

# RIVER OAKS SCHOOL PARENT/STUDENT HANDBOOK 2020-2021

Striving for Excellence in Academics, the Arts, and Athletics

***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, family and student body as examples befitting you, your family, the 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, athletic fields, and a Multi-purpose Activity Building.

## **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. ACCEPTABLE CLASS 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, as is leaving campus without specific permission. When a student skips school, his/her parents must bring their child back to school and meet with the Head of School before the child will be allowed to return to class. The student will be disciplined accordingly.

**D. TOBACCO, VAPING, DRUGS AND ALCOHOL:** Possession or use of tobacco, Vaping, illegal drugs, non-authorized prescription drugs 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:** 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:** Bullying, harassment, and intimidation are not acceptable behaviors. This is defined as any intentional gesture or written, verbal or physical act that (a) 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 (b) 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. Furthermore, physically or verbally threatening a faculty member could result in immediate dismissal from River Oaks School.

**G. 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 Head of School reserves the authority to change the order of discipline utilized. The Head of School 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 Head of School.
- 3) The faculty member or Head of School 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**

### **NON-DISCRIMINATORY OPEN ADMISSIONS POLICY**

Since the opening of River Oaks School as an independent school September 15 of 1969, the school 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 School. 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.

### **ADMISSIONS**

Parents and prospective students are encouraged to tour the facilities during the admission process. To be considered for admission to River Oaks School, prospective parents must complete an application form for the child seeking admission. River Oaks School uses a student's transcript and/or latest

standardized test scores to determine their aptitude upon applying for entrance. Depending on the student's academic and disciplinary record, and the administrator's discretion, a student may be refused entrance or be placed on Academic Probation (see Addendum C). The admissions committee (Head of School, counselor, Middle/Upper Principal, Lower School Principal, teacher (lower, middle, or upper), assigned board member) will make the final decision on admission to 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.

### **ATTENDANCE**

In order for a student to receive credit in a course for a school year, the lower/middle school student must be in attendance for one hundred seventy (160) 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 (80) school days per semester per class.

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 Head of School must approve any exception.

- A. **Excused Absence:** In accordance with the Louisiana Department of Education (SDE), 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 Head of School, (4) emergency situations as determined by the Head of School, (5) absences as the result of a school-related or civic activity, (6) family trips approved in advance by the Head of School.
- 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.***

### **C. Make-up Work Policy:**

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 7th 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. Failure to do so will result in the grade being dropped 10 points each day the work is not completed.

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.

**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 DAY**

All students will wear their school uniform for their respective awards day. Students not participating in the Scholars Honors Luncheon must remain at school until the normal dismissal time. See Scholars Honors Luncheon for criteria.

1) **Ideal Student Award criteria:** All teachers of that child (grades 6 – 12) will meet to choose one boy and one girl for the Ideal Student Award for a given year. The ideal student award will be based on character, effort in class, grades, attitude, etc.

2) **Subject Area Award criteria:** Each teacher will select two students from the subjects he/she teaches based on the two highest averages. These awards are referred to as Subject Area Awards.

## **CAFETERIA**

Students are encouraged to eat a school lunch or one brought to school from home. ***Parents may NOT bring lunch to the office for those students who have forgotten their lunch or who do not want to eat the cafeteria food. Food should NOT be dropped off in front of the cafeteria.*** 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.

## **CHAPERONES AND PARENTS**

Chaperones and parents traveling with River Oaks students on trips or field trips must observe the following rules:

1) Before parents, chaperones, or school personnel leave on a school trip, they must sign the school policy that states they will not consume alcohol or illegal drugs while on the trip.

2) Parents are usually welcome and invited to participate in most school events whether at school or away from school. However, parents are not authorized to address students physically or verbally in an abusive manner. When a situation occurs that warrants adult intervention, parents are to address students in a calm and non-abusive manner. Should the situation necessitate a more firm, authoritative response, the school employee in charge should be notified and control of the situation turned over to that school employee.

## **COMMUNICATION DAY RIVER OAKS MUSTANGS (CDROM)**

The CDROM is a weekly publication sent out to each home via social media or e-mail 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 make sure the office has your correct e-mail address or cell phone number. Hard copies are available in both school offices. The CDROM is placed on our website ([romustangs.com](http://romustangs.com)) as soon as possible.

## **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) Mrs. Tillman or Dr. Middleton 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 Head of School with a written note indicating their decision regarding the use of corporal punishment on their child.

#### **DANCE GUIDELINES**

All dances will be held on the school campus. Request for off an campus site must be approved by the River Oaks Board of Directors. 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. Only students in grades 9-12 may attend high school dances and only students in grades 6-8 may attend middle school dances. The River Oaks School drug/alcohol policy applies to RO students and their guests at dances. 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. Detentions are accumulated on a semester basis. 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.

#### **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 Head of School. Teachers have the right to submit a written concern about the attitude/behavior/performance of any student at any time to the Headmaster. The Head of School 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 Head of School 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 Head of School 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, including sending the student home to change. The Head of School will make the ultimate decision about discipline. The items listed in the dress code are in no way considered all inclusive.

- 1) Skirts (no mini-skirts), dresses, dress slacks, jeans which are neat and clean (no rips or holes where skin is visible), capris, and tailored shorts may be worn.
- 2) Athletic pants and shorts are allowed ONLY on free dress days (to be determined by Head of School).
- 3) Shorts, skirt or dress length can be no more than three inches above the bend in the knee.
- 4) Midriffs must be covered. No tank tops or low cut blouses allowed. No undergarments showing.
- 5) Clothing with suggestive or unsuitable language or pictures will not be allowed. Clothing advertising alcoholic beverages, bars, or illegal drugs are not allowed.
- 6) Leggings (no sheer panels) are allowed only if they are covered by a shirt/dress/tunic that reaches to the ends of the fingertips when arms are straightened.
- 7) Students are not allowed to wear caps or hats inside the school building.
- 8) No extreme hair colors or styles are permitted.



9) Extreme fads or fashions that are in any way disruptive or distracting are not permitted (ear rings, nose rings, eyebrow rings, tongue studs, questionable clothing styles, etc.). 10) Boys are expected to be clean-shaven (no facial hair). Boys' hair should be above the collar in the back and out of the eyes in the front (ponytails are not acceptable).

### **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 Head of School. The student must get the Drop/Add Slip from his/her advisor and then get directions from the Guidance Counselor or Head of School.

### **DRUG FREE SCHOOL POLICY**

See River Oaks School Drug Free School Policy (Addendum A).

**DRUG TESTING PROGRAM** Students will be chosen on a random basis for drug testing. However, if the Head of School has reason to suspect improper drug use by a student, the Head of School 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 Head of School. See Addendum A.

### **ELECTRONIC DEVICES**

The use of electronic communication devices (cell phones, laptop computers, eReaders, smart watches, other electronic devices with internet accessibility, etc.) is allowed before school, at Break, at lunch, and afterschool by 6th – 12 grade students. Upon the use or detection of unapproved electronic devices during prohibited times between 8am and 3pm, the device will be taken and returned to the student the following day. 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.

The use of electronic devices will be allowable at designated times under the guidelines identified in Acceptable Usage Policy of Electronic Devices and Internet (Addendum D). Each 6th – 12th grade student will be provided a Chromebook electronic device that may be used in class under the teacher's guidance.

**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 Head of School 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 (3rd) 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 3rd 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.

## **FOOD AND DRINK IN THE CLASSROOM**

To maintain a clean atmosphere/environment in the classroom, no food or drink will be allowed in the classroom. See PARTIES below. Only the Head of School may give exception to this rule. *Students may bring water bottles in the classroom*

**FUND-RAISERS** The sponsor and the Head of School must approve all fund-raising projects of any organization.

## **GRADES AND GRADING SCALE**

River Oaks School uses Rediker to communicate with parents regarding their child's grades, homework, class assignments, and email. If you have any questions about or difficulty with using Rediker, please do not hesitate to contact Ms. Paige Shively at the front office (343-4185).

The grading scale for non-honors classes is 100-94 (A), 93-84 (B), 83-75 (C), 74-68 (D), 67 and below (F). The grading scale for honors courses is 100-90 (A), 89-80 (B), 70-79 (C), 60 – 69 (D) 0-59 (F). Honor courses are weighted with an additional quality point when averaging GPA.

## **GUM**

Gum is not allowed at school. This seems like a rather harsh rule. However, if gum is allowed at school, it will somehow find its way on the floor, under desks and other open areas. NO GUM AT SCHOOL. This rule applies to students and faculty.

## **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**

Students are expected to complete all assigned 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 extracurricular activities must manage their time wisely.

## **HONORS COMMITTEE**

The Honors Committee is composed of faculty members selected by the Head of School and serves as an advisory committee to the Head of School.

## **HONORS PROGRAM**

The River Oaks Honors program is designed to challenge students to take college-preparatory coursework, and to strive to meet the requirements for the River Oaks Honors Diploma. The River Oaks Honors Diploma is awarded to those students who have taken the most challenging courses River Oaks offers. Therefore, the minimum requirement is at the minimum six honors classes and a GPA of 3.0. To qualify for an honors course, a student must meet the following criteria:

1) 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. 2) 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 Head of School. 3) Students may drop an honors course at the end of a semester ONLY.

Students are encouraged to take college-preparatory honors courses, provided they meet the criteria. Because of the added difficulty of these courses, students are awarded one extra point when averaging GPA: A=5, B=4, C=3, D=2, F=0. See Curriculum (p15) and Graduation Requirements (p16) for more information.

## **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. Students should avoid exposing others when they have a fever or communicable illness.

## **LAPTOP COMPUTERS**

Students may not bring their personal laptop computers on campus unless permitted by the Head of School. Any device used on campus is subject the guidelines identified in Acceptable Usage Policy of Electronic Devices and Internet (Addendum D).

## **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 7th period rather than during the regular class time. Since there are no academic classes during 7th period, there is NO EXCUSE for a student not reporting to the appropriate teacher to make-up his/her exam. See Make-Up Work Policy under Attendance.

## **MATERIALS FOR CLASS**

Students must come to class with the necessary materials, including charged Chromebook (grades 6th-12th). 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.

## **PARENT TEACHER ORGANIZATION (PTO)**

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 Head of School 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**

See Academic Probation and Social Probation (Addendum B).

## **PROGRESS REPORTS**

Parents are encouraged to check their Parent Portal account for grade updates.

## **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.

## **RING CEREMONY AND SLIDE SHOW**

Seniors will wear their "Senior Shirt" and jeans or appropriate 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.

## **SCHOLARS HONORS LUNCHEON**

Students are required to have a minimum of a 3.0 GPA AND no more than one "C" for any grading period or subject during the current year in order to qualify for the Scholars Honors Luncheon, hosted by the Academic Booster Club. The luncheon takes place at Bayou Desiard Country Club following the Awards Day Ceremony.

- 1) All students will wear their school uniform to the Scholars' Luncheon.
- 2) Students may ride to the luncheon with a parent if they have prior permission in the form of a note from a parent or guardian.

## **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 website ([romustangs.com](http://romustangs.com)).

## **SCHOOL DISMISSAL**

In the event of inclement weather, the Head of School 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 1st 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 Head of School (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.

River Oaks does NOT have an open campus policy. Students MAY NOT checkout to go get lunch and then check back in for class. This is considered a violation of River Oaks's Attendance Policy.

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.

## **TARDINESS**

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: 3rd tardy will result in after school detention and a call to parents; 4th tardy & subsequent tardies will result in the student not being admitted to class and a call to parents. Middle School students will serve "late-for-school" tardies at break.

## **TELEPHONE CALLS**

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. 13

## **SEXUAL HARASSMENT**

It is the express policy of this institution that sexual harassment is prohibited and will not be tolerated. See the River Oaks Policy on Sexual Harassment (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. **Advanced Placement (AP)** exams are available to all qualified and prepared students, whether enrolled in a course designated AP or not. AP courses are designed to help prepare students for AP exams. AP exams are typically taken during the junior and senior years of high school in the spring and are administered on campus by the guidance counselor.

B. **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 online at [act.org](http://act.org). Students are encouraged to take the ACT through official test centers throughout their high school career, as the the results of this test are the basis for many scholarships (including TOPS). River Oaks offers the ACT once per academic year for students grades 10-12. The test is taken on campus, and the fee is paid by the school.

C. **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 and vaping devices are 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.

All students traveling on the Europe Trip must meet the following criteria: 1) The student is in good academic standing (minimum of 3.0 GPA). 2) The student has had no significant disciplinary problems prior to registration. 3) The student has been enrolled for at least one semester prior to registration.

### **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.

### **UNIFORMS**

The school uniform will be the RO Mustang or RO Crest polo shirt with khaki pants, black pants (not jeans), khaki or black shorts or skirts (knee-length or longer). The school uniform will be worn for special assemblies or occasions and for certain field trips.

### **VALEDICTORIAN AND SALUTATORIAN**

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.

## **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 boyfriends or girlfriends 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, the student's parents, and immediate dismissal from school.

A knife or other dangerous weapon accidentally brought on campus by a student will be confiscated and returned only to the parents, if the student immediately surrenders the weapon to a staff member the moment they realize it is in their possession. Students not immediately surrendering a knife or dangerous weapon accidentally brought on campus, the moment they realize it is in their possession, will face suspension or possible expulsion.

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.

## **CURRICULUM**

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

### HIGH SCHOOL COURSE OFFERINGS\*

English Math Social Studies Science Elective English I (H) Algebra I Civics Biology I (H) ACT Prep English II (H) Algebra II US History Biology II (H) Art I, II English III (H) Calculus I (H) World History Chemistry I (H) Bus Comp App English IV (DE & AP) Calculus II (H) World Geography Earth Science Intro to Bus Geometry World Civ I & II (DE) Env Science Speech Prob and Stats Physics I (H) Art App (DE) College Alg (DE) Phys Science (H) Mus Enjoy (DE) World Lang Trigonometry (DE) Psychology (DE) French I Statistics (DE) CIS (DE) French II Phys Ed I, II, III, IV Spanish I Spanish II

\*(H) indicates an Honors Course, and (DE) indicates a dual enrollment course

Louisiana Choice Courses, Dual Enrollment courses, other college courses and correspondence/online courses must be approved by Counselor & Head of School, and only those courses approved for inclusion on the River Oaks transcript will be used in the calculation of GPA.

Substitution for courses required by River Oaks will be based on the Master Course Articulation Matrix provided through the Louisiana Board of Regents. Any dual enrollment course offered on campus cannot be taken online or as a collegiate course, and no classes taken outside of regular school hours will count towards the requirements for an Honors Diploma. Any exceptions are at the approval of the Head of School.

## **MIDDLE SCHOOL COURSE OFFERINGS**

### **SIXTH GRADE - SEVENTH GRADE - EIGHTH GRADE**

English 6 - Math 6 - Reading 6 - World History 6 - Science 6 - BCA 6 - Physical Education - English 7 - Math 7 - Reading 7 - United States History 7 - Life Sciences 7 – Art - Physical Education - English 8 - Pre-Algebra 8 or Algebra I\* - Reading 8 - Louisiana History 8 - Earth Science 8 – Art - Physical Education

\*8th Grade Algebra I criteria: 1st Sem. Math exam, 1st Sem. Math average, 2nd Sem. Math exam, 2nd Sem. Math average, most current Math Aspire Test Scores, Algebra I Placement Test Score, Teacher Recommendations. The Head of School will work with parents and teachers to determine the best placement appropriate for their child. Elective courses will be determined by the availability of instructors, student enrollment, and course requests. 16

## **GRADUATION REQUIREMENTS**

### **RIVER OAKS DIPLOMA REQUIREMENTS**

24 units (each unit equals two semesters), including the following: ❖ Four each of English, Math, Science, and Social Studies ❖ Two course sequence of Foreign Language ❖ One unit of Art ❖ Two units of PE (extra-curricular fulfills this) ❖ Three units of Electives

### **RIVER OAKS HONORS DIPLOMA REQUIREMENTS**

The River Oaks Honors Diploma is awarded to those students who have taken the most challenging courses River Oaks offers. Therefore, the minimum requirement is the same as above, PLUS at least SIX honors classes and a GPA of 3.0.

The Head of School and the Honors Committee must authorize any adjustment in the requirements for graduation.

Quality Point Values A = 4 B = 3 C = 2 D = 1 F = 0 Honors Point Values A = 5 B = 4 C = 3 D = 2 F = 0

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 EFFORT - Used For Academic Probation A = 94-100 5 = Rare, unusual B = 85-93 4 = Excellent, outstanding C = 75-84 3 = Average, acceptable D = 68-74 2 = Approaching unacceptable F = 0-67 1 = Rare, unacceptable

## **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 Head of School 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 OF 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 Head of School 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 and/or educational 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 an employee of the school or not), such harassment should be reported immediately to any one of the following individuals: (1) The Head 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 - ACCEPTABLE USAGE POLICY OF ELECTRONIC DEVICES AND INTERNET**

*River Oaks School Acceptable Use Policy and Internet Safety Agreement 2019-2020*

### *Statement of Purpose*

River Oaks School is pleased to offer our employees and students access to the World Wide Web and other electronic networks. The advantages afforded by the rich, digital resources available today through the World Wide Web outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved. This policy applies to all persons who gain access with any device, whether personal or school provided, to the school network.

### *Terms of Agreement*

This policy applies to all persons using the River Oaks School network, accessing the Internet, or using a River Oaks School computer system. In order for a student/minor to be allowed access to a school computer system, computer network, and the Internet, parents must sign and return the attached consent form by September 1, 2019. For the purpose of this policy a minor is defined as an individual who has not attained the age of 17 years.

### Acceptable Uses

The School is providing access to its school computer systems, computer networks, and the Internet for educational purposes only. The River Oaks School Board of Directors expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

- a) All users must abide by rules of Network etiquette – Netiquette, including the following:
  - Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Personal attacks are an unacceptable use of the network. If a user is the victim of a harsh, critical, or abusive statement, the user should bring the incident to the attention of the immediate supervisor or school administration. It is better not to respond to these types of attacks.
  - Avoid language and/or graphic representations which may be offensive to other users. Don't use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - Do not assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.

- b) Teachers may NOT allow individual students to use personal email, electronic chat rooms, instant messaging, social networking sites (I. E. Facebook) and other forms of direct electronic communications. Webmail is NOT permitted on any computer located in the classroom or used by students except for school- provided student accounts that are educationally sound and safe that functions similar to that which is provided by services such as Google. The teacher will use due diligence to monitor and insure the safety/security of minors when using Google email (school provided Gmail accounts), chat rooms, or other direct electronic communications.

- c) No personal addresses, personal phone numbers, or last names of minors will be permitted to be given out on the Internet or for any type of student account. No identifiable photographs will be allowed to be published on the Internet without appropriate written consent. Concerning a student/minor, appropriate written consent means a signature by a parent or legal guardian of the student.

Privacy. d) A student may not attempt to access any Internet resource without the prior consent of the teacher. The Internet is an extension of the classroom, and teachers are responsible for and must be aware of where his/her student goes on the Internet. Students are responsible for good behavior on school computer networks just as they are in a classroom or any school campus. Communications on the network are often public in nature. General school rules for behavior and communications apply.

- e) Students encountering information or messages they deem dangerous or inappropriate on the web or when using electronic mail or direct communications should notify their teacher other adult faculty member.

f) Student Photos/Student Work. Publishing student pictures and work on websites promotes learning and collaboration and provides an opportunity to share the achievements of students. Images and products of K-12 students/minors may be included on the website without identifying captions or names. Parents/guardians must indicate their written consent to publish their child's photo or school work on any school-related website BEFORE the item is published to the web.

Network and Internet access is provided as a tool for your education. River Oaks School reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school and no user shall have any expectation of privacy regarding such materials.

Copyright. All students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information.

Network Access. Access to the school network is a privilege, not a right. It is a necessity that the school must rely on the network; therefore, preserving the integrity of that network must come first. The use of a personal wireless access points or routers is restricted, as their use causes network instability. The school technology department must be notified before connecting any device to the school network to prevent network problems

### Failure to Follow Acceptable Use Policy

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Use of the computer network and Internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network and Internet terminated and is subject to disciplinary action by the school administrator. The District may also take other disciplinary actions. Listed below are examples of unacceptable uses of the network.

a) Uses that cause harm to others or damage to their property are prohibited. For example, do not engage in defamation (harming another's reputation by lies); do not employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; do not upload a work, virus, trojan horse, time bomb, or other harmful form of programming or vandalism; do not participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.

b) Uses that jeopardize the security of student access and of the computer network or other networks on the Internet are prohibited. For example, do not disclose or share your password with others; do not impersonate another user.

c) Uses that are commercial transactions are not allowed. Students may not use the SCS or school network to sell or buy anything over the Internet. You should not give others private information about yourself or others.

d) Illegal activities, including copyright or contract violations, shall not be permitted on the Internet.

- e) The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
- f) Threatening, profane, harassing, or abusive language shall be forbidden.
- g) Use of the network for any illegal activities is prohibited. Illegal activities include (1) tampering with computer hardware or software, (2) unauthorized entry into computers and files (hacking), (3) knowledgeable vandalism or destruction of equipment, and (4) deletion of computer files. Such activity is considered a crime under state and federal law. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- h) No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software will be installed without the consent of the assigned administrator.
- i) Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
- j) Accessing pornographic or obscene materials or using or sending profanity in messages is forbidden.
- k) Any subscription to list serves, bulletin boards, or on-line services shall be approved by the Head of School or her designee prior to any such usage.
- l) The use of anonymous proxies or any site that allows the user to get around content filtering is strictly prohibited and is a direct violation of this agreement.

### Internet Safety

- Parents and Users: Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.
- Personal Safety: In using the network and Internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone "met" on the Internet.
- Confidentiality of Student Information: Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.
- Active Restriction Measures: The School will utilize filtering software or other technologies to prevent all users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The filter can be disabled for adults engaged in bona fide research or other lawful purposes. The use of anonymous proxies or any site that allows the user to get around the content filter is strictly

prohibited and will be considered a violation of this policy. All teachers will use due diligence to monitor minors while on the Internet, and faculty and staff will encourage students to be safe online.

- All minors should be educated each year about appropriate online behavior, including cyberbullying, awareness and response, and interacting with other individuals on social networking sites and in chat rooms.

### *Use of New Web Tools*

Online communication is critical to our students' learning of 21st Century Skills. Tools such as blogging and podcasting offer authentic, real-world vehicles for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blogs, student protected emails, podcasts, or other Web interactive use must follow all established Internet safety guidelines. Blogging/Podcasting Terms and Conditions:

- The use of blogs, podcasts or other Web 2.0 tools is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. This includes, but is not limited to, profanity and racist, sexist or discriminatory remarks.
- Teachers must monitor all communication on blogs, podcasts, or other Web 2.0 tools that are used in the classroom.
- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including addresses or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and, therefore, must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use their blog login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and should follow district blogging guidelines. Comments made on blogs should be monitored and - if they are inappropriate – deleted.
- Never create a link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
- Students using Web 2.0 tools agree to not share their username or password with anyone besides their teachers and parents and to treat blogspaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.



### Teacher Responsibilities

- Provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum
- Informed all students of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group
- Use networked resources in support of educational goals
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy
- Provide alternate activities for students who do not have permission to use the internet
- To comply with CIPA, teachers must educate minors about appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- All teachers will use due diligence to monitor minors while on the Internet, and faculty and staff will encourage students to be safe online.

### Principal Responsibilities

- Include Acceptable Use Policy in student handbook
- Be sure handbooks are distributed to all students
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Keep permission forms on file for one year ▪ Identify students who do not have permission to use the internet to the teaching staff
- To comply with CIPA, principals must educate all faculty and staff about appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- Insure that teachers are educating students about appropriate online behavior about appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- Insure that all teachers will use due diligence to monitor minors while on the Internet and when using Google email, and insure that faculty and staff will encourage students to be safe online.

### River Oaks School Responsibilities

- Ensure that filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography.

Have Acceptable Use Policy approved by the board and reviewed yearly.

- Monitor network use and filtering for inappropriate activities by users according to the school Internet Monitoring Policy.

**River Oaks School Acceptable Use Policy and Internet Safety**

**2020-2021 Consent Form**

As a parent or legal guardian of \_\_\_\_\_ I have read and understand the Acceptable Use Policy, and I agree to the following:

(Please initial where appropriate)

\_\_\_\_\_ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to use a school computer or network software provided by River Oaks School.

\_\_\_\_\_ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access Internet services provided by River Oaks School

\_\_\_\_\_ As a parent or legal guardian of the student named above, I grant permission for my son or daughter's photo, without identifying name or caption, to appear on any school, or teacher website connected with River Oaks School.

\_\_\_\_\_ As a parent or legal guardian of the student named above, I grant permission for my son or daughter's school work to be published without identifying name or caption, to appear on any school, or teacher website connected with River Oaks School.

Childs Name (Please Print): \_\_\_\_\_

Childs School: \_\_\_\_\_

Parent phone number: \_\_\_\_\_

Parent email address: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent (Guardian) Signature: \_\_\_\_\_

***This form is due by September 1, 2020***