUNCH SCHEDULE

During rainy day lunch, students will be seated in the hall way throughout the school building after the cafeteria reaches capacity.

GRADING POLICY

Ruppel follows all grading policies as outlined by the school system. Please refer to the JPPSS Policies and Procedures book for details.

HALLWAYS

Students are expected to demonstrate good manners. There should be no running, whistling or loitering outside the classrooms. Students are not permitted in the halls during class time, breakfast or lunch unless they have a pass from a teacher or administrator. Violation of these expectations will result in disciplinary action.

HONOR ROLL

Middle (grades 6-8): The student must earn an *A* or *B* in regular courses and no grade lower than a *C* in an honors course. Eighth grade students in Carnegie unit courses must achieve an *A*, *B*, or *C* in each Carnegie unit course. If conduct grades are assigned, the student must achieve no lower than a *B* or *S* in conduct.

Ruppel Academy for Advanced Studies has two additional academic honors and a Perfect Attendance Award.

- Gold Honor Roll for students with all A's (A's & B's in honors courses)
- Principal's List Alpha Honor Roll for students with a GPA of 4.5 or above
- Perfect Attendance for students who attend school everyday

Note: *Early checkouts will affect perfect attendance. An excused tardy will be recorded for late bus arrivals.*

IDs

In an effort to maintain a safe and secure environment for students, faculty, and staff, ALL students will be required to purchase and wear an ID. IDs cost \$5.00. Temporary IDs cost \$1.00 and will be issued to students who forget their permanent IDs. Students will be responsible for maintaining the ID's original condition. IDs that are defaced in any way are not allowed and students will be responsible for purchasing new ones. ID's are considered defaced if they have stickers on them, have been written or drawn on, or have been scratched out with a sharp object. Students will be required to wear the ID at school and during school related events. Students must have an ID to eat lunch. Replacement IDs cost \$5.00 and can be purchased in the front of the cafeteria before the homeroom bell rings. Students not wearing an ID are subject to disciplinary action (see Discipline Policies at the back of the handbook).

Students who need a temporary ID should get one **BEFORE** school starts. Students are also responsible for paying \$1.00 at the time they receive the temporary ID. Any student who has to get a temporary ID after school starts will be subject to the following consequences:

- 1st Offense – Restate Expectation/Rule/Warning
- 2nd Offense – Lunch Detention
- 3rd Offense – Afterschool Detention
- 4th Offense – Parental Contact/Loss of PBIS reward event for quarter
- 5th Offense – Administrative Intervention

Note: Regardless of when the temporary ID was obtained or whether or not it was paid for, ANY STUDENT WHO RECEIVES MORE THAN 5 TEMPORARY IDs IN A QUARTER WILL NOT BE ELIGIBLE TO ATTEND THE PBIS REWARD EVENT FOR THAT QUARTER.

INSURANCE

Student insurance is available. If your child does not bring the information home, the parent may contact the school office. Students participating in sports or extracurricular activities are required to have a copy of insurance on file.

INTERIM REPORTS

Reports are issued to all students each grading period. Parents are urged to contact teachers if their child is in danger of failing. Some students whose grades indicate a particular concern will be required to have the interim report signed and returned to the principal.

INTERNET POLICY

See consent waiver at the end of Student Handbook.

INVITATIONS

Personal invitations for private social events should not be distributed at school by students or family members.

LETTERMAN JACKETS

Letterman jackets are earned when an athletic team wins the parish championship. This jacket is a significant accomplishment, and when worn by students, represents the culture of Ruppel Academy. Guidelines for letterman jackets are:

- The jacket is maroon and grey with the Ruppel “R” on the front right and the championship patch on the sleeve, and it must be purchased through the school’s authorized distributor.
- Students achieving more than one parish championship may add additional patches to the sleeves.
- The cost of the jacket, patches, and embroidery will NOT be funded by the school. Each organization may elect to raise money or students may choose to incur the cost of the jacket.
- Embroidery must be approved by the school administration. Only the students’ given or most commonly used name may be embroidered on the front left side of the jacket in white cursive. Nicknames may not be embroidered.

Eighth grade cheerleaders and flag team members may earn their own distinct jacket by participating in and honoring the commitments of their organization for three years (or for two years if the student enrolled in 7th grade).

- The cost of the jacket and embroidery will NOT be funded by the school. Each organization may elect to raise money or students may choose to incur the cost of the jacket
- The jacket will be maroon with white trim and the sailor flap to be purchased through the school’s authorized distributor.
- There will be no letter awarded.
- The back flap will say “Ruppel Cheerleader or Flag Team” in white cursive.
- Students may elect to have their name embroidered on the front left in white cursive. Captains may have the word “Captain” embroidered under their name.
- Embroidery must be approved by the school administration. Only the students’ given or most commonly used name may be embroidered. Nicknames may not be embroidered.

LOST AND FOUND

Students finding any item of value (money, phone, house key, glasses, etc.) at school should turn it in to the main office where it can be claimed by the owner. Keeping an item that is found is considered stealing. The school will not assume responsibility for missing items including textbooks and personal property. Other items are to be placed in the lost and found bin. The lost and found will be cleaned out quarterly and items will be donated to charity.

MEDICATION POLICY

The Jefferson Parish Public School System will continue the following procedures for parents requesting medication to be administered to their child during school hours.

1. Obtain the following forms from your child's school:
 - a. Medication order (S. S. 35)
 - b. Parent/Guardian written consent for medication administration (S. S. 36)
2. Have your physician complete and sign the School Medication Order form (S. S. 35). The **order must agree with the pharmacy label** on your child's medication.
3. Jefferson Parish Public School employees are not allowed to administer medication that exceeds the recommended dosage.
4. Take the above completed forms, along *with* medication in *its* bottle/container and the student to either the East Bank or West Bank Medication Assessment Office for review/approval by one of our school nurses. (Addresses are provided at the bottom of this section.)
5. After the forms and the medication have been reviewed and approved by the nurse, please take them to your child's school in a sealed envelope provided by the Medication Assessment office.
 - a. If your child's medication is to be given only when needed (e.g. Asthma inhaler), the physician's order must include the number of hours between doses.
 - b. All medication containers, **including over-the-counter medication**, are to be labeled by a licensed pharmacist or doctor. Sample medication received from your doctor must be properly labeled by the doctor.
 - c. Please ask your pharmacist to provide separate medicine containers for home and school use.
 - d. Medication must be delivered by an adult.

The procedure explained above will enable our school system personnel to better provide for your child's health needs.

Students are not permitted on the school grounds or at any school related activity with medicines or similar substances described as medication without proper authorization. This includes pills, capsules, powders, liquids, medicinal agents or dietary aids.

Please read the parish Procedures and Policies for parents and students for complete details. In brief it states that no medicine, not even aspirin, Pepto Bismol, Sunscreen, etc. may be brought by a child to school unless there are written instructions both from the doctor and the parent.

MEDICATION ASSESSMENT OFFICES: Please call for current locations and hours.

East Bank
Phone: 736-1857

West Bank
Phone: 349-7672

NATIONAL JUNIOR HONOR SOCIETY

Only seventh and eighth graders are eligible for admission into National Junior Honor Society (NJHS). Induction into NJHS is by invitation only and is based on scholarship, service, leadership, character and citizenship. The induction ceremony will be held during the first nine weeks of each school year. Some of the eligibility requirements are noted below. Please see Ms. Myers with any questions or to get a copy of the entire NJHS Ruppel Academy Chapter Bylaws.

- A student must be in seventh grade and have been enrolled at Ruppel for at least one full semester before being considered for admission.
- The sixth grade cumulative GPA must be 4.2 or above with no final grade lower than a C in order for a student to be considered. Additionally, a faculty review will be conducted to ensure that students meet the other requirements, as well.
- Eighth graders will be considered for induction if the average of the combined sixth grade and seventh grade cumulative GPA is 4.2 or above with no final grade lower than a C in seventh grade.
- Students who decline the initial invitation will not be considered for future induction.
- Once inducted, students will be held accountable for adhering to the expectations of NJHS membership as stated in the Ruppel Academy Chapter Bylaws.

OFFICE POLICIES/STUDENT RESPONSIBILITY

The middle school years are a time of transition for both students and families. At Ruppel, we emphasize responsibility and personal accountability as we prepare students for high school and beyond. To accomplish this we expect our students to come to school prepared daily. This is not always easy in the complicated and busy world of families; however, it is an important life skill that will serve the children well in the future. Additionally, instructional time is a priority, and it cannot be interrupted. To avoid any problems or confusion, we encourage students and families to get into the habit of communicating daily about assignments, lunch, and transportation.

Please be aware of the following school policies:

- 1) **Money for dress down, ID's, lunch, or special concessions will not be accepted in the front office under any circumstances.** Mrs. Allison will accept checks or money orders from families who have not set up a MySchoolBucks account. (see Payment section below) In order to protect both the students and staff members, all money must be receipted and properly documented by the person responsible for the expense/activity. Therefore, the office staff cannot collect money from students or family members. Make payments in a timely manner. Students risk missing an event by waiting until the final payment deadline. Payment deadlines will be strictly observed for all students. Students may not be excused from class to make payments for an event.
- 2) **Students will not be called from class to pick-up forgotten items in the front office.** If the student is expecting the item, the student may stop by the office during lunch (10:35 am).
- 3) **Students may not use the office phone or personal cell phones to call home for forgotten items.**
- 4) **Unless it is an emergency, classes will not be interrupted to make changes in afternoon transportation.** Please discuss afternoon transportation each day before your child leaves for school. In the case of an afternoon schedule change made by the school, students will be allowed to use the office phone to call home.
- 5) The cell phone policy states that a student may have a cell phone as long as it is turned OFF and placed in a bookbag. **Cell phone use is not allowed on campus or on the bus** for any reason during the school day which includes: before school, during classes, during lunch, during dismissal, during child care, and during special events.

PAYMENTS TO THE SCHOOL

Ruppel will be using the MySchoolBucks on-line payment system for all payments except for lunch payments. MySchoolBucks also has a convenient app. Money will not be accepted from students with the exception of ID, dress down, and concessions. Computers are available at school for families who need assistance with Internet access.

IMPORTANT: Families who elect not to create a MySchoolBucks account may make check or money order payments at school beginning August 13. A parent or guardian must see Mrs. Allison in the front office between 8:00-2:00 p.m.

To register for MySchoolBucks:

1. Go to www.myschoolbucks.com and register for an account.
2. Add your students using their school name and student information.
3. Make a payment to your students' accounts with your credit/debit card or electronic check. A program fee may apply. You will have the opportunity to review any fees and cancel if you choose, before you are charged.

If you have any questions about MySchoolBucks, please visit myschoolbucks.com and click Help or call MySchoolBucks Customer Support at 1-855-832-5226.

PHYSICAL EDUCATION CLASSES

All students are required to participate in physical education class and dress out in the Ruppel Academy gray shirt and burgundy shorts. Students who are unable to participate in physical education classes must have a medical excuse on file in the office. Failure to dress in the proper uniform for P.E. class will affect the student's class grades and may result in failing the Physical Education course. P.E. is a required course, like math or English.

RESTROOM PASSES

Restrooms are open and available for student use in the morning before school, during the change of classes, during lunch and during physical education classes. Fraudulent use of a pass will result in disciplinary action.

SCHEDULE CHANGES

Schedule changes will only be granted when students are not properly scheduled. Students are not allowed to change schedules because they prefer different teachers, classrooms, or classmates. If any student has not been properly scheduled, a change form must be completed and returned to the office. The administration/counselor will notify the student when the schedule change has been completed.

SCHOOL BAG/PURSE POLICY

All school bags and athletic bags must be clear (see-through) as mandated by the Jefferson Parish School Board. Small purses are allowed for girls, but they **MUST NOT** be large enough for a notebook to fit inside. Purses may not be used as schoolbags.

SCHOOL CLOSINGS

In case of severe weather (storms, low temperatures, etc.), official announcements for closing may be heard over radio station WWL AM 870.

SCIENCE AND SOCIAL STUDIES FAIR PROJECTS

Each student will be required to complete a science fair project and a social studies fair project each year. These research projects are a requirement of the honors curriculum for science and social studies. Specific directions and requirements for the projects will be given by the students' teachers. Any student who fails to complete either project by the date it is due will receive a zero for the project. In addition, the student will not earn honors credit in any science or social studies course for which an acceptable project is not completed.

SIGN-OUT PROCEDURE

NO student will be allowed to leave the school campus unless a parent/guardian signs him/her out in the office. In order to check-out, a student should:

1. Obtain a pass to the office
2. The office will contact the parent/guardian and call for the student when the parent/guardian arrives.

NOTE: It is mandatory that the emergency cards list everyone who may need to check-out the student. Those listed on the emergency card should be 21 years old or older and not students in middle or high school. Parents/guardians who check-out students must present a photo ID. In order to ensure the student's safety, no exceptions will be made. Sign-outs will not be allowed after 1:50 P.M.

STUDENT'S SIGNATURE

The student's signature on a behavior report, interim report, detention notice, suspension notice, etc. simply means that the student received a copy of the document. **IT DOES NOT NECESSARILY INDICATE THAT THE STUDENT IS GUILTY OR AGREES WITH THE CONTENTS OF THE DOCUMENT.** Refusal to sign a notice may result in further disciplinary action.

TELEPHONE USE

Telephone use by students is reserved for emergencies only with the permission of the office staff. Students are not allowed to use school phones without permission from an administrator/staff (See also: Cell Phone Policy). **Students will not be allowed to call home for forgotten projects, assignments, supplies, forms, money, etc.**

TESTING: BENCHMARKS and LEAP 2025

INTERIM/BENCHMARK TESTS

According to parish policy, students will be administered periodic benchmark tests in math, ELA, science, and social studies and a pre/post-test in all other courses. The purpose of the tests is to assure that students are mastering the state standards in a timely manner. The results of the assessment will allow teachers to analyze student success and re-teach low performing areas for student mastery.

LEAP 2025 Middle School

In the spring, all students will participate in the LEAP 2025, Louisiana's standardized testing program. The test is designed to confirm that students are performing at a satisfactory level in the subject content for that grade level. State standardized tests are administered on-line.

LEAP 2025 High School Courses

In the spring, eighth grade students taking Algebra I and English I, which are Carnegie unit bearing courses, must take the appropriate LEAP 2025 assessment for that course. Students must achieve a passing score in order to graduate from high school. The test is designed to measure whether students have mastered the necessary knowledge, skills, and abilities at the conclusion of the course. The results will count as the student's 4th quarter exam grade.

TEXTBOOKS/LIBRARY BOOKS

Students are responsible for their textbooks. Books should be returned in the same manner in which they were issued. If a student loses or damages a textbook or library book during the school year, he/she will not be issued another until the parent/guardian has made arrangements for payment. All payments should be paid to the account clerk in the front office. If at the end of the year a student owes money for a lost or damaged book, parents/guardians will be notified that their child will not receive a schedule for the following school year unless arrangements for payment have been made.

TECHNOLOGY/SOCIAL MEDIA/COMMUNICATION

Photographs of students taken by parents, students, or other guests at a Ruppel Academy event should **not** be posted on-line or on social media sites. Only authorized school personnel may post pictures of students at a Ruppel event after obtaining a media release.

- Communication between school employees and parents should occur via JPPSS e-mail or the school phone.
- Students should not communicate with employees via texting, personal e-mail, or personal social media.

UNAUTHORIZED ITEMS

1. Electronic Devices- Phones, CD/DVD players, CDs/DVDs, tape recorders, MP3 players, games, toys, i-PODS, radios, gameboy, cameras, interactive watches, etc.
2. Watches that have internet, phone, or texting capability or that make noises.
3. Laser Pointers
4. Motor Vehicles- Cars, Motorbikes, etc.
5. Water/toy guns and/or other toy/look-a-like weapons
6. Skateboards
7. Glass containers
8. Fireworks of any kind, lighters, matches
9. Sign-in Books
10. Non-educational items- Pokemon, Yu-Gi-Oh, or baseball cards, playing cards, etc.
11. Pets or other animals
12. Obscene materials
13. Sums of money \$50 or more will be reported to parent/guardian
14. Any item not on this list and deemed inappropriate, distracting, or disturbing to others by administration

****Confiscated items will be brought to the office. Items must be claimed by a parent or guardian during the hours of 8:00 A.M. and 2:00 P.M.**

Fidgets: A fidget item, such as a spinner, serves an important purpose for some students. However, fidgets are not toys and are not allowed at school unless stated as a special education or 504 accommodation or in certain circumstances, approved by the school administration in advance. Fidgets will be confiscated if not approved. When used properly by students who truly need them, fidgets should not be a disruption to the learning environment.

UNIFORM CODE

Please refer to pages 11-12 of the *JPPSS Policies and Procedures for Parents and Students* for additional information.

School Logo Use: In order to maintain the consistency of the school uniform for safety, only the school or authorized retailers may create and sell items with the Ruppel-branded logo or school name. Private parties may not use the Ruppel name or logo to create uniform items or other clothing.

ALL STUDENTS

Shirts - Burgundy polo type, shirts with the Ruppel (Fleur de Lis) logo *only*. Shirts must be tucked inside the pants. Students may only wear one collared shirt at time. Undershirts must be solid black, white, burgundy, grey or the Ruppel PE shirt and may be short or long sleeved. No writing allowed on undershirts.

Pants – Plain khaki pants only. No skinny, cargo pants, or khaki jeans. Pants must fit properly and not be rolled up. Pants may not be too tight, baggy, sagging, oversized or below the waist. They should not be torn, ripped, or have holes. There should be no writing on pants.

Shorts-Khaki, uniform-style, knee-length shorts may be worn August through September 30 only. Shorts must be to the knee and may not be too tight or too baggy. Cargo pockets are not allowed. Biking or “skinny” shorts are not allowed.

Shoes – Athletic, rubber-soled, ankle tennis shoes that tie or have a Velcro strap are required. No hi-tops, mid-tops, boots, slip on, slippers, sandals, clogs, or high-heel shoes allowed. A high-top is any shoe that is above the ankle bone.

Socks – Solid white or black ankle socks only. Knee high socks are not allowed.

Belts – Solid black, khaki, or brown only (no writing, glitter, or any embellishment allowed on belt). No large buckles with names, initials, glitter, sequins, ribbons, or any embellishment allowed.

Jewelry – Nothing may be worn in pierced body parts other than the ears. Earrings are NOT ALLOWED for boys. Girls may wear stud earrings only. Hoop earrings or other dangling earrings are not allowed. Only one necklace, bracelet, ring, and pair of earrings at a time. No dog tags, large medallions, or any other jewelry that suggests drugs, violence, etc. allowed. Expensive jewelry should not be worn.

ID's – All students will be required to purchase and wear an ID. The first ID is included in the supply fee, and the cost to replace an ID is \$5.00. Temporary ID's cost \$1.00 and will be issued to students who forget their permanent ID. Students are responsible for maintaining the condition of their ID. No writing, stickers, etc. are allowed on the ID. ID's are mandatory during all school related events!

Other – Hats, visors, bandannas, and sunglasses may not be worn. Additionally, no distracting hair color (examples include, but are not limited to: blue, pink, purple, green, etc.) is allowed.

GIRLS ONLY

Skirts – Plaid skirts may be worn. Skirts must be appropriate for the size of the student and for school. Skirts may be **NO SHORTER THAN 2 INCHES ABOVE THE BACK OF THE KNEE JOINT**. No shorts allowed. ONLY plaid skirts will be allowed

Tights (Girls Only) – Solid black, white, grey, or burgundy tights. Solid leggings to the ankle below the sock may also be worn.

Hair Accessories – Ruppel plaid, solid khaki (beige), burgundy, white, or black hair accessories allowed. Hair accessories with large embellishments (examples include but are not limited to, flowers or cat ears) are not allowed.

SWEATSHIRTS (lightweight)

Only Ruppel Academy sweatshirts or jackets may be worn in the school building. This lightweight item is intended for regular wear particularly on chilly days and/or for students who find classrooms chilly.

Only a sweatshirt with the Ruppel logo may be worn. Affordable sweatshirts will be sold through the school. The uniform suppliers may also sell maroon sweatshirts with the logo on the upper left chest.

For safety reasons, no jackets of any kind will be allowed. The sweatshirt may NOT have a hood or pockets of any kind. Students will be allowed to wear previously purchased Ruppel hooded sweatshirts for the 18-19 school year only as we phase these out. Because this is a security concern, jackets and sweatshirts that do not meet the above stated guidelines will be confiscated.

COATS FOR COLD WEATHER

A coat is considered to be a heavy outer garment worn on particularly cold days (55 degrees or below throughout the day). Coats may be any color or style but may NOT be worn in the building. These items may be worn outside on **cold** days.

If the temperature at 6:00 a.m. is 35 degrees or below, students may wear sweatpants in place of the uniform bottoms. A coat or jacket of any kind will be allowed in the building.

NOTE: Ruppel Academy for Advanced Studies and the Jefferson Parish Public School System and its employees will not be held responsible for lost, stolen, or damaged items that were confiscated from students due to the violation of school/parish/state ruling. Parents/guardians should pick up such items the following day.

Uniform Expectations

Repeated violation of the uniform policy will be considered willful disobedience. Students may be subject to disciplinary action including an office referral.

VIOLENT BEHAVIOR

FIGHTING

All students involved in a fight at school, on the bus, at the bus stop or at a school event will be subject to suspension, expulsion, and/or arrest as stated in the *Procedures and Policies for Parents and Students*. Verbal exchanges, gestures, and infringement of another's personal space often escalate situations prior to a physical exchange and are considered actions that instigate a fight. Additionally, pushing and shoving lead to fighting and are violations of school policy.

THREATS

Any threat of violence shall be reported to the counselor and/or police and appropriate action will be taken. It is the responsibility of the student to report any hostile attempt directed at him/her to an administrator, teacher, etc.

BULLYING

Bullying of any kind will not be tolerated at Ruppel. Parent and students are asked to report any inappropriate behavior to an adult immediately. Anti-bullying presentations will be made throughout the school year.

VIOLENCE PREVENTION PROGRAM

Students who are suspended for fighting as determined by administrators will be required to undergo conflict resolution training with a parent/guardian before being readmitted to school. The conflict resolution session will be held on a Saturday. The cost is \$75.00, which can be paid at the time of enrollment. The student will also be required to complete four hours of community service, which will be scheduled and supervised by personnel at the school site.

***Failure to complete all components of the Violence Prevention Program will result in a referral to Juvenile Court.

VISITORS

All visitors are to report to the front entrance upon arrival at school. Photo identification must be presented. If a visitor is on campus to conduct business concerning a student at school, then the visitor must be 21 years old or older AND on the child's emergency card. Photo identification must be copied and a visitor's pass issued. Any person on campus without a visitor's pass will be asked to leave. Passes must be returned to the office when exiting the building. At that time the photocopy of your identification will be returned to you. Students are not allowed to bring guests to school.

WITHDRAWAL FROM SCHOOL

A parent must come to school to officially withdraw a student. A withdrawal form must be completed, all financial obligations to the school cleared, and all books returned before a student may be officially withdrawn.

Ruppel Academy for Advanced Studies

Academic Integrity Policy

Academic Integrity

Academic integrity is an important part of Ruppel Academy's mission to provide a safe environment for a diverse learning community, which values academic excellence, individual responsibility and life-long learning. Students are responsible for learning and upholding ethical and honest standards of research, writing, and assessment in all academic areas. Written or other work which students submit must be the product of their own efforts. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited.

Academic dishonesty includes:

1. Cheating on Classwork, Assessments, or Examinations- Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of assessment, examination, or evaluation which have not been authorized by the teacher.
2. Plagiarism- Plagiarism is **intentionally or carelessly** presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly, or in part, been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their teachers for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.
3. Dishonest Academic Involvement - Assisting or attempting to assist another person in any act of academic dishonesty. Students may not allow other students to copy from their papers including, homework, classwork, projects, quizzes, or tests.
4. Computer Misuse- Misuse of computers is considered to be any disruptive or unethical usage of technology that does not directly support the education of students.
 - a. Students should not alter the system in any way, use obscene or inappropriate language, view any site that can be considered lewd, visit any site that promotes discrimination, racial, or religious hatred, illegal acts, or provides information which a reasonable person may consider offensive.
 - b. Students should not use the network for non-educational purposes. This may include instant messaging, taking pictures, or accessing any social networking site not related to the teacher's instructions.
 - c. Students may not download, copy, or use licensed or copyrighted material (including music) unless authorized by a school official.

The examples above are not intended to be all-inclusive. The teacher's professional judgment will determine whether or not a student has cheated or plagiarized. It is the responsibility of the student to avoid any action or situation that may cause teachers to believe this policy has been violated.

Academic Integrity Consequences for Violations

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties.

Range of Possible Consequences

Cheating on Classwork,
Assessments or Examinations
or Dishonest Academic
Involvement

- Reduction in Grade
- Parent Notification
- Counselor Notification
- Zero on Assignment

Plagiarism or Computer
Misuse

- Zero on Assignment
- Parent Notification
- Counselor Notification
- Referral to Administration
- Parent/ Students/ Teacher /Counselor Conference
- Dismissal of Extracurricular Activities, Elected or Appointed Student Offices, or Athletics
- Ineligible for Student of the Year
- Failure of Course

We wish to give credit to the academic honest policies of John F. Kennedy High School in Granada Hills, California and Central Michigan University for some of the ideas contained in this document.

**L. W. RUPPEL ACADEMY FOR ADVANCED STUDIES
STUDENT ACCEPTANCE AND PERMISSION FORM**

Jefferson Parish Policies

We understand that it is the responsibility of each family to read and understand all Jefferson Parish School Board policies as stated in the *2017-2019 Procedures and Policies for Students and Families* document which can be accessed on-line at <http://jpschools.org/families/student-policies/>

Academic Integrity

We have read L.W. Ruppel's Academic Integrity Policy. We understand that my child will receive a consequence if he/she chooses to violate the policy.

Science and Social Studies Fair

We have read the science fair and social studies fair information. I understand that my child may not receive honors credit if the science and social studies fair projects are not completed with a passing grade.

Positive Behavior Support Program (PBIS)

We have read the positive behavior support section of this handbook and have spent some family time with my child discussing the various aspects of PBS including the key concepts of the program: behavior expectations and rules, and rewards.

Student Responsibility

We understand the policies related to student responsibility. We understand that students are responsible for producing quality work, completing homework, turning in all work by the deadline, and requesting make-up work as needed. We understand that the office will not collect/ hold money, assignments, or other items for students and that transportation arrangements should be made in advance. We understand that students are responsible for all written and verbal communication of school expectations.

Internet Use Consent and Waiver

We acknowledge that we have read the Jefferson Parish Public Schools Parent Consent Form for Student access to the Internet Computer Network and Student Agreement Regarding Internet Access and hereby give permission for our child to have access to the internet. We understand that violation of this policy may result in loss of access privileges and disciplinary action may be taken against the student.

Media Release

Ruppel Academy students are sometimes featured in the newspaper, on www.nola.com, and on the school system channel. In addition, we post pictures of our students on the school website and on a Facebook page that is maintained by faculty to keep parents informed about activities. By signing below, you give permission for your child to appear in images of Ruppel activities in the aforementioned manner for public viewing. You may revoke this consent at any time by sending a letter to the attention of the principal.

Confiscated Items Policy

L. W. Ruppel Academy for Advanced Studies and the Jefferson Parish Public School System and its employees will not be held responsible for lost, stolen, or damaged items that were confiscated from students due to the violation of school/parish/state ruling. **Parents/guardians should pick up such items the following day.**

Acknowledgement of Handbook: Acceptance of PBIS, Permission for Internet Use, Media release, and Confiscated Items Policy

We hereby acknowledge that we have received, read, and discussed the L. W. Ruppel Academy for Advanced Studies Student Handbook Supplement to the Jefferson Parish Public School System Procedures and Policies for Parents and Students. We agree that our child shall be held accountable for these rules and regulations. **If a parent/guardian DOES NOT grant permission for his/her child to use the internet OR DOES NOT agree to the use of his/her child's image in media, please express any objections in writing in a separate letter to the principal.**

Parents' Signature

Students' Signature

Date

**L. W. RUPPEL ACADEMY FOR ADVANCED STUDIES
PARENT-STUDENT-TEACHER COMPACT
2018-2019**

We, the L.W. Ruppel Academy of Advanced Studies School staff, parents, and community guide each child in achieving his/her greatest potential by providing a diversity of experience which integrates excellence in education with the child's individual abilities and unique talents. We share the responsibility, in a safe secure environment, for student acquisition of academic, creative, emotional, physical and social skills necessary for entering society as contributing members. We strive to enhance each child's experience at L.W. Ruppel Academy for Advanced Studies School by continually assessing and evaluating our attainment of these goals as measured by descriptive outcomes.

Parent/Guardian Agreement

It is important to have a child reach his/her full academic potential. Therefore, I will encourage him/her by doing the following:

- See that my child attends school regularly and is punctual
- Establish a time and place for homework and check it regularly
- Support the school staff; respect the diverse cultures of the school
- Have ongoing communications with my child's school and teacher
- Limit and monitor my child's TV and movie viewing
- Encourage daily reading at home

Parent's Signature: _____

Student Agreement

It is important that I do the best I can. Therefore, I will do the following:

- Come to school each day and be in class on time
- Have my homework completed and turned in on time
- Have supplies that I need
- Always try to work to the best of my ability
- Show respect for myself, my school, school personnel, and other students
- Follow the rules at my school and home
- Believe that I can learn and I will learn

Student's Signature: _____

Teacher Agreement

Students must be given the opportunity to succeed. Therefore, I will do the following:

- Provide an environment conducive to learning
- Have high expectations for myself and my students
- Maintain an open line of effective communication with my students and their parents
- Seek ways to involve parents in classroom activities
- Respect the students, their parents, and the diverse cultures of my school

Teacher's Signature: _____

Ruppel Academy for Advanced Studies
Parent Involvement Policy Statement
2018-2019

Parental Involvement is essential in the enhancement of the educational foundations of a fully developed student. Successful students are exposed to a nurturing environment both at home and at school. At Ruppel, it is our goal to help parents establish an environment at home that is conducive to learning. We will utilize various means of communication to provide information to families about how to enhance student learning. We hope to recruit and organize parental support, include parents in school decisions, and develop parent leaders and representatives while incorporating community resources. **Parents have the right to request the qualifications and Highly Qualified status of teachers and paraprofessionals.** If you would like to receive this information, please contact the school. In this effort, we hope that parents feel secure in that we are providing a quality education for each student.

Ruppel Academy will foster the establishment of home environments to support learning through:

- Family Meet and Greet
- Open House/Orientation Night
- LEAP/iLEAP Night
- Social Studies/Science Fair

Ruppel Academy will establish effective School to Home communication through:

- Ram Page
- Facebook Page
- Parent/Teacher Conference
- School Improvement Surveys
- Interim Reports
- School Websites
- Parent Portal
- Data Notebooks
- Weekly progress reports issued at parent request (through counselor's office)

Ruppel Academy will actively recruit and organize parental help and establish parents as decision makers, leaders, and school representatives through:

- Active PTO
- School Volunteers
- School Improvement Team
- School Dances
- Trunk or Treat
- School wide fundraisers
- Field day
- 8th Grade Picnic
- Front office assistance

Ruppel Academy will foster Community Involvement through:

- Participation in Gretna Jubilee
- 2nd Harvest Food Drive
- Holiday Toy Drive
- UNICEF Fundraiser

Thank you for your interest and involvement in your child's school.

Parents' Right to Know

Dear Parent,

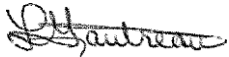
Under the Elementary and Secondary Act, ESEA, Title I parents have a right to request professional qualifications of their child's teacher(s) or paraprofessional(s). This letter is to inform you of your right to ask for the following information about your child's classroom teachers or paraprofessionals:

- Whether the teacher is certified or licensed for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or other provisional status through which licensing criteria have been waived.
- What the teacher's baccalaureate degree major is and whether the teacher has any advance degrees, and if so, the subject of the degrees.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive specific information about your child's teacher or paraprofessional, please contact your school principal.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts to provide the best education for your child.

Sincerely,



Lisa Gautreau
Executive Director of Grants and Federal Programs