

***River Oaks School has an open non-discriminatory admissions policy.***

**PREAMBLE**

This is your student handbook, influenced by several factors: (1) The need to provide meaningful continuous progress through academic excellence, (2) the need to implement student concepts, their school-related organizations and activities with curriculum concepts, and (3) the need for students to present, in an acceptable manner, MUSTANG PRIDE throughout the city, parish, state, and beyond.

The community sees a student, not as a singular self-presentation, but one who represents the entire student body. Be proud that you are a Mustang, and carry the school's name and spirit with you. Represent your school and student body as examples befitting you, your student body, and the student bodies you follow and precede.

**PHILOSOPHY AND HISTORY**

River Oaks School is an independent, coeducational, non-sectarian, college preparatory day school. Dedicated to the development of the total child, River Oaks School offers a curriculum that encourages the intellectual, creative, physical, social, and moral development of its students. Within an environment of trust, honesty, and respect, River Oaks School strives to foster in the individual the capability for critical thinking and the ability to act decisively, thoughtfully, and responsibly. River Oaks School has a nondiscriminatory open admissions policy.

Founded in 1969, River Oaks School has grown from eight grades housed in temporary buildings to pre-kindergarten three-year-old classes through twelfth grade on a beautiful twenty-acre campus. The facility now includes up-to-date state-of-the-art science and computer labs in the Lower, Middle, and Upper Schools, cafeteria, gymnasium, art and music rooms, an outdoor classroom, athletic fields, and a Multi-purpose Activity Building.

**MISSION STATEMENT:**            ***Striving for Excellence in Academics, the Arts, and Athletics***

**RIVER OAKS SCHOOL CODE OF CONDUCT**

River Oaks School aspires to create such a spirit of cooperation between the faculty and the students that discipline will be self-imposed, not forced. When students enroll, they become identified with River Oaks School. Likewise, the school is judged by the kind of people the students are and by the way they conduct themselves. Whether the students are on campus or off campus, **in person or online**, their conduct must reflect favorably on the student and on the school at all times. Insisting that its students exemplify high standards of honor, trust, and respect, River Oaks School will appropriately discipline the student who violates these standards.

Positive treatment of self, others, and the school are three strongly expected behaviors. Accordingly, the following rules suggest the learning and behavioral environment which River Oaks School perpetuates. These rules are in no way to be considered all-inclusive.

A. **CHEATING:** River Oaks School believes very strongly that *truth and honor* must flourish in an academic community for it to be worthy of respect. Cheating is a direct violation of these principles and is at all times in all ways absolutely unacceptable. The first instance of cheating will result in a *ZERO (0)* on the test or assignment. The student must sign the test or assignment and explain why he or she cheated. The parents must sign the test or assignment and return it to the Headmaster the next school day. The second instance of cheating will result in a *ZERO (0)* in that subject for the quarter. The third instance of cheating will result in the student's dismissal from school for the remainder of the school year.

B. **PERMISSION TO REMAIN IN CLASS IS BASED ON ACCEPTABLE BEHAVIOR.** The privilege of being a student in any class ends if the student shows an unwillingness to observe the rules of a classroom and becomes uncooperative. Punishment is not determined on a per class basis; rather, it is determined by the total number of times a student is dismissed from one or more classes. The student will be disciplined accordingly.

C. **DAILY CLASS ATTENDANCE:** Daily class attendance is necessary for student academic success. Skipping school is prohibited. When a student skips school, his/her parents must bring their child back to school and meet with the Headmaster before the child will be allowed to return to class. The student will be disciplined accordingly.

**D. POSSESSION OR USE OF TOBACCO OR ALCOHOL CONTRADICTS THE POSITIVE TREATMENT OF SELF AND IS A DIRECT VIOLATION OF THE SCHOOL'S CODE OF CONDUCT.**

On campus (includes away-from-school activities) violations will result in suspension from school for three days the first time. The second violation of this rule will result in dismissal from school for the remainder of the school year. Off campus non-school-related violations will result in notification of parents and a review by the Disciplinary Committee for appropriate action by the school. Use of drugs is unequivocally prohibited. River Oaks School will conduct periodic, unannounced random drug tests as per the River Oaks School Drug Free School Policy. See Addendum A.

**E. DISRESPECTFULNESS, PROFANITY, VULGARITY, AND PUBLIC DISPLAY OF AFFECTION ARE UNACCEPTABLE.**

Conduct must comply with socially accepted standards of behavior. Conduct regulations also require respect for federal, state, parish, and municipal laws. Punishment is not determined on a per class basis; rather, it is determined by the total number of times this rule is violated. The student will be disciplined accordingly.

**F. BULLYING, HARASSMENT, AND INTIMIDATION ARE NOT ACCEPTABLE BEHAVIORS.**

Bullying, harassment, and intimidation include any intentional gesture or written, verbal or physical act that: A reasonable person under the circumstances should know will have the effect of harming a student or damaging his property or placing a student in reasonable fear of harm to his life or person or damage to his property; and is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student. The student will be disciplined accordingly.

**G. Physically or verbally threatening a faculty member could result in immediate dismissal from River Oaks School.**

**H. FAILURE TO ADHERE TO THE RIVER OAKS SCHOOL CODE OF CONDUCT WILL RESULT IN SOME FORM OF DISCIPLINE.**

Upon the THIRD violation of the River Oaks School Code of Conduct, the student will be ineligible for any extra-curricular activity for one week. Each subsequent violation of the Code of Conduct will equal one week of ineligibility for any extra-curricular activity. In each case, parental notification is part of the process.

**Although various kinds of unacceptable behavior have been noted under the River Oaks School Code of Conduct, there may be other occasions when the administration determines that certain student behavior is unacceptable and the administration will determine the appropriate discipline.**

**METHODS OF DISCIPLINE**

The following schedule of disciplinary actions is the normal process of discipline. However, the Headmaster reserves the authority to change the order of discipline utilized. The Headmaster has the authority to issue a stronger or lesser degree of discipline if necessary.

1. The student must call his or her parent(s).
2. The parents must come to the school for a conference with the faculty member and/or Headmaster.
3. The faculty member or Headmaster may assign special methods of discipline such as writing lines, copying appropriate portions of the handbook, writing a report, and so forth.
4. The student must serve one or more days of early morning, break, lunch, after school, Saturday and/or holiday detention.
5. The student will be subject to corporal punishment as per the River Oaks School Corporal Punishment Policy.
6. The student will serve in-school suspension for one or more school days.
7. The student will be suspended from school for one or more school days.
8. The student will be expelled from the school for the remainder of the school year.
9. Other discipline determined appropriate by the Headmaster.

**GENERAL SCHOOL POLICIES**

**ADMISSIONS:** To be considered for admission to River Oaks School, prospective parents must complete an application form and schedule a visit (if possible) for the child seeking admission. River Oaks School uses the Otis Lennon Student Ability test to determine a student's aptitude upon applying for entrance. Depending on the score and at the administrator's discretion, a student may be refused entrance or be placed on Academic Probation (see Addendum C). Parents are encouraged to tour the facilities during the admission process. The admissions committee (Headmaster, school counselor, lower school principal, teacher (lower, middle, or upper), assigned board member) will make the final decision on admission to school.

**NON-DISCRIMINATORY OPEN ADMISSIONS POLICY:**

Since the opening of River Oaks School as an independent school September 15 of 1969, it has admitted students based on a non-discriminatory open admissions policy. The school affirms the general policy to admit students of any race color, national and ethnic origin, religion, or sexual orientation to all rights, privileges, programs and activities generally accorded or made available to students at River Oaks Schools. The school does not discriminate on the basis of race, color, national and ethnic origin, religion, or sexual orientation in the administration of its educational policies, admissions policies, scholarship and loan programs and other school-administered programs.

**ATTENDANCE:** In order for students to receive credit in a course for a school year, the lower/middle school student must be in attendance for one hundred seventy (170) school days. In order for an upper school student to receive a semester credit in a course, the student must be in attendance for at least eighty (85) school days per semester per class.

A. **Excused Absences:** In accordance with the Louisiana Department of Education (SDE) and the Mississippi Association of Independent Schools (MAIS) requirements, work can be made up for the following reasons (1) illness verified by a doctor's excuse, (2) doctor or dental appointments, (3) written note from parent(s) signed and dated subject to review and approval by the Headmaster, (4) emergency situations as determined by the Headmaster, (5) absences as the result of a school-related or civic activity, (6) family trips approved in advance by the Headmaster.

B. **Advanced Excuse:** If, for some serious and important reason, a student must be absent from classes, the parent must send a written note to the Office at least one day prior to the absence. The student will be issued an "advanced excuse" slip that must be signed by all his/her teachers involved. Upon returning to school, the student must report to the office for an admission slip. All missed work must be made up.

**Forged excuses are considered unexcused absences and the student will serve two weeks of detention for each forged excuse. The student will receive a score of (0) on all work missed as a result of the forged excuse.**

Students who have been absent all day or part of the school day must bring a written note from their parent(s) with the date and reason for the absence. A parent's signature is necessary. The note is to be brought to the school secretary. An admissions slip will be issued from the school office only. The office will mark a student unexcused who has been absent but does not have an excuse signed by the parent. The signed excuse must be brought to the office the following school day. Failure to comply with this rule will result in non-admission to any class until contact is made with the parent. A student must be in attendance at school at least four (4) class periods during the day before he/she can participate or practice in any extra-curricular activity that school day. The Headmaster must approve any exception.

C. **Making up assignments, homework, and exams:**

1. If a student was absent and unaware of the test(s) or assignment(s), he/she will be allowed at least two days after returning to take the make-up test(s) and/or assignments. If a student was informed of the test(s) and/or assignments, the student must take the make-up test(s) and turn in the assignment(s) the first day back to school after the absence. Failure to do so will result in the grade being dropped 10 points each day the work is not completed.

2. A student returning to school during the day is required to locate the teacher of any class missed to get any assignment(s) missed or take any test(s) missed. The test can be taken during 7<sup>th</sup> period. When a student is absent for any reason, he/she must obtain from his/her teacher all assignment(s) due and test(s). This make-up work must be returned on the date designated by the teacher and the test must be taken on the date designated by the teacher. The responsibility to secure this information is the student's. The student is responsible to make up all tests and assignments missed. See #1 for consequences.

3. Students missing class for a school sponsored activity (athletic events, academic events, etc.) are responsible for getting their homework, preparing for a test or assignment the next day, or other assigned responsibility. It is incumbent upon the student to manage their time wisely. See Extra-Curricular Activities on page 5.

D. **Attendance at assemblies, pep rallies, and other special school activities:** Students are expected to attend all assemblies, pep rallies, and other special school activities. If a student wishes or needs to be absent from such events, he/she must first receive permission from the Headmaster. Parents are welcome and encouraged to attend any assembly or pep rally unless otherwise instructed.

**AUTOMOBILES:** Students are to park in the front of the school in their assigned parking space unless otherwise authorized. The sign located at the front of that parking place duly notes restricted parking. Students parking in areas other than their assigned parking place will be assessed a fine of \$5.00. Students are expected to drive safely, slowly, quietly, courteously, and carefully when entering, on, and leaving the River Oaks School campus. Failure to do any of the above will result in a student losing campus-driving privileges and any other punishment deemed appropriate by the Headmaster. After a student has arrived on the River Oaks School campus, he/she may NOT LEAVE again before school is out unless he/she has properly signed out in the office and been given permission to leave. Students are to leave their vehicle and the parking lot upon arrival at River Oaks School. All car radios, CD's, etc. are to be at a low volume when on campus.

**AWARDS DAYS REGULATIONS:**

- (1) Awards Day – All students will wear their school uniform for their respective awards day.
- (2) Scholars' Luncheon – All students will wear their school uniform to the Scholars' Luncheon. Students not participating in the Scholars' Luncheon must remain at school until the normal dismissal time. NO checking out early!
- (3) Junior/Senior Ring Ceremony & Slide Show – Seniors will wear their "Senior Shirt" and jeans or shorts. Juniors will wear pants/slacks and a white shirt that meets dress code requirements. All other students will dress according to the standard dress code.

**CAFETERIA:** Students are encouraged to eat a school lunch or one brought to school from home. Parents may bring lunch to the office for those students who may have forgotten their lunch or who do not want to eat the cafeteria food. Only one plate per person is allowed in the cafeteria. Students may not eat off the plate of another student and may not use the salad bar unless they have paid for lunch that day. Any part of an additional serving is \$2.00. If a student is caught taking food without paying, the student will be charged double for the meal. Students will not be allowed to have more than one charge on their lunch account.

**COMMUNICATION DAY RIVER OAKS MUSTANGS (CDROM):** The CDROM is a weekly publication sent home with each student on Monday or Tuesday of each week. The purpose of the CDROM is to keep you better informed of what has happened, is happening, and will be happening at River Oaks School. Please ask your child for your copy of the CDROM each week. Extra copies are available in both school offices. The CDROM is placed on our web site as soon as possible. (romustangs.com)

**CORPORAL PUNISHMENT:** Corporal punishment for grades 6-12 is one means of discipline at River Oaks School. Enumerated below are the guidelines for the use of corporal punishment.

- (1) Corporal punishment will never be the first form of discipline utilized.
- (2) Dr. Middleton, Coach Hannah, or Coach Stockton can administer corporal punishment.
- (3) In addition to the faculty member administering the corporal punishment, another faculty member of the same sex as the student receiving corporal punishment must be present to witness the corporal punishment.
- (4) The student's parents will be notified as soon as possible when their child has received corporal punishment.
- (5) Three (3) swats with a paddle will be the maximum number of swats administered per corporal punishment.
- (6) The paddle is seventeen inches long, five (5) inches wide and 1/2 inches thick. The paddle material is wood.
- (7) Offenses punishable by corporal punishment are dismissal from classrooms, skipping classes, skipping school, disrespectfulness, profanity, vulgarity, and public display of affection.
- (8) If a parent does not want their child to receive corporal punishment, they must provide Dr. Middleton with a written note indicating their decision regarding the use of corporal punishment on their child.

**DANCE GUIDELINES:** (1.) All dances will be held on the school campus. (Request for off campus site must be approved by Board of Directors.)

- (2.) At least six chaperones must be present at the dance. Chaperones must include one administrator/designee, the organization sponsor, one additional faculty member and four parents.
- (3.) Only students in grades 9-12 may attend high school dances and only students in grades 6-8 may attend middle school dances.
- (4.) The River Oaks School drug/alcohol policy applies to RO students and their guests at dances.
- (5.) Dress must be appropriate. Improperly dressed students will not be admitted to the dance.

**DETENTION:** Detention is the primary method of discipline. Detention will be served from 7:15AM – 7:50AM or from 3:00PM until 3:35PM. If a student fails to report at 7:15AM for detention, they must remain after school for the 3:00-3:35 detention period. Parents will be notified. If the student fails to serve the assigned detention, he/she will be assigned three days of detention. If the student fails to serve the three-day detention, they will be assigned one week of detention. (If the student serves the one-week detention, the process starts over.) If the student fails to serve the one-week detention, he/she will be suspended from school for one day. Each subsequent time this student fails to serve detention, he/she will be suspended from school for one day.

**Break detention is served during break time.** Students assigned to break detention are to report to their assigned area when the break bell rings and may leave the assigned area when the bell rings to end break time. This student may not get refreshments or snacks during break time. Failure to serve break detention results in early morning detention. (Detentions are accumulated on a semester basis.)

**DIFFICULTY FACTOR:** To encourage students to schedule honors courses and to diligently pursue the extra work required in these courses, teachers will add a difficulty factor of four (4) points to the student's grade at the end of each quarter, the sum of which will be the numerical grade for the quarter. The difficulty factor of four (4) points will also be added to the mid-term and final examinations. The student enrolled in the honors courses including English I-IV, Advanced Math/Trig, Calculus I & II, Advanced Statistics, Physics II, Chemistry II, Biology II, French III, Spanish III, or any other course designated as an honors course will receive the difficulty factor.

**DISCIPLINARY COMMITTEE:** The disciplinary committee was established to examine matters of student discipline, attitude and behavior at River Oaks School. The Disciplinary Committee will serve in an advisory capacity to the Headmaster. Teachers have the right to submit a written concern about the attitude/behavior/performance of any student at any time to the Headmaster. The Headmaster will confer with the Disciplinary Committee concerning the teacher's concern. After reviewing the teacher's or teachers' comments with the Disciplinary Committee and receiving the committee's recommendation(s), the Headmaster will determine what action will be taken with regard to this student.

**DISMISSAL OR WITHDRAWAL FROM SCHOOL:** Students are subject to all of the conditions outlined in the Student Handbook and the Enrollment Agreement for the entire school year. Violation of the rules and regulations specified in the Student Handbook and Enrollment Agreement may be subject to disciplinary action. No part of the tuition, fees, and other applicable charges owed will be refunded or forgiven if a student is dismissed from school for violation of rules of good conduct, fails to meet academic requirements, or is withdrawn by parents for any reason. After consultation with the disciplinary committee and the Chairman of the Board of Directors, the Headmaster will make the final decision.

**DRESS CODE:** A close relationship exists between positive behavior and academic achievement and the neatness and appropriateness of student dress. The intent of the dress code is to maintain an optimum learning environment throughout the school day and at all school-sponsored activities. Decisions concerning the dress code will be left to the discretion of the administration and faculty. Failure to adhere to the dress code will result in disciplinary action. See Addendum D.

**DROPPING OR ADDING.** Students may not drop or add a non-honors course after the first full week of the semester. A student may only drop a course with the approval of his/her advisor, the teacher involved, the parents, the Guidance Counselor, and Headmaster. The student must get the Drop/Add Slip from his/her advisor and then get directions from the Guidance Counselor or Headmaster.

**DRUG FREE SCHOOL POLICY:** See River Oaks School Drug Free School Policy (Addendum A.)

**DRUG TESTING PROGRAM:** Students are chosen on a random basis for drug testing. However, if the Headmaster has reason to suspect improper drug use by a student, the Headmaster may add that student's name to the list of students selected for testing. Drug testing will consist of collecting urine samples at the school (done by a qualified drug laboratory) and sending said samples to the laboratory for analysis. A numbering system known only by the administration will be used for identification purposes. If a test returns positive, a conference will be arranged with the parents, student, and Headmaster. See Addendum A.

**ELECTRONIC DEVICES:** The use of electronic communication devices (pagers, beepers, cell phones, laptop computers, eReaders, other electronic devices with internet accessibility, etc.) is not allowed on campus between 8:00AM and 3:01PM. Upon the use or detection of the device between 8:00AM and 3:00PM, the device will be taken and returned to the student one week from that date. Parents will be notified. The second time the same or another device is taken, it will be returned to the parents two weeks from the date taken. Each subsequent time the same or another device is taken, it will be returned to the parents one additional week longer than the previous time.

**EXTRA CREDIT WORK:** Extra credit work may be given to students at the discretion of the teacher. Each individual teacher may or may not choose to give extra credit work. Students should keep up-to-date with their assignments and test preparation so that extra credit work is not necessary. Extra credit work for a grade is to be for academic work only. Attending ball games or other school related events, donating money or equipment or supplies, or anything else that is not subject-related are not activities eligible for extra credit.

**EXTRA-CURRICULAR ACTIVITIES:** All students are encouraged to participate in one or more extra-curricular activities. The eligibility requirements for participation are explained below. The student must have and maintain a minimum 2.0 GPA or an overall numerical average of 75. He/she must pass five (5) subjects including P.E. and not receive more than one (1) "F" at the end of each quarter. The date for change of eligibility shall be the Wednesday following the last day of the quarter regardless of when tests are given or report cards are issued.

Exception: *If a student fails to meet the eligibility requirements the second or fourth quarter, the semester grades may be used to determine eligibility. If a student becomes ineligible, he/she may continue to practice but will not be allowed to dress out or participate in any games or related events. If the student meets the eligibility requirements at the end of the quarter, he/she will regain his/her eligibility.* No decision concerning student activities will be made without the expressed consent and approval of the activity sponsor. A student must be in attendance at least four (4) periods of the school day before he/she can participate or practice in any extra-curricular activity. The Headmaster must approve any exception.

***Students missing class for a school sponsored activity (athletic, academic, etc.) are responsible for getting their homework, preparing for a test or assignment the next day, or other assigned responsibilities. It is incumbent upon the student to manage their time wisely.***

**SENIOR EXCEPTION:** If a senior does not meet the eligibility requirements at the end of the third (3<sup>rd</sup>) quarter, he/she will **not be allowed to participate in their extra-curricular activities** (sports, support groups, other school organizations, or other activity as determined by the Headmaster) for two weeks (10 school days) from the end of the 3<sup>rd</sup> quarter. This student must be passing in ALL subjects at the end of the 10 days. Any work that is not completed (homework, lab work, tests, other assignments) will be assigned a grade of zero (0). The 10-day average for each subject must be at least 68 or higher. If the student has met these requirements, then his/her eligibility will be reinstated. **THIS EXCEPTION IS FOR GRADUATING SENIORS ONLY.**

**FUND-RAISER:** The sponsor and the Headmaster must approve all fund-raising projects of any organization.

**GUM:** NO gum chewing is allowed in the school buildings. Students who fail to follow this rule will be required to scrape gum from school furniture, floors, and sidewalks during the next "break" time.

**GYMNASIUM:** Only tennis shoes, basketball shoes, or gum-soled shoes are permitted on the floor. No students should be in the gym unless there is a faculty member and/or coach present.

**HOMEWORK:** **You are expected to complete all of your homework.** If a student consistently fails to complete or turn in homework, his/her teacher will send home a note. The note should be signed by one of the student's parents and returned to the teacher the next school day. If the student fails to do this, the parent will be contacted by phone. Students missing class for a school sponsored activity (academic, athletic, etc.) are responsible for getting their homework. Students involved in extra-curricular activities must manage their time wisely.

**HONORS COMMITTEE:** The Honors Committee is composed of faculty members selected by the Headmaster and serves as an advisory committee to the Headmaster.

**HONORS COURSES:** To qualify for an honors course, a student must meet the criteria outlined below. Minimum requirements to enter an honors course include

- a 2.5 GPA minimum and
- No grade lower than a final grade of B in the prerequisite course unless the student has verbal or written recommendation of the teacher in the prerequisite course.

Students are subject to removal from an honors course

- if the student's grade drops below a C for the semester or
- If disciplinary problems occur leading to a written request from the teacher and approval of the Headmaster.

Students may drop an honors course at the end of a semester ONLY.

**ILLNESS AT SCHOOL:** If a child becomes ill at school, he/she should first get permission (if possible) from the teacher to report to the office. If the office determines the need is valid, the parent will be called. **Any medication brought to school should be taken to the office upon arrival at school.** The student may come to the office at the proper time to take the medication.

**LAPTOP COMPUTERS:** Students may not bring their laptop computers on campus unless permitted by the Headmaster.

**LOCKERS:** Each student is assigned a locker. Students are to place all books, school materials, and bags in the locker. No items are to be placed on top of the lockers or on the floor in front of the lockers. NO tape or other sticky substances are to be stuck anywhere on the lockers. Acceptable magnetic signs or mirrors may be placed on the inside of the locker. Failure to keep your locker neat and orderly will result in a detention. Athletic/spirit group bags should be taken to the respective locker room.

**MAKE-UP EXAMS:** When a student needs to make-up an exam, he/she should arrange with the teacher to take the exam during 7<sup>th</sup> period rather than during the regular class time. Since there are no academic classes during 7<sup>th</sup> period, there is NO EXCUSE for a student not reporting to the appropriate teacher to make-up his/her exam.

**MATERIALS FOR CLASS:** Students must come to class with the necessary materials (pen and/or pencil, paper, book(s), notebook(s), assignment(s), etc.). Failure to meet this requirement will result in detention the first time and detention each subsequent violation. Pencils, pens, and paper are available in the office for the students to purchase.

**MEDICATIONS:** If a student must take medication at school, he/she should leave the medicine at the main office upon arrival at school. The student may come to the office at the proper time to take the medication.

**MESSAGES:** Parents may phone the school to leave emergency messages for students. Except in extremely urgent cases, students will not be called from class for a phone message. Message notices will be placed on the Mustang Message Marquee in the hall across from the library doors. Students may check the MMM between classes for any messages. Phone messages from other students, friends or acquaintances or strangers will not be taken, delivered, or posted.

#### **NATIONAL HONOR SOCIETY / JUNIOR NATIONAL HONOR SOCIETY**

The requirements for induction into the NHS and JNHS are based on Scholarship (minimum 3.5 GPA), Character, Leadership, and Service. The Le Chene Chapter and Le Petit Chene Chapter of the National Honor Society Constitution and By-Laws are posted on the school website.

**PTO (Parent Teacher Organization):** Each family is strongly encouraged and expected to join the River Oaks School PTO. The functions and activities of this organization have a direct effect on each and every student and faculty member at River Oaks School. Your help, participation, and membership are needed. It is all about your child. Membership dues are \$15 per family. Your membership fee provides you with a Student Directory. PTO members may purchase additional Student Directories for \$5 each. ONLY PTO members may purchase Student Directories.

**PARTIES:** The Headmaster must approve any party that is planned by faculty, parents, or students during school time. Permission will be granted on special situations only. NO BIRTHDAY PARTIES ALLOWED!

**PRACTICE:** Students will not be required to practice more than two hours after school each day for a particular activity.

**PROBATION:** Academic Probation and Social Probation statements are found in Addendum B.

**PROGRESS REPORTS:** Parents are encouraged to check their Parent Portal account for grade updates.

**REDIKER:** Rediker is replacing Edline. See Addendum F – p. 12

**REPORT CARDS:** Lower School, Middle School and Upper School students receive their report cards at the end of each quarter. Exact issue dates will be published in the CDROM and may be found on our Web Calendar. Report cards are to be signed and returned as specified in the report card *sign and return letter*. Lost cards must be replaced at the cost of \$1.00. Neither a new card nor a copy of the card will be issued until the \$1.00 fee is paid.

**SCHOOL CALENDAR:** All school functions should be scheduled through the office. In addition to the official school calendar maintained in the main office, the school calendar can be found on our web site – [romustangs.com](http://romustangs.com).

**SCHOOL DISMISSAL:** In the event of inclement weather, the Headmaster will notify The Radio People, KTVE, KNOE, and FM102 that the school will be closed on that day or days. Parents will also be notified through our School Reach Instant Parent Notification system.

**SIGNING IN:** Students arriving after the beginning of 1<sup>st</sup> Period must sign in at the office. Students will not be admitted to class without an admission slip from the office. Students arriving later than ten (10) minutes after class begins will be sent to the library for the remainder of the period. This will be counted as an unexcused absence unless otherwise authorized. Only in special circumstances as determined by the Headmaster (train wrecks, traffic accidents, hazardous driving conditions, etc.) will students be allowed to enter class after the tardy bell. Oversleeping, flat tires, "someone else" didn't get me up or here on time, and so forth are not acceptable excuses. **GET TO SCHOOL ON TIME!**

**SIGNING OUT:** Students are not to leave school at any time during the school day without first signing out in the office. Before a student is allowed to sign out, his/her parents must be contacted for permission. We do not recommend that parents allow students to leave school early for personal matters or family-related business (errands, job interviews, hair cuts, driver's license test, etc.) as these matters should be taken care of after school or on weekends.

Seniors and juniors who have met their P.E. requirements and other requirements for graduation may leave at the end of sixth period. These students must be in good academic standing (same as eligibility rules) and are not to return to school that day unless they have an extra-curricular activity. These students are to park in the back of school if school has not been dismissed.

**SPORTS & SPIRIT GROUPS, ACADEMIC COMPETITION PARENTS:** All parents of all athletes, spirit groups, and academic competition participants **should join the Booster Club** and help with the various activities (concession stands, raffles, special projects) sponsored by the Booster Club. Thanks.

**TARDY FOR CLASS:** Students are expected to be in their own desk and prepared for class work when the tardy bell rings. **Students are allowed a maximum of two (2) unexcused tardies per class per quarter.** Students ten (10) minutes or more late for class will not be admitted to class. The student is responsible for securing classroom assignments, exam assignments, and homework. Disciplinary action for tardiness is as follows: **3<sup>rd</sup> tardy: after school detention, parents called.....4<sup>th</sup> tardy & subsequent tardies: student not admitted to class, parents called.** Middle School students will serve "late-for-school" tardies at break.

**TELEPHONES:** The office phone may be used at break or lunch in case of an emergency or school business. Students are not allowed to use any school phone unless they have permission from a faculty member. Failure to adhere to acceptable phone etiquette will result in suspension of phone privileges. Students should limit their calls to (1) minute or less. See Electronic Devices for information on cell phones.

**SEXUAL HARRASSMENT:** See Addendum C.

**TEST CALENDAR:** The test calendar is to insure that no student will have more than two (2) major exams per day. Minor tests and quizzes such as spelling tests, pop quizzes, or "check" tests are allowed in addition to the two major exams. Delayed exams or special circumstances may result in more than two major exams in one day.

**TEST EXEMPTIONS:** **SENIORS ONLY** may be exempt from their final exams if they have an "A" average for the entire school year in that particular subject. Juniors taking senior courses must take their final exam with the seniors. Taking final exams is part of the college preparatory experience.

**TESTING PROGRAM:**

- A. College Board Tests: The College Board tests have two sections. **SAT I** (*Scholastic Aptitude Test*) is an overall examination. **SAT II** is an achievement test that is usually for placement and is given in specific fields such as math, science, or foreign language. Scheduled dates for the SAT I and SAT II at the official test centers are available from the counselor's office or you can find them on the school web calendar. It is most advisable to take the **SAT I or SAT II** during the junior year and again, if necessary, early in the senior year.
- B. The American College Testing Exam: The **ACT** is an overall exam given at the official test centers during the months of October, December, February, April, and June. The exact dates are available from the counselor's office or you can find them on the school web calendar. It is best to take the **ACT** during the sophomore, junior, and senior year. The results of this test are the basis for many scholarships and are, therefore, very important.



- C. Preliminary Scholastic Aptitude Test. The **PSAT (National Merit Scholarship Qualifying)** is a scholarship exam as well as an impersonal comprehensive estimate of educational development. All sophomores and juniors at River Oaks School are required to take this test in October. Only juniors' scores are considered for National Merit Scholars Awards.
- D. The **PLAN** is designed for freshmen to test English, Mathematics, Reading, and Science Reasoning. This exam is administered in November.

**TOBACCO FREE CAMPUS:** River Oaks School will have a tobacco-free environment. In a concerned effort to improve and protect the lives of our children and school employees, River Oaks School is a tobacco-free campus. No person shall smoke or carry a lighted cigar, cigarette, pipe or any other form of smoking device in a River Oaks School building, bus, or on the River Oaks School campus. Smokeless tobacco is also prohibited. Possession of tobacco by a student under the previously mentioned circumstances is also prohibited.

**TRAVEL:** A student who leaves River Oaks School on a trip (athletic, field trip, academic, etc.) as a representative of River Oaks School will travel to and from the destination with the River Oaks School group. The only exception is that a student may return to River Oaks School or home with his or her parents who have notified the appropriate school official according to the appropriate guidelines.

**TUITION / FEES / SCHOOL DEBTS:** Failure to make tuition/fee payments by the contractual dates may result in a student being removed from school or not being allowed to take examinations. Transcripts of a student's record or folder cannot be forwarded to another school if there is an outstanding balance in his/her account or if there are other outstanding school debts.

**VISITORS:** Visitors must be approved by an administrator and properly checked in through the lower or upper school office. Visitors must wear the River Oaks School Visitors Badge when on campus. Although we encourage prospective students and parents to visit River Oaks School, friendly visits by boy friends or girl friends are not an option.

**WEAPONS:** The carrying of a firearm on school property or at any school activity by anyone will result in notification of the sheriff's office and immediate dismissal from school. A knife or other dangerous weapon brought on campus by a student will be confiscated and returned only to the parents. The use of a knife or other dangerous weapon to endanger another's health or life will result in notification of the sheriff's office and immediate dismissal from school.

#### **APPEAL RIGHTS**

A student has the right to appeal any action of the school that results in a student's suspension or expulsion. A student must file his or her appeal in writing with the Headmaster by 3PM of the next school day following suspension or expulsion. The appeal will be heard within three school days following suspension or expulsion. The Appeals Committee shall be appointed by the Chairman of the Board and shall consist of five voting members to include two faculty members and three board members. The outcome of the appeal shall be determined by a majority vote of the committee.

## **ADDENDUM A - DRUG FREE SCHOOL POLICY**

The Board of Directors and Administration have adopted the following rules to insure that River Oaks School remains drug free.

- (1) Any school administrator may search the person, locker, car, desk, and any other possession of any student on the premises of River Oaks School.
- (2) Any student found illegally using, possessing, or distributing drugs on the River Oaks School campus or at any school sponsored event shall be automatically expelled indefinitely. The term *drugs* shall include all drugs governed by the Uniform Dangerous Substance Law, regardless of quantity.
- (3) The Administration may require that a student submit to a mandatory drug test. The test utilized will be a urine sample taken and tested by a qualified laboratory.
- (4) Any student refusing to be tested shall be expelled indefinitely.
- (5) Notwithstanding all of the above, the Board of Directors and the Administration encourage family "self-help" in any substance abuse situation. Any student who, prior to detection by the school, tests positive for drugs as a result of a test instigated by the family; such test results are reported to the Headmaster in writing within 24 hours after being informed of the results; and said student is under medical treatment for said abuse may remain a student at River Oaks School on a probationary basis.

## **ADDENDUM B - ACADEMIC AND SOCIAL PROBATION POLICY**

### **STATEMENT ON ACADEMIC PROBATION**

Academic Probation is assigned to students whose grades and/or effort marks are determined to be unsatisfactory. It is intended to be a very serious warning to the student and his/her parents.

A student is eligible for Academic Probation if in any grading period the student has two F's or one (F) and two (D's) and/or four effort marks below three. The faculty will recommend probation to the Headmaster who will make the final judgment. A student on Academic Probation will be taken off probation when the grades on the next report are improved appreciably, when all effort marks on the next report are three or better, or when there is a satisfactory combination of both.

Continued failure to meet the academic expectations of the school could result in the dismissal of the student from school.

### **STATEMENT ON SOCIAL PROBATION**

A student will be placed on social probation when his/her inappropriate behavior violates the sensibility of the student, the school, or the community. Probation is the most serious warning to the student about behavior that the school can make short of expulsion from school.

The probationary period will be terminated when the student modifies and corrects his/her unacceptable behavior. Should violation(s) of school rules or infringements of others' rights continue the student will be dismissed from school.

## **ADDENDUM C - SEXUAL HARASSMENT POLICY**

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of employment and has the effect of creating an offensive work environment.

Some examples of sexual harassment are unwelcome requests to accompany a person on social outings, the telling of jokes of a sexual nature, and unwelcome physical contact of a sexual nature.

It is the policy of the Monroe Educational Foundation and River Oaks School that sexual harassment is strictly prohibited. Should an employee or student feel he or she is being sexually harassed by anyone (whether employee of the school or not), such harassment should be reported immediately to any one of the following individuals:

- (1) The Headmaster of the school.
- (2) The immediate supervisor of the individual making the complaint.
- (3) The Chairman of the Board of Directors of the Monroe Educational Foundation.

The complaint will be treated in strictest confidence and will be investigated fully. Should the investigation reveal that sexual harassment did occur, appropriate action will be taken which may include formal reprimand, counseling of the person committing the harassment, suspension, or termination.

It is the express policy of this institution that sexual harassment is prohibited and will not be tolerated.

## **ADDENDUM D - DRESS CODE POLICY**

*The items listed in the dress code are in no way considered all inclusive.*

### **GIRLS**

1. Skirts (no mini-skirts), dresses, dress slacks, jeans which are neat and clean (no holes, jeggins are not considered as jeans), loose fitting Capri pants, and tailored shorts (knee-length or longer) may be worn. Skirt or dress length can be no more than three inches above the bend in the knee.
2. Tops, blouses, No tank tops. Midriffs must be covered. Low cut blouses are not allowed (No undergarments showing. No visible cleavage.)
3. Clothing with suggestive or unsuitable language or pictures will not be allowed. Clothing advertising alcoholic beverages, bars, or illegal drugs are not allowed.
4. Leggings may be worn only under a regular dress or skirt.
5. Students are not allowed to wear caps, hats, or other headwear inside the school building. The headwear will be taken and returned to the student at the end of the semester.
6. No extreme hair colors or styles are permitted.
7. Extreme fads or fashions are not permitted (nose rings, eyebrow rings, tongue studs, questionable clothing styles, etc.).
8. The school uniform will be the RO Mustang or RO Crest polo shirt with khaki pants, black pants, khaki shorts or black shorts (knee-length or longer), khaki skirt or black skirt (knee-length or longer). The school uniform will be worn for special assemblies or occasions at school and for certain field trips.

### **BOYS**

1. Dress slacks, jeans that are neat and clean (no holes), and tailored shorts (knee-length or longer) may be worn.
2. Shirts with collars or T-shirts may be worn. Undershirts only are not acceptable.
3. Clothing with suggestive or unsuitable language or pictures will not be allowed. Clothing advertising alcoholic beverages, bars, or illegal drugs are not allowed.
4. Students are not allowed to wear caps, hats, or other headwear inside the school buildings. The headwear will be taken and returned at the end of the semester.
5. No extreme hair colors or styles are permitted.
6. Extreme fads or fashions are not permitted (ear rings, nose rings, eyebrow rings, tongue studs, questionable clothing styles, etc.).
7. Boys are expected to be clean-shaven (no facial hair). Hair should be clean and the length should be above the collar in the back and out of the eyes in the front. Ponytails are not acceptable. No extreme colors or styles are permitted.
8. The school uniform will be the RO Mustang or RO Crest polo shirt with khaki pants, black pants, khaki or black shorts (knee-length or longer). The school uniform will be worn for special assemblies or occasions and for certain field trips.

**Students (boys and girls) who fail to adhere to the River Oaks School Dress Code Policy will be required to call home for a change of clothes or wear what is available at school. The student will be required to wear his/her uniform for the next three (3) consecutive school days.**

## **ADDENDUM E River Oaks School Non-Discriminatory Open Admissions Policy**

Since the opening of River Oaks School as an independent school September 15 of 1969, it has admitted students based on a non-discriminatory open admissions policy. The school affirms the general policy to admit students of any race, color, national and ethnic origin or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at River Oaks School. The school does not discriminate on the basis of race, color, national and ethnic origin or sexual orientation in administration of its educational policies, admissions policies, scholarship and loan programs and other school-administered programs.

## **ADDENDUM F – REDIKER: Parent – Teacher – Student Portals**

After using Edline as our means of communicating with parents, students, and teachers for the past few years, we have decided to transfer to a new communication venue. Our new system is the REDIKER: Parent – Teacher – Student Portals. You will receive notification of tutorials that will be available to you via the internet.

## GRADUATION REQUIREMENTS\*

COURSE	River Oaks Diploma	River Oaks Honor Diploma
ENGLISH	I, II, III, IV	I, II, III, IV
MATH	Algebra I, Algebra II Geometry, Math elective	Algebra I, Algebra II Geometry, Pre-Calculus (H)
SCIENCE	Biology I, Chemistry Two science electives	Biology I, Chemistry Physics I, Science Elective
SOCIAL STUDIES	Civics, US History Two social studies electives	Civics, US History Two social studies electives
FOREIGN LANGUAGE	Two units in same language	Two units in same language
ARTS	Art or Fine Arts	Art or Fine Arts
HEALTH & P. E.	Two units	Two units
ELECTIVES	Three units	Three units
TOTAL REQUIRED	24 units	24 units

\*A unit is a Carnegie unit and equals two full semesters.

\*The Headmaster and Honors Committee must authorize any adjustment in the requirements for graduation.

To be eligible for valedictorian or salutatorian, the student must have completed 50% or more of his/her course work at River Oaks School and must have been enrolled at River Oaks School during the entire junior and senior year. Valedictorian and Salutatorian status is determined by GPA (Grade Point Average): River Oaks School calculates the various GPA's by adding only the semester grades (not the quarter or final grades) earned in each course attempted. A student receives quality points on the grade he/she earned each semester. Those quality points are totaled and divided by the number of semesters.

Quality Point Values	A = 4	B = 3	C = 2	D = 1	F = 0
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If a student fails a course and must repeat it, all semester grades will be included in the calculation of his/her cumulative GPA.

**Cumulative GPA:** The sum of ALL semester grades divided by the number of semesters attempted (*includes those high school courses taken in middle school*).

**Rank GPA:** The sum of all semester grades (*grades for P.E. courses, Driver's Ed., Recordkeeping not included*) divided by the number of semesters attempted.

**TOPS GPA:** Effective with the graduating Class of 2003, this GPA will be determined on the semester grades for the core courses designated by the Louisiana Office of Student Financial Assistance. ***The LOSFA calculates the TOPS GPA.***

**GRADING SCALE:**

A = 94 – 100
B = 85 - 93
C = 75 - 84
D = 68 - 74
F = 0 - 67

**EFFORT SCALE\***

5 = Rare, unusual
4 = Excellent, outstanding
3 = Average, acceptable
2 = Below average, unacceptable
1 = Rare, approaching none

\*Used for Academic Probation

## CURRICULUM

River Oaks School strives to provide every student with the opportunity to realize his or her highest potential. Recognizing the differences in interests and capabilities that make one an individual,

### **COURSE OFFERINGS\***

English 9	Algebra II	Chemistry I	Civics
English 9-H	Geometry	Chemistry I-H	Psychology 2001-DE
English 10	AdvMath PreCal-H	Chemistry II-H	Sociology 2001-DE
English 10-H	Probabilities/Stats	Physics I	French I, II, III (H)
English 11	Calculus I-H	Physics I-H	Spanish I, II, III (H)
English 11-H	Calculus II-H	Physics II-H	Basic Computer App.
English 12	Adv. Statistics-H	Env. Science	Business 1001 (DE)
English 12-DE	Financial Math	Physical Sci.	Computer Science I, II
English 12-AP	Geology-DE	World Geography	Art I, II
Accounting/Speech	Biology I	World History	Fine Arts Survey
Algebra I	Biology I-H	U.S. History	Publications I, II
	Biology II-H	U.S. History-DE	P. E. I, II, III, IV
MAIS Electives			

Louisiana Choice Courses, Dual Enrollment courses, other college courses and correspondence/online courses must be approved by Counselor & Headmaster.

### **MIDDLE SCHOOL COURSES OFFERED\***

#### **SIXTH GRADE**

English 6  
Math 6  
Reading 6  
Science 6  
World History 6  
BCA 6  
Physical Education

#### **SEVENTH GRADE**

English 7  
Pre-Algebra 7  
Reading 7  
Life Sciences 7  
United States History 7  
Latin 7 & BCA 7  
Physical Education

#### **EIGHTH GRADE**

English 8  
Pre-Algebra 8 or Algebra I  
Reading 8  
Earth Science 8  
Louisiana History 8  
Latin 8 & Art  
Physical Education

\*Elective courses will be determined by the availability of instructors, student enrollment, and course requests.

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### STUDENT SCHEDULE FORM 2016-2017

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade in 2017-2018

Indicate below which courses you would like to take for the 2017-2018 school year. Mrs. Malone and Dr. Middleton will review your selections to make sure you are on the right track to complete all the requirements for graduation. The maximum number of courses you may take is seven. You may list eight courses in the event we are not able to schedule you for one of your first seven courses.

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

5. \_\_\_\_\_  
6. \_\_\_\_\_  
7. \_\_\_\_\_  
8. \_\_\_\_\_

Please detach the bottom half of the schedule form, sign it, and return the form by April 13, 2017.