

Dear Ruppel Families,

Welcome to summer! I know that we are all happy to enjoy the endless days of summer after a successful but busy school year. However, I wanted to send you a bit of information that will be useful to you as you prepare for August. After reflecting on the beginning of the year events that Ruppel has hosted in the past and taking into consideration the impact that summer camp will have on the preparations of our facility, it has been decided that we will no longer hold the Family BBQ. Taking into consideration the family feedback that I received last August, I have decided that Ruppel will have an orientation night and a traditional open house on two different evenings in August. **Ruppel's first ever Orientation Night last August was a huge success and will be held this year on Tuesday, August 7, 2018 from 5:00-7:00 p.m. All students should plan to attend with a parent/guardian.** Please read the enclosed information for additional details about what to expect at Orientation Night and at Open House. Feel free to contact the school office if you have any questions.

Finally, after reviewing our safety protocols, I have made a significant change to the policy for jackets and sweatshirts for the 18-19 school year. Please be sure to read that information carefully on the following pages. This new policy will be strictly enforced next year. Ruppel will be introducing a new sweatshirt style this year; however, there will be exceptions made for students who purchased the old hoodie sweatshirt through PE during the 17-18 school year. Letterman jackets will of course be allowed.

As summer draws to an end, we will be updating our Facebook page with useful information and reminders, so "like" our page if you have not done so already. If your residency changes over the summer, please contact the front office as soon as possible.

It is my hope that this summer finds you embracing life and relaxing with family and friends. I miss the smiling faces of our students, and the empty hallways are just a tad too quiet. In August, I look forward to seeing our returning students and to meeting the newest members of the Ruppel Family! You are never far from my heart!

Much love,



Emily Miller, M.Ed.

Principal

Ruppel Academy Summer News 2018

Summer Office Hours:

The school office will be closed June 8-July 9. The summer office hours are 7:00 am-2:00 pm.

Orientation Night:

You will have the opportunity to meet your child's teachers at Ruppel Orientation Night on Tuesday, August 7 from 5:00-7:00 p.m. Families will have the opportunity to get schedules, complete paper work, and make purchases. Office staff will be available to answer questions, as well. Ruppel students should attend with a parent/guardian. Please see the attached flyer for details.

Open House:

Open House is *tentatively* scheduled for Wednesday, August 22 from 6:00-7:00 p.m. This is an opportunity to meet each of your child's teachers and to learn about course expectations. Additional details will be sent home in August.

First Day of School:

Students return to school on Thursday, August 9, 2018. If a student will ride a bus home, he/she should ride the bus to school on the first day. Students will report to the cafeteria and courtyard on the first day until the bell rings at 7:25 am. Homeroom lists will be posted, and teachers will be stationed in the cafeteria to assist new students. ID pictures will be taken on the second day, which is also a student's fall picture.

School Hours:

The school day begins promptly at 7:30 am, and students not seated in homeroom at that time will be marked tardy. The bell will ring at 7:25 am each day. Students may not arrive earlier than 7:00 am. Students are dismissed at 2:20 pm.

Summer Reading:

Summer reading information will be available on the school website.

Breakfast/Lunch:

Parents are encouraged to set up a lunch account through My Payments Plus, which can be accessed through the school's website. This link (<http://jpschools.org/departments/food-services/>) will allow you to access important lunch information on the district's website. Be sure to complete a new free/reduced lunch application for the year. Middle school students do not automatically get free/reduced lunch.

Please monitor your child's lunch account weekly. Returning students are encouraged to bring last year's ID to expedite the lunch line until new IDs are issued.

Child Care:

Services will only be offered if we have enough students enrolled in the program. Please call the front office if you are interested.

Bus Information:

Students will be assigned a bus "hub" rather than a bus stop, and parents are responsible for getting students to and from the bus "hub." Bus drivers will be calling homes the week prior to the start of school to notify parents of times and locations for pick-up.

Physical Education:

Parents are encouraged to purchase Ruppel's gym bag (\$10.00). Any other bag being used for PE or athletics must be clear plastic or mesh. PE uniforms will be sold through the athletic department in August. (Prices - shirts \$10.00, shorts \$15.00) Sweatpants will be sold later in the year.

School bags:

All bags, including athletic bags, must be clear plastic or mesh. (No rolling schoolbags are allowed)

Schedules:

Schedules will be issued to students at Orientation Night.

Student Handbooks:

Handbooks will be issued on the first day of school with more detailed information on policies and procedures.

School Supplies and Fees:

After much consideration about how to simplify life for our families, we have decided to consolidate the school supply list and to offer you the opportunity to purchase supply packs from a company, EPI. It is our hope that families will find this to be a less stressful way to start the year. Orders must be placed by June 19, so supplies will be received in time for the first day of school. You do not need to pick up the supplies; they will be available at orientation night or in your child's homeroom on the first day. Please see the attached flyer for ordering directions. Many of the supplies will be for your individual child (binders, paper, folders, pens, pencils, highlighters, divider tabs). However, the other supplies will be consolidated and distributed throughout the school. If you decide not to utilize the services of the company, each child will still be required to purchase the supplies listed at the end of this document by August 17, 2018.

Each child will pay a \$45 supply fee during the first days of school. The supply fee will cover the cost of the first school ID and supplementary materials that teachers need. The supply fee will be due by August 17, 2018. Payments should be made on MySchoolBucks.

Teachers will not be sending home individual supply lists during the first days of school. However, your child may need replacement supplies throughout the year, and on occasion, a teacher will request something for a specific project. The supply packs and the \$45 fee do not include supplies for art, drama, band, and PE.

Employees may not collect money or supplies. Parents should send all money and items with students.

MySchoolBucks ON-LINE PURCHASING:

The school will be using the MySchoolBucks on-line payment system for all payments except for lunch payments. Money will not be accepted from students with the exception of ID, dress down, and concessions. Computers are available at school for families to log-in to MySchoolBucks to make payments.

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.

If you have any questions about MySchoolBucks, please visit myschoolbucks.com and click Help or call MySchoolBucks Customer Support at 1-855-832-5226. At Ruppel, Mrs. Allison is the contact for questions about MySchoolBucks payments (Allison.st.blanc@jppss.k12.la.us).

UNIFORMS:

Please familiarize yourself with the uniform policies below. Enclosed you will find flyers for uniform suppliers.

Used uniforms will be on sale in the school office May 30 and May 31 from 7:30 am-2:00 pm. This is an opportunity to pick-up gently used uniforms at a great price! Gently used uniform items may be dropped off in the front office.

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!

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

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 sweatshirts.

For safety reasons, no jackets will be allowed. The sweatshirt may NOT have a hood or pockets of any kind. Students will be allowed to wear the older 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. Letterman jackets will be allowed.

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.

** Please refer to the student handbook for additional uniform guidelines.**

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 your 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 will not be accepted in the front office under any circumstances.** 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. 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 only (11:06 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.

ATHLETICS:

Students who intend to try out for fall sports: swim, cheer, flag/dance team, track should get a physical over the summer. Physical forms may be picked up at school or accessed on-line. A copy the current physical and a copy of student's insurance must also be on file before a student will be cleared for any athletic try-out. Physicals and insurance will not be collected on the day of a tryout. The beginning of the school year is hectic and try-out deadlines are firm, so please plan ahead.

Physicals and insurance may be submitted at Orientation Night on August 7.

Ruppel Academy Supply List 2018-2019

Please purchase the following supplies if you choose NOT to use the EPI on-line ordering service.

All Students

1-inch binders, ONE in each of the following colors (flexible poly binders suggested):

- Green (ELA)
- Blue (math)
- Red (science)
- Yellow (social studies)

2 three prong pocket folders

1 pack of index tabs (found at office supply stores)

1 pack mechanical pencils

1 pack blue or black ink pens

4 packs looseleaf

1 set of earbuds to keep at school for the year. The homeroom teacher will collect and label these.

The following will be given to the homeroom teacher to distribute throughout the school:

2 boxes Kleenex

1 pack baby wipes

1 pack disinfecting wipes

2 roll paper towel

1 pack AAA batteries

TWO packs highlighters

\$45 supply fee for every child. Payments made on-line via MySchoolBucks

** We suggest that families purchase two of each color binder. The second one should be kept at home to use as a mid-year replacement.*