

# **Mangham High School Student Handbook**

**810 Main Street**

**Mangham, LA 71259**

**Principal: Mrs. Bobbye J. Futch**

**Assistant Principal: Eddie Dunn**

**<http://www.richland.k12.la.us/schools/mhs>**



**Home of the Mangham Dragons**

**2023-2024**

**Mission Statement: Dragons Reaching Academic Goals Obtaining New Successes**

## 2023-2024 Bell Schedule

### Breakfast 7:15-7:35

Regular Bell Schedule (395 instructional minutes)		
School Begins	7:35	
HOMEROOM/ADVISORY	7:37 – 7:54	17 minutes
1 <sup>st</sup> Period	7:57 – 8:51	54 minutes
2 <sup>nd</sup> Period	8:54 – 9:48	54 minutes
3 <sup>rd</sup> Period	9:51 – 10:45	54 minutes
4 <sup>th</sup> Period	10:48 – 11:43	54 minutes
LUNCH – all students at the end of 4 <sup>th</sup> period (Freshmen . then upper classmen)	11:46-12:16	30 minutes
5 <sup>th</sup> Period	12:19– 1:13	54 minutes
6 <sup>th</sup> Period	1:16– 2:09	54 minutes
7 <sup>th</sup> Period	2:12– 3:07	54 minutes
Bus Bell	3:07 – 3:12	5 minutes
Walkers/Car Line/Drivers Bell	3:12	

Pep Rally Schedule		
School Begins	7:35	
HOMEROOM/ADVISORY	7:37-7:47	10 minutes
1 <sup>st</sup> Period	7:50-8:42	52 minutes
2 <sup>nd</sup> Period	8:45-9:26	52 minutes
3 <sup>rd</sup> Period	9:40-10:32	52 minutes
4 <sup>th</sup> Period	10:35-11:37	52 minutes
LUNCH –all students at the end of 4 <sup>th</sup> period	11:40-12:10	30 minutes
5 <sup>th</sup> Period –	12:13-1:05	52 minutes
6 <sup>th</sup> Period	1:08-2:00	52minutes
7 <sup>th</sup> Period	2:03-2:40	52 minutes
Pep Rally	2:43-3:07	20minutes
Bus Bell	3:07 – 3:12	5 minutes
Walkers/Car Line/Drivers Bell	3:12	

12:00 Dismissal		
School Begins	7:35	
HOMEROOM/ADVOSORY	7:37-7:45	8 minutes
1 <sup>st</sup> Period	7:48– 8:16	28minutes
2 <sup>nd</sup> Period	8:19 – 8:47	28minutes
3 <sup>rd</sup> Period	8:50 – 9:18	28 minutes
4 <sup>th</sup> Period	9:21 – 9:49	28 minutes
5 <sup>TH</sup> Period	9:52– 10:20	28 minutes
LUNCH	10:23 – 10:53	30 minutes
	10:56– 11:24	28minutes
6 <sup>th</sup> Period		
7 <sup>th</sup> Period	11:27 – 11:55	28minutes
Bus Bell	11:55 – 12:00	5 minutes
Walkers/Car Line/Drivers Bell	12:00	

## **MHS 2023-2024 Student Handbook**

This handbook is provided to every student and his or her parent to provide an understanding of the daily conduct of school at Mangham High School. These policies and procedures have been established for the welfare of our student body and are in accordance with the Richland Parish School Board Policy Manual. If there are any questions please feel free to call or come by the school.

### **Mangham High School's Principal's Message**

I want to welcome you to Mangham High School. Our academic and behavior expectations are high at MHS. High school will provide you with many opportunities to gain the knowledge and skills that are necessary to be successful in life. I want you to come to school every day with a growth mindset, all needed materials, dressed in the proper manner, and ready to do your best. I encourage you to participate in extracurricular activities. That participation will make high school more enjoyable and add to your experiences as a student. We have a lot to be proud of at MHS; I want us to continue to build upon our academic and athletic successes. I am looking forward to a great year!

### **Philosophy of Mangham High School**

The Mangham High School faculty and staff believe that the primary purpose of education is to provide for the maximum growth and development of every child in order that each student might become a useful citizen. Academic, physical, social, emotional, and moral phases of growth and development can be regarded separately but are not independent. Education is both a right and a responsibility in our democratic society and all children should be offered equal educational opportunities. Responsibility is therefore placed upon children and families to take full advantage of this opportunity without interfering with others striving to succeed.

The following statements support this philosophy and provide a clear vision and direction for students and parents.

- Provide quality instruction to each student
- Curriculum with its budgetary constraints for each student is the responsibility of the school
- All students can learn and reach individual acceptable standards designed for their needs and abilities
- All programs and services should complement and support the curriculum to maximize student success
- Adequate personnel, facilities, equipment, materials and services should be furnished by the school
- The community is a critical part of education and information must be provided to insure support
- Continual evaluation of the school programs for teachers and students is key to improvement
- Motivation must come from the students and their families
- Teachers create and maintain a learning environment

## **ATTENDANCE**

**High School Students:** High school students must be present a minimum of 90% of the instructional minutes offered during a full academic semester and/or school year.

LEAs shall provide a minimum of 7,965 instructional minutes for one Carnegie credit, and students shall be in attendance for a minimum of 7,515 minutes. In order to grant one-half Carnegie credit, LEAs shall provide a minimum of 3,983 instructional minutes, and students shall be in attendance for a minimum of 3,758 minutes.

The School Building Level Committee (SBLC) will make promotion decisions concerning compulsory student attendance. Contact the principal for further questions about attendance.

**All Students:** State requirements allow a student to be excused from school for the following reasons only:

1. Personal illness (with a physician's excuse).
2. Serious illness in the family.
3. Death in the family (not to exceed one week).
4. Recognized religious holiday (with prior approval of the principal).
5. Extenuating circumstances verified by the Supervisor of Child Welfare and Attendance. Written documentation from a physician is required for all excused absences and must be presented within ten (10) days upon a student's return to school. A student must request missed assignments within three (3) days of return from an absence.

Parents are notified in writing of excessive unexcused absences. Extenuating circumstances must be verified and approved by the Supervisor of Child Welfare and Attendance or the Director of Student Services, in consultation with the principal.

The **Truancy Officer** assists the Richland Parish School System in enforcing compliance of all attendance laws. This may include:

1. A home visit by an attendance officer
2. An attendance hearing
3. A petition to Juvenile Court filed with the District Attorney's Office

Louisiana Revised Statute 17:233 B.(1)(a): A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.

For additional information, refer to Richland Parish School Board Policy Manual Section: JB.

## **Mangham High School Seat Time Recovery (STR)**

**The objective of Seat Time Recovery is to allow students who are currently passing a course, or just below passing, and have more than the maximum number of absences the opportunity to recover class hours by completing STR.**

Students will be notified and receive a Seat Time contract if they are in jeopardy of failing a course due to attendance. Students must have the contract signed by parent/guardian and returned in order to enroll in a Seat Time class.

**The use of cell phones and other electronic devices are not permitted.**

The STR staff will have the right to dismiss a student at any time, when deemed necessary due to lack of materials, behavioral problems, etc. Upon dismissal, no STR hours will be made up for that day, and no money will be refunded.

The student is responsible for transportation to and from Seat Time Recovery.

## **Mangham High School Arrival and Departure Time**

Adult supervision is not available prior to the unloading of the first bus. Students shall not be on campus before 7:20 AM. Mangham High School begins the school day promptly at 7:35 AM. Students are expected to be off campus by 3:15 PM. Students involved in extracurricular activities, detention, or tutoring shall be required to have a parent/guardian pick them up within a reasonable time after activity has concluded or have their own means of transportation. Parents need to make every effort to make arrangements with their child prior to coming to school on how they are to get home each afternoon. Mangham High School will not take the responsibility of delivering a message to a child that is called in by a parent for a change on plans. We will make every effort to give the child the message, but often circumstances do not allow us to leave the office to give student the message.

## **Class Change**

The teachers dismiss class, not the bell. Students are allowed 3 minutes to arrive to all classes.

**Students should report to his or her next scheduled class.**

## **End of Day Dismissal**

All MHS students should exit the building and report to their bus or vehicle. Students walking need to leave the campus immediately. All students should be off the school campus by 3:15 unless participating in an extra-curricular activity. No loitering after 3:15.

## **Attendance Requirements for Field Trips and Extra Curricular Activities during School**

Students that have excessive absences or tardies and owe seat time shall not be allowed to attend field trips or participate in extracurricular activities that would require them to miss seat time in a class.

## **Checking Out**

Parents must come to the office to check out students. No students will be checked out over the phone. Parents may check out only their children unless the office is notified in writing or by phone by the other parent. If an emergency arises and a parent cannot be present to check out a student, a designated school official or administrator must confirm the emergency and reason for checking out with the parent before the student will be allowed to leave the school.

**If your student is a registered MHS driver and has a medical/dental appointment or court date, then the student must present a signed note from parent/guardian from the checkout list (turned in to the office in August) the same day they need to leave campus. A verifiable email may also be submitted to MHS [swheeler@richland.k12.la.us](mailto:swheeler@richland.k12.la.us) at least 2 (two) hours prior to the time student needs to be released. Without a written notification, a student who drives may leave campus ONLY if a parent or someone from the checkout list comes into the school and signs them out. DO NOT CALL THE SCHOOL AND ASK ANY EMPLOYEE TO SIGN-OUT YOUR CHILD.**

***SCHOOL SAFETY IS OUR PRIMARY CONCERN FOR OUR STUDENTS AT MANGHAM. WE BELIEVE THAT STUDENT SAFETY, ATTENDANCE AND ACCOUNTABILITY FOR STUDENTS DURING THE SCHOOL DAY ARE IMPORTANT.***

## **Tardiness**

Being punctual is important to the good order and discipline of any school. Mangham High School students are expected to report to class on time. School begins at 7:37. In order to create the best learning environment, teachers expect students to report to class on time and with proper materials.

Tardiness is a violation of the Student Code of Conduct and will be dealt with accordingly. Students being out of class and unsupervised will result in other problems for the school and other violations of the Student Code of Conduct. Teachers will record tardies and report them daily to the office.

**Mangham High School's consequence for excessive tardies is as follows:**

**3 tardies: Office warning/parent letter**

**5 tardies: Student is reported to truancy officer**

**More than 5 tardies may result in detention or suspension**

## **Withdrawal of Students**

If for some reason a student must withdraw from school, the school should be notified as soon as possible. Students shall report to school with a parent or guardian to complete a request for withdrawal. School financial obligations must be met before a withdrawal is granted.

## **DRESS CODE**

### **GUIDANCE FOR COMPLIANCE WITH STUDENT DRESS CODE POLICY**

Due to the changing nature of trends in fashion and grooming, guidance given below is not inclusive of all possible violations. Building level administration is authorized to make the final determination as to student compliance pertaining to dress and grooming guidance listed below. (If in doubt, you should change clothes.)

### **ALL STUDENTS**

1. Shorts, skirts, and dresses may be worn in all grades and must reach at least two inches above the knee when worn at the proper waistline.
2. Overalls shall be worn with all straps fastened over the shoulder and buttoned completely on all sides. Some type of shirt will be worn under overalls.
3. All skirts and pants shall fit at the normal waistline. Oversize clothing shall not be permitted; neither shall extremely tight clothing be permitted, as determined by the principal or his/her designee.
4. Sunglasses, hats, or caps shall not be allowed at school. Hoods shall not be worn inside a building on a school campus. Caps may be brought to school as part of a school team uniform. These caps shall not be worn during the school day.
5. **Clothing with holes, rips, or tears may be worn if skin is not exposed.**
6. All buckles and laces shall be fastened or tied. Laces shall be worn in shoes with eyelets.
7. Students shall not wear clothing (including buttons, patches, and badges) advertising alcoholic beverages, tobacco products, or drugs and/or containing inappropriate language interfere with the work of the school or impinge on the rights of other students.
8. Hair must be neat, clean and well groomed. Rollers, pins, nets, or other similar head apparel shall not be worn on the head. Numbers, symbols, words, or phrases shall not be worn (cut) in students' hair if deemed offensive, obscene, gang-related, or cause a disruption of the learning environment by the administration.

9. Students are allowed to wear, carry, or possess bullet-resistant backpacks on school property or a school bus.
10. No pajama pants may be worn to school.
11. Footwear shall be part of the regular attire. Shoes shall be without metal tips or cleats. Shoes with wheels shall not be worn.
12. The neck opening of a shirt shall not exceed the equivalent of the second button of a dress shirt. See-through shirts, or tank tops shall not be worn. Midriff shall not be exposed.
13. Neatly trimmed facial hair may be worn as determined by the administration.
14. Leggings, jeggings, sliders, or similar apparel may only be worn under a regular dress or skirt of appropriate length.
15. Strapless dresses, blouses, tank tops, tube tops, off-the-shoulder garments, or halters shall not be worn. Clothing which reveals cleavage shall not be worn. Dress straps shall be 2" wide.
16. Pierced jewelry shall not be worn other than in the ear.

## **STUDENT DRIVING AND PARKING**

### **Mangham High School Student Parking**

Richland Parish School district provides adequate transportation for all students. Driving a vehicle to school is a privilege rather than a right or a necessity. Parking privileges may be withheld or revoked for violations outlined in the parking application and student handbook. To be eligible for a parking space at MHS, students must meet the following criteria:

1. Provide a copy of valid driver's license
2. Provide a copy of vehicle registration
3. Provide a copy of vehicle insurance

The following regulations apply to students who drive to school:

- **STUDENTS WILL PARK IN THE NEW PARKING LOT**
- All vehicles parked in school parking lot must be registered. Any vehicle changes must be submitted to office.
- Registered vehicles must place tag on rear view window. The first decal issued is free. Any replacement decal or additional registered family vehicles will be issued at a cost of \$10.00.



- Students who are habitually absent or tardy may have driving-parking privileges denied or suspended.
- Students should report all accidents involving their vehicle on school property to the proper authorities (duty teacher or administrators).
- Students are to adhere to a 5 mile-per-hour speed limit in parking area. Students shall NOT back into parking spaces.
- Students are to yield the right of way to all buses entering or departing MHS/MJHS/MES in the mornings and afternoons.
- Students may begin parking at **7:20 AM** each morning. Students should exit the vehicle immediately upon arriving in the morning and depart from school promptly in the afternoon by **3:15 PM**.
- Students may not give, lend, sell or share their parking decal with anyone else. If student withdraws from school, they shall turn their tag into the office.
- MHS is a closed campus. No student, for any reason, will be allowed to leave campus without permission from the office. All students are considered on campus once their vehicle enters the school parking lot.
- In the interest of safety and security, students are not allowed in parking lot at any time during the school day without permission from administration.
- Drivers are accountable for passengers' behavior. Drivers shall NOT drive over the parking lot curbing.
- All vehicles parked on campus are subject to search as in accordance to RPSB policy JCAB
- The school assumes no liability for theft, damages, or accidents occurring on school property. Parking is at the owner's risk.
- Students that have been disciplined for leaving campus or skipping will **LOSE** their driving privileges for assigned amount of time
- Students are not to engage in any of the following while operating vehicle:
 

a. Driving reckless	g. Playing excessively loud music
b. Speeding	h. Cutting in front of line
c. Spinning wheels	i. Smoking
d. Blowing horns	j. Students riding in the back of truck
e. Racing engines	k. Using cell phone
f. Driving over curbs	l. Running stop sign

**FAILURE TO COMPLY WITH THESE ABOVE LISTED REGULATIONS MAY  
RESULT IN A SHORT TERM PARKING RESTRICTION, REVOCATION OF  
PARKING PRIVILEGES AND/OR SCHOOL DISCIPLINARY ACTION SUCH AS  
DETENTION OR SUSPENSION.**

## **ELECTRONIC TELECOMMUNICATION DEVICES - Cell Phone Policy**

### **MHS Daily procedure;**

- As students enter the school building, they will turn their electronic devices( including cell phones, smart watches, and bluetooth headphones) off or on silent and place them in a holder labeled with last hour teacher's name.
- All devices will be placed in the office until the end of the school day, when they will be returned to their owners.
- Students that check in late or check out early will drop off and pick up devices from the office.
- Nothing will prohibit the use and operation of electronic devices in the event of an emergency. Emergency shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

### **EXCEPTIONS**

Exceptions shall be as follows:

- Devices required for medical reasons (as noted by a physician) and acknowledged by the principal.

### **VIOLATION GUIDELINES**

The following guidelines shall be followed when a student is found to be using an unauthorized electronic device on a school campus, during instructional school hours of operation or on any school bus used to transport public school students during school hours of operation:

#### **First Offense:**

Unauthorized devices shall be taken from the student. Students may be fined \$5.00 for the first offense before the phone is returned. The phone may be retained until the fine is paid.

#### **Second Offense:**

The student may be disciplined (given in-school suspension or after-school detention). The device may be retained by the principal or designee for a period of one school week and the student may be fined \$10.00 for the second offense. The phone may be retained until the fine is paid.

#### **Third Offense:**

The student may be disciplined (given in-school suspension or after-school detention). The device may be retained by the principal or designee for a period of one school week and the student may be fined \$20.00 for the third offense. The phone may be retained until the fine is paid.

#### Fourth Offense:

The student may be disciplined (given in-school suspension or after-school detention). The device may be retained by the principal or designee for a period of two school weeks and the student may be fined \$40.00 for the fourth offense. The phone may be retained until the fine is paid.

All Offenses after the fourth offense fines and time of phone retention shall double from the previous offense.

Offenses shall accumulate for the school year.

The phone number of the device shall be determined; if unable to secure a phone number for the device, the device must not be returned (the disciplinarian shall make every attempt to trace the ownership of the device.) The Child Welfare and Attendance Supervisor shall be contacted concerning the incident.

#### DEFINITIONS

Use and *operation* shall mean whenever the electronic device is turned **on** or is visible.

Revised: October 14, 2003

Revised: May 10, 2006

Revised: September 13, 2010

Ref: La. Rev. Stat. Ann. §§ [17:239](#), [17:416](#), [17:416.1](#), [17:416.13](#)  
Board minutes, 10-14-03, 5-10-06, [9-13-10](#)

Richland Parish School Board

## **Mangham High School Master Plan for Discipline**

### **Positive Behavior Support**

In order to assure classroom management using positive behavioral supports and effective disciplinary tools, Mangham High School will identify data-driven academic, career and technical, discipline/behavioral performance results in the School Improvement Plan (SIP). Mangham High School will establish and use a school-based leadership team to meet on a regularly scheduled basis to review data and guide the positive behavior process. This leadership team shall, to the extent possible, include representatives of the school administration, both

regular and special education teachers, parents, guidance counselors, and school bus operators (It may also include other groups, e.g., food services workers).

The leadership team will use a decision-making process utilizing a data-management system that allows graphical representation of discipline issues. Said data system will permit regular and efficient monitoring and evaluation of the effectiveness of the implementation of a school-wide system of discipline. School data collection shall include, but not be limited to, average referrals per day per month, referrals by problem behavior, referrals by location, referrals by time, referrals by student, referrals by staff, individual student report by month and by year, and referrals by grade level. Environmental changes may be made as indicated by data. For instance, increased monitoring, schedule changes, or changes in recess structure may help to alleviate congestion or over- crowding at certain times during the day.

The team will uniformly use the two BESE-approved forms, i.e., “School Behavior Report Form” and “School Bus Behavior Report Form,” to report incidents of alleged discipline violations. The referral system will be utilized consistently and appropriately.

The leadership team will review and revise any Zero Tolerance Policy of Mangham High School to ensure that the policy complies with R. S. 17:416.15; the policy does not violate R. S. 17:416 (H) which prohibits disciplinary action against any pupil reasonably acting in self-defense; and that inappropriate referrals are not made to agencies serving children.

The leadership team will review and revise its policies and procedures for handling suspensions and expulsions at Mangham High School to ensure that suspension/expulsion policies are consistent with R. S. 17.416; suspension/expulsion policies are consistently and fairly executed; and alternative interventions, consistent with best theory and practice, to suspensions/expulsions are used including, but not be limited to, counseling, conflict resolution, social and family responsibility, peer mediation, and stress and/or anger management.

The leadership team will make referrals, as appropriate, to Alternative Education Programs that are designed to offer variations of traditional instructional programs, as well as strategies for increasing the likelihood that students who are unmotivated or unsuccessful in traditional programs, or are disruptive in the traditional school environment, remain in and be successful in school.

The leadership team will review the current Code of Student Conduct of Mangham High School to assure that it is in compliance with R.S.17:416.12, R.S. 17:416.13 and Section 4114 of the No Child Left Behind Act of 2001 (NCLB). They will refine consequences to create a reward/incentives program for positive student and teacher behavior and ensure the delivery of consistent reinforcement. The team will define consequences for rule violations that are clear, reasonable, and consistently enforced and which support maximum time in instruction.

The leadership team will monitor, evaluate and modify the school master plan, as needed, throughout the school year.

Mangham High School adopts the following clearly defined behavioral expectations in these five (can be less) basic rules. (Keep them simple and positive, e.g., "Keep your hands to yourself." "Respect others." "Be kind.")

- 1. P – prepare for school with proper materials**
- 2. R – respect yourself and others**
- 3. I – ignore temptations for misbehavior**
- 4 D – demonstrate appropriate behavior at all times**
- 5 E – exhibit promptness and complete activities quietly**

These rules shall be posted in prominent places around the school site, e.g., hallways, cafeterias, gymnasiums, and classrooms. These rules shall be provided to parents and shall be known by all students and school staff.

Each teacher at Mangham High School shall teach expectations across each school setting by providing direct instruction on expected behaviors at the beginning of the school year and reinforced throughout the year for all students. Positive incentives such as movie day, snacks/concessions, small tokens, dances, field trips may be used during the school year. "Caught Doing the Right Thing" weekly prize drawings and six weeks citizenship awards are also part of our PBIS.

Mangham High School shall design programs for students with special needs so that the students are challenged and engaged in school curriculum, and are appropriately placed so they remain in school rather than being suspended/expelled or becoming drop-outs.

The principal of Mangham High School shall submit annual reports to the district's Discipline Policy Review Committee.

### **Safe School Planning**

Mangham High School has established and shall maintain grade-appropriate programs of alcohol, drug and substance prevention, education, information and counseling as provided in R.S. 17:404.

Mangham High School has established a plan, in accordance with Sec. 4114, of the No Child Left Behind Act of 2001, for keeping the school safe and drug-free that includes appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and/or other drugs; has established security procedures at school and while students are on the way to and

from school; has established prevention activities that are designed to create and maintain safe, disciplined, and drug-free environments; has established a crisis management plan for responding to violent or traumatic incidents on school grounds; and has established a Code of Student Conduct (and as also required by R.S. 17:416.12 and R.S. 17:416.13) for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that allows a teacher to communicate effectively with all students in the class; allows all students in the class to learn; allows all students and school employees to be treated respectfully; has consequences that are fair and developmentally appropriate; considers the student and the circumstances of the situation; and, is enforced accordingly.

### **Parental and Community Involvement**

Mangham High School is committed to parental involvement and family strengthening. As set forth in R. S. 17:406.1, effective approaches to involving families more fully as partners in the process of their children's learning require the participation and coordination of numerous state and local, public and private agencies shall be encouraged. Mangham High School shall seek to make connections through a variety of local and culturally sensitive methods to facilitate parents/family members/access to local/regional family strengthening programs available in the community. (Programs can be specifically identified, as applicable, e.g., Families Helping Families, Regional Family Resource centers, Parent Information Resource Center, Families In Need of Services [FINs] programs and other family strengthening programs exhibiting peer to peer support systems and positive mental health initiatives).

Mangham High School shall seek training to facilitate mutual understanding of research-based practices promoting positive relationships between parents, LEA personnel and community service providers.

Mangham High School shall seek to identify the mental health needs of its students and match those needs with available local resources including public, nonpublic and/or volunteer organizations (These can be specified to the extent possible). Pending inclusion of mental health services in the Medicaid Health Services Program (School-Based), the availability of mental health services will be expanded in Mangham High School.

### **Inter-Agency Cooperation**

Mangham High School shall seek to improve communication, coordination and collaboration between schools and agencies serving children; shall foster cooperation regarding the sharing of data about children, youth and families involved agencies serving children; and shall work in cooperation with other schools/districts/communities/regional planning boards to facilitate the successful re-entry and transition of youth formerly in state custody into their diverse school/community settings in order to encourage the continuation of education and their access to other needed services in order to prevent recidivism.

[For correctional facilities only: Mangham High School/Program shall implement this Master Plan in to the extent possible and with the understanding that such facilities will adhere to all policies and procedures of the Department of Corrections/Office of Youth Development.]

### **Student Records**

Mangham High School shall provide for the transfer of student education records upon written request of any authorized person on behalf of an education facility operated within any correctional or health facility or, for children in the custody of the state, an education facility operated within any other state approved facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment. The transfer of such records, whether by mail or otherwise, shall occur within than 10 business days from the date of receipt of the written request. If the student has been expelled, the transferred records shall include the dates of the expulsion and the reason(s) for which the student was expelled.

No education record of any student may be withheld as the result of lack of payment of any fine, debt, or other outstanding obligation.

A student or his or her parent(s) may inspect the education record of that in accordance with the federal Family Education Rights and Privacy Act.

Any student seeking admission to Mangham High School who has been suspended or expelled from any public or nonpublic school within or outside the state of Louisiana shall provide information on the dates of any suspensions or expulsions and the reason or reasons for which the student was suspended or expelled.

### **Visiting Teacher/ Child Welfare and Attendance Supervisor/Families in Need of Services (FINS) Officer**

It is the duty of all staff at Mangham High School to cooperate fully with the visiting teachers, or supervisors of child welfare and attendance. Mangham High School shall make available to visiting teachers, or supervisors of child welfare and attendance, FINS officers, and Truancy Assessment and Service Centers such information as will assist them in promoting the regular attendance and school adjustment of these children.

[For schools/programs housing children in state custody: It is the duty of the principals, superintendents, or heads of the training and correctional schools to notify the visiting teachers, or supervisors of child welfare and attendance, and FINS officer (if applicable) when a child is to be released and/or returned to a parish.]

Visiting teachers, or supervisors of child welfare and attendance (pursuant to R. S. 17:235), and FINS officers, shall cooperate fully with the state departments of social services, labor, and health and hospitals, and with other state and local agencies, including interchange of confidential and privileged information; cooperate fully with juvenile and family court

authorities, training and correctional schools, law enforcement officers; and make such referrals and conduct such investigations as seem necessary for the enforcement of school attendance laws, including interchange of confidential and privileged information.

### **Statements of compliance**

Each homeroom teacher of students in grades 4-12 shall, on the first day of school each school year, provide information to and answer any questions from students relative to the statement of compliance as provided by Richland Parish School Board.

Each parent/guardian of each student in grades 4-12 shall sign a statement of compliance committing to do all of the following: ensure that his child attends school daily, except for school absences; ensure that his child arrives at school on time each day; ensure that his child completes all required homework assignments; and attend all required parent and teacher or parent and principal conferences.

## **GRADUATION EXERCISES (FILE: IKDB)**

No students will be allowed to participate in commencement exercises until they have successfully completed the requirements prescribed by the Louisiana Board of Elementary and Secondary Education (BESE). Special Education students must meet all program requirements to receive a certificate of completion and participate in commencement exercises.

A student who has been exited in the Student Information System (SIS) as obtaining a GED, Skill Certificate, or Industry Based Certificate may participate in commencement exercises. The decision of participation in commencement exercises will be made by the building level principal.

Any student, who owes money/fees to MHS, shall not be allowed to participate in graduation exercises, until the debt is paid in full, unless granted an exception by the school principal.

### **MHS 2024 Graduation Ceremony**

**Place - Richland Parish Art Center, Rayville, LA**

**Date - Saturday, May 18, 2024**

**Time – 10:00 a.m.**



Date

Dear Parent/Guardian,

As graduation rapidly approaches, I feel it necessary to make each parent/guardian of a senior aware of an important policy that all Richland Parish High Schools must follow. This applies to general education and special education students. **Richland Parish School Board Policy File: IKDB Cf: IHF states that “no students will be allowed to participate in commencement exercises until they have successfully completed the requirements prescribed by the Louisiana Board of Elementary and Secondary Education (BESE).** Please sign your name below stating that you are aware of this policy and return this form by \_\_\_\_\_. Your signature does not mean that you agree with the policy.

Sincerely,

High School Principal

Name of Student(s) \_\_\_\_\_

Parent Signature \_\_\_\_\_

# Richland Parish School Board

## Compact for Appropriate Behavior during Graduation Ceremony

School	Guidance Counselor	Parent/Guardian	Candidate for Graduation
Provide the appropriate facilities for the graduation ceremony.	Supervise and coordinate the graduation ceremony.	Ensure that your child is on time and properly dressed for the graduation ceremony.	No screaming, shouting, or inappropriate noises during the graduation ceremony.
Present candidates for graduation with a diploma cover during the graduation ceremony. <b>Diplomas will not be mailed. Parents or students may pick up diploma at the school office.</b>	Conduct rehearsals and emphasize the expected behavior during the graduation ceremony.	Follow directions of school administration before and during the graduation ceremony. No screaming, shouting, or inappropriate noises during the graduation ceremony.	No throwing of any objects during the graduation ceremony.
Ensure a safe and orderly environment for the graduation ceremony.	Advise candidates for graduation of eligibility to participate in the graduation ceremony.	Be supportive of the accomplishment(s) of your child when appropriate during the graduation ceremony.	No dancing or inappropriate body gestures during the graduation ceremony.

Candidates for graduation are expected to follow all regulations outlined in the Richland Parish School Board Policy JCD (Student Conduct) during the graduation ceremony. Discipline for misconduct shall be determined by the assigned principal

Candidate for Graduation Signature	Date
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Parent Signature
Date

Guidance Counselor Signature	Date
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Administrator Signature	Date
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## **ATHLETICS**

### **AGE**

Student cannot become 19 years of age prior to September 1 of the current school year.

### **SCHOLASTIC**

To be eligible for the first semester of the 2023-24 school year, a student shall have earned at least six (6) units from the 2022-2023 school year which shall be listed on the student's transcript, including any special education subject(s) and shall have at least a "C" average as determined by the Local Education Authority when considering all "graded" subjects. *Richland Parish School Board states that a "C" average is 1.5.*

### **MEDICAL EXAMINATION**

Student must pass a physical examination administered by a licensed physician, a licensed nurse practitioner that is in collaboration with a licensed physician, or a licensed physician's assistant under the supervision of a licensed physician and complete an LHSAA medical history evaluation form or **the Louisiana School Entrance and General Health Exam Form** prior to participating. (See Rule: 1.8 of the LHSAA Handbook). This form must be kept on file with the school and is subject to inspection by the LHSAA Rules Compliance Team.

### **ATHLETIC PARTICIPATION FORM**

A school is required to complete and sign this form every year that a student participates in LHSAA athletics at the school. This form must be kept on file with the school and is subject to inspection by the LHSAA Rules Compliance Team.

### **SUBSTANCE ABUSE/MISUSE CONTRACT**

A school shall only be required to complete and sign this form the first time a student participates in LHSAA athletics at the school. This form must be kept on file with the school and is subject to inspection by the LHSAA Rules Compliance Team.

### **INSURANCE COVERAGE**

Athletes shall have either school student insurance or a signed statement from the parent showing that the student is otherwise covered for any accident or injuries that may occur during any athletic participation. No students shall be allowed to practice or participate in interscholastic athletics until this requirement has been met.

### **DAILY ATTENDANCE**

Students should attend half a day of school or more in order to participate in a sport competition that day.

### **SUSPENDED AND INELIGIBLE STUDENTS**

Cannot participate in any interscholastic contest on any team at any school at any level until he/she presents written clearance from the school he/she has been suspended/expelled.

**NOTE:** *All official requests for eligibility rulings must be in writing.*

## School Organizations/Clubs

### NATIONAL HONOR SOCIETY

National Honor Society's purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Therefore, the four criteria used to select members are scholarship, leadership, service, and character.

Membership in this chapter shall be known as active and graduate. The graduate members have no vote. Active members become graduate members at graduation.

**Scholarship** is the first criteria used to determine eligibility for membership. The student must have maintained a 3.5 or higher GPA with no consecutive Cs in a course and nothing lower than a C in a course for four consecutive semesters and have taken, or taking, the following required courses-

By the junior year: Algebra I, Algebra II, English I, II, III, Geometry, Physical Science,  
Biology I, Chemistry

By the senior year: Advanced Math, Physics (Chemistry II or Biology II), and English IV

To be eligible for election to membership in this chapter, the candidate must have attended for a period equivalent to one semester in this school.

A National Honor Society member who transfers from one school to another and brings a letter from the former principal or chapter adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

After the determination of eligibility has been made, a five-member faculty council, chosen annually by the principal, votes on the candidates, taking into consideration evidence of the student's accomplishments in the other three areas: leadership, service, and character.

To retain membership, the student must maintain a minimum of 3.0 for each six-week grading period and must abide by the NHS standards of character, leadership, and service. The member must also participate in NHS and individual service activities. Any student who fails to maintain a 3.0 will have six weeks probation in order to raise his or her grades. Failure to do so will lead to dismissal.

In the case of flagrant violation of school rules or civic laws, a member does not necessarily have to be warned to be dismissed. According to the Mangham High School Faculty Council, a member will be allowed one warning period. Once a member is dismissed, he is never again eligible for membership in the National Honor Society.

When a member is dismissed, he must be notified in writing and his emblem and membership card returned to the adviser or principal. Notice of the dismissal must be indicated on the annual report submitted to the national secretary at the end of the school year.

The following courses are recommended for a student to be considered for National Honor Society:

9<sup>th</sup>

English I

Algebra I

Civics

BCA

Physical Science

PE

1 Elective

10<sup>th</sup>

English II

World Geography

Geometry

Biology I

PE 1

2 electives

11<sup>th</sup>

English III

Algebra II

Chemistry

American History

3 Electives

12<sup>th</sup>

English IV

World History

Advanced Math

Physics, Chemistry II, or Biology II

Elective (s)

## **FBLA –FUTURE BUSINESS LEADERS OF AMERICA**

Future Business Leaders of America-Phi Beta Lambda is a nonprofit 501(c)(3) education association with a quarter million students preparing for careers in business and business-related fields. The association has four divisions:

1. Future Business Leaders of America (FBLA) for high school students;
2. FBLA-Middle Level for junior high, middle, and intermediate school students;
3. Phi Beta Lambda (PBL) for postsecondary students; and
4. Professional Division for business people, FBLA-PBL alumni, educators, and parents who support the goals of the association.

## **BETA**

**The MHS chapter of the National Beta Club is an honor organization based on academics and community service.**

### Eligibility:

1. An 8th grader is invited at the end of their 8th grade year on the following criteria:
  - a. Must have a 3.0 or better
  - b. Must not have a D or F in any core classes (Math, English, Science, Social Studies) at any time throughout their 8th grade year.
  - c. Must not have a C, D, or F in any semester or final grades.
  - d. Must have very few Cs on the report card. (We will look at the subject area and frequency of the C.)
  - e. Must not have any major office referrals.
  - f. Must attend school on regular basis and not be in jeopardy of failing due to absences.
  - g. Must exhibit high moral standards.
2. Students who do not qualify at the end of their 8th grade year and feel that they meet the above requirements at the end of their 9th grade year may bring their 9th grade report card to the sponsor to be considered admission into the MHS Beta Club at the end of their 9th grade year. After their 9th grade year, they will no longer be considered.
3. Students who transfer from other schools and belonged to their Beta Club can join if their academic record meets Mangham Beta club standards.
4. Students who transfer from another school that did not have a Beta Club can join during any time if their academic record meets Mangham Beta Club standards.

### Member Requirements:

1. Once a student is in the Mangham High School Beta Club, the student must follow the following academic requirements:

- a. All As & Bs are preferred; Cs in non-core classes are not penalized.
- b. No Ds or Fs are permitted in any class at any time. This will result in an automatic dismissal.
- c. A student may not have a C in their semester or final grades for a core class (English, Math, Science, Social Studies, and Health/PE). If they do, they will be placed on a one-semester probation. If after one semester probation, the student still has a C in the semester or a final grade for a class, they will be dismissed from the Sr. Beta Club.

2. Once a student is in the Mangham High School Beta Club, the student must follow community service requirements:

- a. A member is required to obtain 5 service points per six weeks.
- b. Service points must be documented on the official service point form and signed by the person who received the service. The form must be turned into Mrs. Bryan by placing in the folder on her door before the six weeks ends.
- c. Students who do not complete the service point requirement will be placed on probation and are not allowed to attend meetings or social events pertaining to Beta.

3. Once a student is in the Mangham High School Beta Club, the student must uphold a high moral standard, including in-school and out of school behavior.

- a. Members who receive a referral for minor infractions will be placed on probation. Members who receive a referral for major infractions, such as but not limited to skipping, fighting, cheating, disrespecting a teacher, or violating cell phone or tobacco, etc. policies, the member will be dismissed from the Beta Club.
- b. Members are to maintain a commendable reputation and not partake in behaviors that would tarnish their reputation and connection with the club. Evidence of such behavior brought to the attention of the sponsor will warrant an evaluation by the sponsor and administrators and could possibly result in termination of the student's membership, depending on the offense.

### Probation & Dismissal

1. Once the student is placed on probation, a member has a two six weeks period to bring up service points or academic record.

2. Once a student is dismissed from Beta due to academic or service point infractions, they must sit out at least a full year. At the close of that year, grades will be re-evaluated and the student can rejoin if grades have returned to eligibility standards.

3. Students who are dismissed due to behavior issues will not be reinstated.

## **4-H**

4-H is designed to give students an opportunity to build self-confidence through the achievement of projects. Students are allowed to select areas in which they have an interest to build their skills. Public speaking, leadership, caring for children, gardening and animal science are a few of the areas that they may select. 4-H is a national youth organization that prepares young people to step up to the challenges in their community and the world. Young people who are a part of 4-H have the opportunity to explore all types of science, health, and citizenship programming delivered through 4-H clubs and camps, as well as afterschool and in school.

### **MANGHAM HIGH SCHOOL FFA CONSTITUTION AND BY-LAWS 2021-2022**

#### **I. PURPOSE**

It shall be the purpose of the Mangham High School FFA Chapter to develop agricultural leadership, to promote the choice and establishment of an agricultural career, to strengthen the confidence of agriculture students in themselves and their work, to increase awareness of the global and technological importance of agriculture and its contribution to our well-being, to encourage wise management of economic, environmental and human resources of the community, to encourage member achievement in supervised agricultural experience program, to promote healthy lifestyles, to encourage excellence in scholarship, to promote cooperation among all people, to build character and promote citizenship, volunteerism, and patriotism, and to develop interpersonal skills in teamwork, communications, human relations, and social interaction. They shall serve as good role models for all Richland Parish Schools.

#### **II. MEMBERSHIP**

- A. Each student must be enrolled in at least one agricultural education course during the school year.
- B. Students must show an interest in the affairs of the organization by attending meetings, striving for degrees of membership, and participating in other organized activities of the chapter
- C. Each student must pay all current state and national dues by the date determined by the chapter
- D. Display conduct consistent with the ideals and purposes of the National FFA Organization.
- E. Each student must accumulate 10 community service hours during the school year.

#### **III. ACTIVE MEMBERSHIP DEGREES AWARDED BY THE CHAPTER**

- A. Greenhand FFA Degree – minimum qualifications for election:
  - a. Be regularly enrolled in a class in agricultural education and have satisfactory and acceptable plans for a program of supervised agricultural experience
  - b. Learn and explain the FFA Creed, Motto, and Salute
  - c. Describe and explain the meaning of the FFA emblem and colors.
  - d. Demonstrate a knowledge of the FFA Code of Ethics and the proper use of the FFA jacket
  - e. Demonstrate a knowledge of the history of the organization, the chapter constitution and bylaws, and the chapter Program of Activities
  - f. Personally own or have access to the Official FFA Manual and the FFA Student Handbook



**B. Chapter FFA Degree – minimum qualifications for election:**

- a. Must have received the Greenhand FFA Degree
- b. Must have satisfactorily completed at least one year or 180 hours of systematic school instruction in agricultural education at or above the ninth grade level, have in operation an approved supervised agricultural experience program, and be regularly enrolled in an agricultural education course.
- c. Have participated in the planning and conducting of at least three official functions in the chapter Program of Activities
- d. Have a satisfactory scholastic record
- e. Be familiar with parliamentary procedure
- f. Be able to lead a group discussion for fifteen minutes
- g. Must have earned and productively invested at least \$1,500 by the member's own efforts or worked at least 45 hours in excess of scheduled class time, or a combination thereof, and have developed plans for continued growth and improvement in a supervised agricultural experience program.
- h. Have participated in at least 10 hours of community service.

**IV. FINANCIAL RESPONSIBILITY**

- A. Members are responsible for paying dues to cover State and National Organization fees.
- B. Everyone will be required to participate in every fundraiser. Students that choose not to participate in fundraisers are responsible for paying the balance of the funds that would be generated from their efforts. If they do not pay this balance, they will not be allowed to participate in chapter activities or run for an office the following year and the balance of the funds that would be generated will be added towards their senior fees upon their graduation year.
- C. Any money raised will be dedicated to buying supplies for the shop or classroom, as well as hotel rooms, meals, and registration fees for FFA events.
- D. The individual purchases FFA Official jackets. Payments must be made upfront before the jackets will be ordered.

**V. TRANSPORTATION**

- A. School officials and vehicles will transport members to and from all FFA events. It is the responsibility of the member to meet at the scheduled place and time for transportation. Members who arrive more than 10 minutes late will be left and not allowed to participate at the event.

## **VI. MEMBER RESPONSIBILITIES AND CONDUCT**

### **A. Character**

- a. Display good social behavior at all times
- b. Attend places that show good character
- c. Be honest and trustworthy
- d. Exhibit high moral standards

### **B. Appearance**

- a. When wearing FFA attire, you represent our chapter. No inappropriate behavior while wearing the FFA emblem.
- b. Official dress must be complete: For boys, black slacks, black shoes, black socks, black belt, white button up, official tie and official jacket, facial hair well groomed. For girls, black heels, black stockings, black skirt, white button up, official scarf, and official jacket, hair down.
- c. No facial jewelry or earrings for boys while wearing official dress.

### **C. Conduct**

- a. Members are expected to maintain and uphold the respectable reputation of Mangham High School FFA
- b. Members should be courteous, polite, and friendly to all.
- c. Members are expected to behave in class and respect the teacher and other class members, setting a good example for their peers, and will follow all school rules, regardless of others.
- d. Members will not do or say anything, in official dress or out, that will bring bad attention to them or reflect poorly on the chapter and embarrass other members and advisor.

### **D. Discipline: The following actions will result in the student's probation and/or removal from all FFA activities**

- a. Not doing their part in fundraising.
- b. Inappropriate pictures posted on social media websites or in text messages
- c. Out of school suspension of any length
- d. Smoking, drinking, or using drugs at any school or FFA event
- e. Excessive unexcused absences – If the student is not able to come to school, they should not be allowed to leave school for an extracurricular function
- f. Being arrested
- g. Disrespect towards officers, advisor, other members, or faculty
- h. Use of profanity

### **E. Grades**

## **VII. An FFA member is to maintain a 2.0 GPA throughout the year. If a member's GPA falls below a 2.0 after the first six weeks, they will not be allowed to attend any FFA functions that occur during class time.**

## **VIII. OFFICERS**

### **A. Selection**

- a. Chapter officers shall consist of at least a president, a vice president, secretary, treasurer, reporter, and sentinel. Other officers may be designated if desired.
  - i. President – conducts all FFA meetings and functions, leader of the chapter by words, attitude, and actions
  - ii. Vice President – plans programs for every meeting, always aware of events in case they must replace the president in his/her absence or impeachment
  - iii. Secretary – type all meeting agendas, keep accurate records of meeting attendance and minutes
  - iv. Treasurer – keep accurate records of deposits and balance of the FFA account, report financial standings at each meeting, keep records of paid dues and outstanding fundraiser balances
  - v. Reporter – photographer at all FFA functions, writes articles for local paper on FFA activities, complete annual scrapbook for banquet
  - vi. Sentinel – coordinate set up and clean up before and after FFA functions, present invocation at any meal
- b. Members will undergo a written application and formal interview.
- c. A nominating committee shall study and review the qualifications of all members under consideration for chapter office. Nominating committee will slate the members in the officer positions that they feel will be best suited for the member.
- d. Majority vote by the chapter is required for election of officers.
- e. A member may only run from the floor if they have undergone the nominating committee interview and were not slated for an office.

### **B. Responsibilities**

- a. Promote activities of Mangham FFA and agricultural education
- b. Demonstrate personal leadership skills and develop leadership skills in our members
- c. Attend and participate in all fundraisers conducted by the Mangham FFA
- d. Develop chapter Program of Activities
- e. Participate in two Career Development Events
- f. Attend all chapter meetings and FFA Banquet
- g. Maintain a cumulative GPA above a 2.0

### **C. Discipline – The following are grounds for immediate impeachment of a chapter officer**

- a. Use of alcohol, tobacco, tobacco products (including e-cigarettes), or any illegal substances
- b. Inappropriate networking, social media (originating or passing on) including but not limited to profanity, sexual content, or content with inappropriate language regarding race, religion, or sexual orientation
- c. Dereliction of duties
- d. Any disciplinary action including expulsions
- e. Being charged with a crime of any kind

This constitution and by-laws are in no way comprehensive. Any situation not addressed in the constitution will be dealt with on an individual basis by the advisor and MHS administration.

## **HOMECOMING COURT**

### **Mission Statement**

Our mission is to recognize exceptional students of Mangham High school for their outstanding service to the campus and community, as well as their academic achievements. As part of the Homecoming tradition, the Mangham Homecoming Court (Ambassadors) represents and promotes Dragon Pride through philanthropic endeavors while symbolizing commitment and dedication to Mangham High School.

The following procedures will be used to select students for Homecoming Court at Mangham High School.

### **(1) A maximum of nine girls will be elected to the Homecoming Court:**

Freshmen -	First Freshman Maid Second Freshman Maid
Sophomores -	First Sophomore Maid Second Sophomore Maid
Juniors -	First Junior Maid Second Junior Maid
Seniors -	Queen Maid of Honor Senior Maid

### **(2) Qualifications:**

- a.** Must have an overall grade point average of 2.5 for the preceding year (final grade) and pass 6 classes
- b.** Must be an ACTIVE member in at least two extracurricular activities.
  - i. Sports: basketball, track, or softball. Must have played the previous year and is an active participant during the current school year.
  - ii. Clubs: FBLA, 4H, FFA, NHS, BETA, Student Council, Spanish Club, etc.
  - iii. Spirit Groups: Cheerleaders or Dance Team
- c.** Must have no major behavior reports filed during the past year (from last homecoming date to this homecoming date)
- d.** May be elected to the court only two times
- e.** Must have attended Mangham schools the prior school year.
- f.** Must have been in physically present for 85% of the prior school year
- g.** Must fill out a Homecoming Court Application and turn it into the appointed sponsor by the announced due date.
- h.** Will be required to pay \$45 fee

### **(3) Elections:**

- a.** The senior class will vote for one person to be on the court for their senior representative. The top 3 voted on by the senior class will be put on a ballot for the WHOLE school to vote on for Queen, Maid of Honor, and Senior Maid. The girl with the highest number of votes will be Queen, second highest vote will be Maid of Honor, and third highest number of votes will be Senior Maid.
- b.** In addition to voting on the queen, the 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grades will elect two girls from the applications to represent their class. The girl with the highest number of votes will be first maid and the girl with the second highest votes will be second maid.
- c.** In the case no one qualifies from a particular class, the class will not have a representative on the court.
- d.** If only one girl from the grade qualifies, she will automatically be elected.
- e.** The election will be held approximately 3 weeks prior to the homecoming game.
- f.** The election will be supervised by the appointed sponsor and another teacher(s).
- g.** State election producers will be used in electing the members of the homecoming

court.

### **(4) Expectations:**

- a.** Representatives will be expected to participate on spirit days during Homecoming week and in the Powder Puff Game.
- b.** Representatives and a parent will be expected to help after school with decorations for the Homecoming Pep Rally and Game.
- c.** Representatives will wear a respectable evening gown for the Homecoming Pep Rally Coronation and a suit/skirt, at appropriate length, and hat for the Halftime Coronation. The representatives will decide whether gloves will be worn after the court is announced. The homecoming queen will wear white.
- d.** The Homecoming Queen will be expected to address the audience with a well-prepared, respectable speech at the Homecoming Pep Rally. The Queen will have her speech reviewed by the English IV teacher before the Pep Rally.
- e.** Representatives will be required to ask a football player to escort them during the Homecoming Pep Rally. The Queen has first choice starting with the seniors and will be escorted by two football players. The Maid of Honor has next choice, then the Senior Maid (both get one escort) and so on for the Juniors, Sophomores and Freshmen. Dress for football players can be adjusted, but ALL escorts will wear the same color pants/shirt, and a tie.
- f.** Representatives will be escorted by their father or father figure during the Half-time coronation.
- g.** Representatives will be expected to sit with the court on the stage provided during the first half of the game. After halftime, representatives can sit on the stage or with their family in the stands.
- h.** Each representative will be expected to have a parent help with the set up and take down of all homecoming decorations, including after the pep rally and homecoming game.
- i.** Representatives and escorts will be expected to arrive early to the Homecoming pep rally, as stated by the sponsor prior to the event.
- j.** Representatives and escorts will be expected to take pictures with the photographer before and after the pep rally, as needed based on the photographer. The photographer

will take pictures during the Homecoming Game.

**k.** Each representative will be required to take a court picture, before/or after the pep rally and game.

**l.** The school will cover \$250 worth of cost for flowers. If the court and their parents would like a specific flower, bouquet or corsage, for the girls, they will need to pay for the remaining amount.

**m.** No purchases without purchase order from principal.

Revised July 2018

## **JUNIOR RING CEREMONY**

Juniors will receive their class rings during this ceremony. This event is held at night so that parents are able to attend the ceremony. Junior must dress appropriate for this occasion. Boys are asked to wear khakis and dress shirt. Girls are asked to wear dress slacks or dresses. All policies set forth in the parish dress code policy must also be followed. Students not appropriately dressed shall not participate in the event.

**April 10, 2024 @5:30 in the gym.**

## **LITERARY RALLY**

Those students who excel in the area of academics are selected by subject teachers to represent Mangham High School at the district literary rally.

Those students placing high enough at the district rally are eligible to participate in the state rally. A student may compete in only one subject area at the state level.

## **PEP RALLY**

Pep Rallies will be held on designated days agreed on by administration. The purpose of such a gathering is to encourage school spirit and to support members of the team for which the rally is being thrown. Attending a pep rally is a privilege. Therefore, students who do not conform to such behavior may not be allowed to attend.

# **Mangham High School Cheer Constitution**

## ***I. Purpose***

It shall be the purpose of the Mangham High School Cheerleaders to promote and uphold team spirit, to develop good sportsmanship by example, to support good relations in the community and between teams and squads during events. The purpose of this organization is also to promote interest in school activities, perform at school games, and to serve as good role models for all Richland Parish schools.

## ***II. Financial Responsibilities***

A. The parent/guardian and member are responsible for **ALL** expenses that may incur as a member of the MHS Cheerleading organization.

B. The organization will do fundraising to help deter costs, but ultimately all money is the responsibility of parent(s)/guardian and/or member.

C. Full payment for camp, clothes, and other equipment being ordered before the summer must be paid off by date assigned. If payment is not paid before the required date, clothing, etc. will not be ordered and the student will be dismissed from the squad.

D. Leaving or dismissal from the squad for any reason still constitutes any other required payment be paid in full to MHS Cheerleaders. No money will be refunded.

## ***III. Cheer Camp***

A. All cheerleaders are required to attend summer camp and all practices prior to camp. Camp is **MANDATORY**, except for an immediate family member's death.

B. Summer camp (3-4 days) is typically scheduled for late May or during the month of June.

C. All members are required to stay overnight at camps other than home camps.

## ***IV. Eligibility***

A. Each candidate must **maintain a 2.5 GPA and must have passed 6 out of 7 classes at the end of the first semester.**

**B. No candidate with an expulsion in the previous year will be allowed to try out for MHS Cheerleader.**

C. No candidate may have ever had an arrest record at any time.

**D. All money owed to the school must be paid before tryouts or the student is not allowed to tryout.**

E. Tryout Candidates must be enrolled in Mangham Jr. High or Mangham High School.

F. Tryout Candidates must have been present at least 75% of the 1<sup>st</sup> semester of the school year, regardless of excused or unexcused absences. This also includes virtual students. (Unless otherwise approved by the principal or sponsor for extenuating circumstances.)

**G. Each candidate MUST be prepared to attend EVERY SINGLE practice and stay until the end of practice unless special permission for special circumstances arises.**

#### ***V. Selection***

A. Cheerleaders will be chosen from 8<sup>th</sup>-11<sup>th</sup> graders enrolled at Mangham Jr. High or Mangham High School.

B. Candidates may be judged with teacher evaluations for characteristics, such as behavior, attitude, avoiding/causing drama, and the ability to work with others.

C. Material such as jumps, a dance, a cheer and/or a chant will be taught by a qualified, experienced person who will not also be trying out.

D. Performances will be scored on presence, jumps, motion technique, spirit/energy, communication skills, rhythm, memorization, and tumbling by cheerleaders with Universal Cheer Association or university cheerleaders.

E. Those with the overall highest combined scores will be selected and scores will not be released.

#### ***VI. Captains/Co-captains***

##### **A. Eligibility**

1. Candidates for captain must maintain a 2.5 GPA, with NO F's on report card.

2. Candidates must not have any disciplinary actions against them for the previous year.

3. Candidates must be a senior with at least 2 prior years experience on the MHS cheer team.

B. Eligible Cheerleaders wanting to be captain/co-captain will be assessed by a combination of:



1. Their initial tryout score
2. Original Choreography of a stunt/dance routine and an original cheer.
3. Interview with sponsor
4. Ability to lead a practice and teach their choreographed routine. They must provide sponsor with typed practice schedule and original cheer.
5. Squad vote

## ***VII. Attendance and Other Requirements***

A. Practice will begin in March. Every effort will be made to accommodate spring sport athletes but may require weekend practices to learn material for upcoming camp(s) and season. If a practice is scheduled during track or softball season, cheerleaders are expected to be present if their spring sport practice/event is canceled.

B. Must be dressed and ready to stretch at 3:25. End times TBA

C. Every cheerleader is expected to be at ALL practices and games and must remain until the end. Missing practices affects your stunt group and morale of the whole squad.

**D. Doctor's, dentist's, orthodontist's, etc. appointments need to be made at times not conflicting with practices.**

E. On a practice day or a game day, if a student is absent from school or is checked out for illness or any other reason, they must notify ME immediately!!  
**Cheerleaders must be in school at least half of their scheduled classes to attend practice/game unless approved by sponsor ahead of time.**

F. Missing practices and games will result in disciplinary action. Listed below are the only reasons for absences that will not result in disciplinary actions:

1. Sick and had to see doctor (must bring excuse).
2. Previously seen a dr. that excuses member from activity.
3. Death in the immediate family or funeral.
4. School-related trip (should not become excessive).
5. Immediate family in hospital.
6. Close contact quarantined.

G. Sponsor has the right to not approve a request made to miss a practice or a game.

H. There will be a dress code and assigned outfits on particular practice days and for games.

I. No earrings, nose rings, rings, necklaces, bracelets, anklets, belly rings, or any other jewelry of any kind will be allowed!! This is a safety issue and is strictly enforced by NFHS and UCA.

J. Nail polish and fake fingernails are not allowed in uniform or camp/practice clothes!!! Natural nails should be trimmed so as not to scratch others while stunting. Hair must be short enough that it does not drag the ground while stunting, so as not to be stepped on by other athletes.

K. Cell phones must be off or silenced during practices and are off-limits, even during breaks unless permission is given by the sponsor in each specific instance.

L. No visitors at practice and no leaving practice to visit with someone.

M. **Ankle weights and poms are required at every practice.**

N. Cheerleaders are required to participate in all dress up days or wear purple and white, as well as fundraisers and community events.

### ***VIII. Stunting***

A. Attendance at stunt clinic will be required.

B. \*\*\*\*\*Safety is NUMBER 1 PRIORITY during stunting!!!

C. If a flyer hits the ground, the coach will determine if all members made every attempt to prevent it. If members are not following the guidelines to prevent it from happening, those individuals will receive 100 jumps. If it continues to be a problem, said cheerleaders may possibly be replaced in the stunt group.

D. If the fall is deemed intentional, the guilty party(ies) will receive 250 jumps and possibly banned from stunting for a determined amount of time.

E. There will be ABSOLUTELY NO STUNTING when the sponsor is not in the room.

### ***IX. Transportation***

A. School officials and vehicles will transport members to and from all away games. Members are required to ride the bus back to school after all away games.

B. Transportation to and from practice is the parent's/member's responsibility. Do not be late for practice and parents please do not be late to pick up your child because it IS NOT the job of the sponsor to stay late with the member.

***X. Cheerleader Responsibilities***

**A. Character and Conduct**

1. Always display good social behavior. **(THIS INCLUDES SOCIAL MEDIA SITES)**
2. Be honest and trustworthy always.
3. Always exhibit school spirit, no matter the sport or record.
4. Respect yourselves and show high moral standards.
5. Members are expected to always follow school rules, behave in class, and show respect to teachers, principals, staff, and other classmates.
6. Inappropriate pictures, text messages, or social media posts are unacceptable.
7. If members are not suspended, they will be given a warning for their first indiscretion and will be removed from the squad for any following indiscretion. Suspension may result in automatic removal from the squad. (If the indiscretion includes social media, it must be removed immediately from social media)
8. NO Fighting AT ALL will be tolerated. (This may result in automatic removal from the squad)
9. MHS cheerleaders will always represent MHS in a respectable manner!!
- 10. Cheerleaders will make EVERY effort to get along with, be respectful towards, and show genuine guidance for the betterment of every squad member. This also includes ignoring or excluding other members.**
- 11. Although cheer is not a LHSAA sanctioned sport, because we attend and cheer for a sanctioned sport, our squad as a team and each individual must follow LHSAA guidelines in regard to DEFAMATORY STATEMENTS to MEDIA or through SOCIAL MEDIA. See LHSAA Amendment below:**

**5.15.1 A coach, sports official, administrator, or faculty member who is involved, or a pupil who participates in a sanctioned sport shall not make a defamatory statement to the media or through the use of social media relating to any person, sports official or school that is involved in any game, contest, or event.**

**5.15.2 The penalties for a coach, sports official, administrator, faculty member, or pupil who makes defamatory statements are as follows:**

- 1. The school may be placed on administrative, disciplinary, restrictive, or suspension probation not to exceed one year.**
- 2. The school may be fined not to exceed \$200 for a single violation.**
- 3. The school may be fined not to exceed \$500 for multiple violations.**
- 4. The school may be charged with the cost of any investigation connected with the violation.**
- 5. The offender(s) shall be suspended from any involvement in the sport for at least one game, contest, or meet.**
- 6. The school may be charged with the cost of conducting a sportsmanship hearing that is held in connection with the violation.**
- 7. The school may be ordered to conduct at home and/or away contests in the sport without player(s), coach(es), and/or spectator(s) in attendance not to exceed one calendar year.**
- 8. The school may be prohibited from playing home contests in the sport not to exceed one calendar year.**
- 9. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.**

**B. Appearance**

- 1. Uniforms must be spotless and fit well!**
- 2. Make-up should be natural and not excessive.**

3. Hair should be of a natural color and not in an out-of-control manner. (Sponsor may ask you to change it)
4. Hair will be worn in ponytail and out of face, unless approved by sponsor for special occasions. Bows will be kept clean and worn while in uniform.
5. Shoes should be well kept and clean.
6. Cheerleaders should always strive to look their best with smiles on their faces.
7. No one other than a member is allowed to wear MHS Cheerleader clothing. After basketball season who you allow to wear your practice clothing is your choice, but until then do not allow anyone to wear your cheer clothing. (This includes jackets and sweaters.)

#### C. Discipline

1. **Jumps may be given at the discretion of the sponsor for breaking any act she deems necessary.**
2. Immediate dismissal *may* also come from and is not limited to:
  - a. not fulfilling financial responsibility at designated time
  - b. not attending a mandatory event
  - c. being suspended/expelled
  - d. repeatedly breaking rules
  - e. PDA in uniform
  - f. smoking, drinking, or doing drugs while in uniform or at an event representing MHS
  - g. dressing provocatively (showing cleavage, butt cheeks, etc, or wearing suggestive outfits
  - h. *posting pictures/videos on a social network dressed provocatively or committing before-mentioned acts, whether in uniform or not*

#### D. Grades

1. A cheerleader must maintain a 2.0 GPA throughout the year.

2. If a member's GPA falls below a 2.0 during football or basketball season, the cheerleader will be put on probation and will sit out until the next progress report. During probation, the cheerleader is required to attend all practices and games but will not be able to participate and will sit with the coach. If a GPA falls below a 2.0 again the next six weeks, the member will be dismissed from the squad.
3. Failure of a school year (for grades or any other reason) will result in immediate removal from the squad and will no longer be a MHS cheerleader or be allowed to try out again.

**Date:** \_\_\_\_\_

**Cheerleader Name:** \_\_\_\_\_

**I have read the attached Mangham High School Cheer Constitution and I agree to abide by the rules and consequences stated.**

**Cheerleader Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

## **Snapdragon Constitution and Rules (For all members and managers)**

### **Purpose**

It shall be the purpose of the Mangham High School Snapdragon Organization to promote and uphold school spirit, to develop a sense of good sportsmanship among students, and to build better relationships between schools during athletic events. They shall serve as good role models for all Richland Parish Schools.

### **Eligibility**

Each member must submit a completed Application Form/Parental Consent form agreeing to the entire constitution and kick chart BEFORE tryouts.

**Grades:** All squad members will be governed by eligibility rules involving grades. An overall “C” (2.0 GPA) average with no more than 1 “F”, from 1<sup>st</sup> semester grades, is required for try-outs. An overall “C” (2.0 GPA) average with no more than 1 “F” per grading period must be maintained throughout the year. Although a “C” average is permissible, a higher grade point average is expected. An officer must maintain at least a 2.5 GPA. Once a squad member has been declared ineligible because of grades, she may not be reinstated until the sponsor receives progress reports from all teachers verifying the member’s improvement (3 weeks). Reinstatement will be granted when the grades have returned to the eligibility standards.

**Disciplinary Actions:** A squad member must not have been under disciplinary suspension of any kind during the school year in which try-outs are held. A squad member must not have an arrest record at any time. A squad member may not remain on the squad if she is suspended for any reason (in-school suspension, bus suspension, out-of-school suspension), at any time after being selected to the squad.

**Physical Fitness:** Students must realize that a position on the squad will require them to make an effort in representing the school the best way they can. This includes watching their weight, grooming, wearing appropriate clothing (not too tight or revealing) during school and in the community, and taking care of themselves and their uniforms. This includes good hygiene and clean practice clothes and uniforms. Weight loss may be a requirement for some squad members.

**Membership:** If a member leaves the group on her own accord, she will become eligible to tryout the following tryout period. This member must speak with the director prior to the tryout date, yet it is at the director’s discretion if she will be eligible to tryout the next tryout period. If a member is dropped from the group, she is not eligible to tryout out the next tryout period.

**Members are chosen on a year-to-year basis. No member is guaranteed a place on the team in subsequent years.**

### **Selection:**

- A) Snapdragons will be chosen from 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade girls who attend MJH and MHS
- B) Candidate will be judged by a combination of 2 teacher evaluations, GPA scores, discipline problems and ability
- C) Those with the highest overall combined score will be chosen for MHS Snapdragon squad
- D) The number of members chosen is solely the decision of the sponsor and school administration.
- E) Every candidate must tryout each year
- F) Score sheets:
  - 1) The tryout score sheet consists of kicks, splits, turns, dance, and overall presentation for a possible 80 points.
  - 2) GPA scores are the candidate GPA at the end of fall semester multiplied by 2.5 for a total no higher than 10 points
  - 3) Teacher Evaluation scores: Each candidate will receive an evaluation from 2 current teachers and can receive up to 5 points per teacher for a total of ten points.
  - 4) Discipline Score: 10 points will be deducted from each candidates score sheet per office referral they have received during the current school year.
  - 5) Scores will not be released.

### **Rules and Regulations:**

- A) The director determines who performs at each activity. ALL members whether performing or not attend all functions and must be in full uniform.
- B) Members will ride to away functions and return to school on the bus, unless stated by the director. The director will consider exceptions. Such requests must be summited by the parent in the form of a letter to the director no later than 3 DAYS PRIOR to the date of the function.
- C) Members must be on time to all functions. If not on time, member will receive kicks as stated in the kick chart and has the possibility of not performing at that function. This is at the director's discretion.
- D) Members are expected to be respectful toward the director and fellow team members.
- E) The captain will make decisions regarding any activities or situations in the absence of the director
- F) Any member not following the rules and regulations set forth by this constitutions and/or the director will be subject to placement on disciplinary probation.
- G) Habitual absences either excused or unexcused will result in a conference with the director and/or disciplinary probation.
- H) **Weekend practices will be called as needed and are MANDATORY**
- I) All routines, as designed by the director, will require members to try out in order to perform that routine. The director makes final decisions on all performances.
- J) Anyone that is more than 30 minutes late for a practice or function is considered not present and could have larger consequences other than kicks; this is at the discretion of the director.
- K) This does not include all possible reasons or consequences and others will be handled on an individual basis at the discretion of the director.
- L) Be on time for practice; (3:30 is when we will start stretching)
- M) Absolutely no jewelry (including nose rings, belly rings or cartilage piercings) will be allowed at practice or performance. We will have 1 pair of stud earrings to wear only for



performance purposes.

N) Cell phones must be off/silent during practice. Looking at or using cell phones for any reason once practice begins will result in kicks.

O) Water or sports drinks only

P) NO visitors at practice and no leaving practice to visit with someone

Q) Do not leave trash behind.

R) Everyone will stretch together following the sponsor or captain

S) Leave all non-dance related issues out of practice

T) Breaks will only be 7 minutes. Long enough for you to use the bathroom if needed and get water.

U) Be positive - Attitude is everything!

### **Attendance:**

A) Every member is expected to be at every practice until the end. All school-day practices will end promptly at 5:30 or earlier.

B) Each student **must** attend school each day, at least 4 class periods, to be able to attend practice after school. If not, then it will be considered unexcused.

C) Please refrain from scheduling routine appointments like doctor, dentist during practice.

D) Listed below are the only reasons for **excused** absences from practice.

1) Sick and had to see a doctor during school hours (must turn in a doctor excuse to sponsors) or previously seen a doctor who excuses you from activity

2) Sick enough to miss school, but not to see doctor. (A parent must call sponsor to inform her of member's sickness.)

3) Death in the immediate family or funeral

4) School-related trip

5) Immediate family member in hospital

6) Permission of the director

E) If someone misses practice:

1) 1 excused – no punishment

2) 2 excused – no pep rally

3) 3 + excused – no pep rally or game (must sit with team/sponsor if they are not sick and present for pep rally/game.)

F) Unexcused absences – see kick chart

G) Monday is the day routines are normally taught. If a squad member misses school AND/OR practice on the day the routine is taught or re-taught, she may NOT perform that week. If she misses more than one day of practice, she may not perform. (see E and F)

H) All members, whether performing or not, must sit with sponsor/group during pep rallies and games.

I) Dance Camp

1) All members are **REQUIRED** to attend summer camp and all practices prior to camp. The only exceptions to missing dance camp are death in immediate family or hospitalization.

J) Work/other activities outside school

1) Must not interfere with practice, games, or other drill team obligations.

- 2) You must choose one or the other to participate in.
- K) All members will be required to attend away games and play-off games, fundraisers, public-relation benefits, competitions, and/or activities deemed necessary by sponsor
- L) Continual tardiness to games/practices/events will be grounds for dismissal. Arrival times will be announced during that week's practice sessions. If a member is not on time, she will not be waited on.

### **Character**

**Leadership:** Each squad member should be aware of the commitment and responsibilities she has to MHS and to the squad. This is a position of responsibility and representation that should not be taken lightly. While it is great to be involved in many different things, being involved in too many extracurricular activities is not wise if it causes a scheduling conflict. Squad member must "prioritize" their activities in order to be able to perform their best.

**Attitude:** The sponsor has the right to take the necessary disciplinary actions for poor attitude (kicks, suspension, or removal from the squad). Each member should be willing to cooperate with her officers and sponsor at all times. We are elected and assigned for a purpose, and our actions should reflect the squad's best interests. Any non-Snapdragon related problem between members must be forgotten at practice time. Each member should realize that the manner in which they conduct themselves while representing the school directly reflects on the entire school itself. This includes reputation, classroom conduct, dress code, etc. Lady-like behavior will be represented in and out of uniform. The following will not be tolerated in a public-place: cursing, drinking, smoking, and display of affection towards boyfriends. Snapdragons still represent their school and their squad in and out of uniform.

**Managers:** Our managers are the backbone of the squad. They are the sponsor's right hand, left hand and brain. They will be treated as equals on this squad. They are not here to serve you or answer to your every whim. They are here to help the squad run as smoothly as possible. There will be consequences (kicks, suspension or removal from line) if these girls are not given the respect they deserve.

### **Duties of Officers**

A) Captain: The captain will oversee the everyday routine of the team. She will supervise and lead technical and warm-up activities during practice when requested. She will fulfill all responsibilities set forth by the director. The captain is always in charge in the absence of the director. The captain will lead and supervise the team during practice and games, as well as in the stands. The captain will set a good example for fellow team members by upholding the standards of this constitution. The captain must be at least a second year member and must maintain a 2.5 GPA or better. Along with the directors' assistance, choreograph any routines as needed.

B) Co-Captain: The co-captain will assist the captain in overseeing the everyday routine of the team. She will also assist the captain in technical and warm-up activities when requested. She will lead and supervise the team during practice and games, as well as in the stands. She will always be in charge in the absence of the director and captain. She will fulfill responsibilities as set forth by the Captain and/or the director. The co-captain will set a good example for fellow

team members by upholding the standards of this constitution. The co-captain must be at least a second year member and must maintain a 2.5 GPA or better. Along with the directors' assistance and captain, choreograph any routines as needed.

C) 1<sup>st</sup> and 2<sup>nd</sup> Lieutenant: Each lieutenant will fulfill all responsibilities as set forth by the director and captain. She will set a good example for fellow team members and uphold the standards of this constitution. Each must be at least a second year member and maintain a 2.5 or better GPA.

D) Any violations of the before mentioned duties of an officer could result in dismissal of the line, dismissal from position as an officer or disciplinary probation.

### **Camp**

A) All members are required to attend camp in order to participate as a member of the squad in the fall. NO EXCEPTIONS

B) We will caravan to camp. I will need parents to volunteer to help transport the dance team to and from camp.

C) Please do not schedule vacations during camp time.

D) All practices before camp are MANDATORY. If you miss a practice, it could result in kicks or possible removal from the team, which is at the discretion of the director. Speak directly to the director if a problem arises during summer practices before camp.

### **Home Games:**

- 1) Every member will be required to attend every home game.
- 2) The sponsor must approve excusal from home game.
- 3) **No one** will be allowed to sit with the dance team unless approved by sponsor.
- 4) Snapdragons will cheer with the cheerleaders.
- 5) If a girl is hurt or unable to perform for any reason other than suspension, she must sit with the squad, unless other arrangements have been made with the sponsor.

### **Away Games:**

- 1) All members must attend away games when transportation is provided.
- 2) Members must ride together on provided transportation.
- 3) It is the responsibility of the member to meet the squad at the designate place and time for all away games.
- 4) Plan to be early and you shouldn't be late.
- **Under no circumstances is a squad member to ride home from an away game or other event with a friend or a boyfriend.**

At both home and away games, Snapdragons are to sit in their designated area until their half-time performance. When released at after the half-time performance, Snapdragons will have most of the third quarter to mingle and eat. Snapdragons are to remain in the section until

dismissed after the game. No food or drinks, except water, are allowed in the section until after the performance.

### **Cell Phones**

During practices and performances, cell phones must be turned off and in a purse or bag. If a parent needs to get in touch with a member, please use the sponsor's cell phone number. Upon approval, Snapdragons will be able to make any important phone calls from the sponsor's phone. Full attention needs to be on what is going on at practice and games. Cell phones are a big distraction.

### **Practice**

Attendance for all scheduled practice sessions is required for all squad members. Because squad members have chosen to make a commitment to the team, they must try to make this their first extracurricular priority. Please refrain from scheduling routine appointments during practice times.

### **Parental Involvement**

All parents are asked to acknowledge Snapdragon policies. Please keep open communication with the sponsor, especially if any problems arise. This organization is intended to be a positive experience for its members; however, there are numerous stressful periods during a performance week and high expectations for each member. Being a Snapdragon requires very hard work, dedication, and a lot of responsibility. Snapdragon members look to their parents, friends and sponsor for motivation and moral support during the year.

### **Payments**

All payments are to be sent on time and must be paid off by the start camp date. It is understood that there are circumstances when a parent needs a little more time to pay the balance. This needs to be arranged with the sponsor. Nevertheless, payments should be sent on a regular basis until the balance is zero. If a member decides to withdraw from the team, she is responsible for paying off her bill (what she has received). Bills will be adjusted if there is an item that has not been ordered when a member decides to quit. This is at the discretion of the director. NO REFUNDS will be given as a result of a member withdrawing from the team, whether it is on her own choice or by violating the constitution.

\*We will be fundraising but nothing is definite on the type of fundraiser or how much you will make from it.\*

**If a member stills owes a balance by the time we go to camp, she will no longer be a member of the team and will still be required to pay the remaining balance.**

THESE BY-LAWS ARE IN NO WAY COMPLETELY COMPREHENSIVE, THE DIRECTOR AND ADMINISTRATION WILL DEAL WITH SITUATIONS NOT ADDRESSED IN THE CONSTITUTION ON AN INDIVIDUAL BASIS.

### **Additions added to constitution 2018-19:**

**1. Public Display of Affection:** any actions of affection that aren't deemed appropriate at school functions shall **NOT** be permitted while on this squad. Example: If you are caught in public or social media conduction, **ANY** inappropriate actions that are not deemed fit by the school. **\*REMEMBER YOU ARE A ROLE MODEL FOR THE YOUNGER GIRLS IN OUR COMMUNITY. WE NEED TO SET HIGHER STANDARDS!**

**2. Markings on body** are to be covered while in uniform. Tattoos, Henna Tattoos, Henna Art, Permanent Marker, Bruises or Scrapes. **Hickies** are **UNACCEPTABLE**. If you have a hicky on performance day that **CANNOT** be covered up, you **WILL NOT** perform!

**3. Content and Topics of Personal Matter:** discussions that relate to your significant others **MUST** be kept PG. Remember, as ladies, you should not say anything at practice or games to other members that you wouldn't feel comfortable talking about in front of your grandmothers!

**4.** There will be **ABSOLUTELY ZERO TOLERANCE** for negativity toward another member, sponsor, manager, or any other spirit group member, sponsors or managers.

**5. Cheering with Cheerleaders:** Cheer sponsor and the cheerleaders have extended an invitation for all Snapdragons to join them during the last part of the 4<sup>th</sup> quarter at every game. With this being said, while in the stands watching the game before and after you perform, you are to pay attention to the cheerleaders and their cheers so that when you go down to cheer with them you will know the cheers. I am not opposed to you learning cheers in your off time so that you can follow along with the cheerleaders. While cheering, you **WILL NOT** wear your dance shoes.

## **Snapdragon Kick Chart (All kicks will be high kicks)**

### **Attendance and Tardies**

Unexcused Tardy (practice, class, games, etc.)

1-10 minutes-100

11-20 minutes-150

21-30 minutes-200

31-40 minutes-250

41-50 minutes-300

51+ minutes-400

**\*Only tardies related to injury, illness, hospitalization, and funeral will be excused.**

Missing games, practices or activities unexcused-400 (possible removal from squad)

Failing to call sponsor and officer ahead of time when missing practice- 200

Attending required event, not in uniform-200

Leaving the drill team section during the game without permission-300.

Skipping class without permission (any class)-500 (possible removal from squad)

Unexcused absences (400 kicks) include, but are not limited to, transportation problems, family problems that are not health related. Parents must speak directly to the sponsor about the

reason for absence prior to performance. This does not mean it is excused automatically. All other unexcused absences include any absence in which the parent did not speak directly to sponsor.

### **Uniform**

Untidiness in uniform or uniform not clean-100

Not wearing uniform required-150

Wearing uniform without permission-100

Wearing jewelry (of any kind) when in uniform for practice - 50 per piece

Not wearing make-up when in uniform for performance-50

Improper practice uniform-25 per wrong item

Failure to bring designated props or uniforms to practice or performance-100 per piece

Not wearing hair in sponsor-chosen style-100

Poor hygiene-100

### **Conduct**

Obscene Language or gestures (toward sponsor, officers, other squad members, managers)-Removal from squad

Disrespect to sponsor or officers-300 (possible removal from squad)

Disrespect toward line members/managers-250 (possible removal from squad)

Drinking or smoking in public, in or out of uniform-400 (possible removal from squad)

Not paying attention in practice-50 per incident

Excessive talking during practice-100 per incident

Unlady-like conduct-200

\*including, but not limited to, expelling gas, singing inappropriate songs, vulgar dancing

Failure to immediately obey a command by sponsor/officer-200

Chewing gum during practice/performance-50

Cell phone ringing during practice/performance-100 (sponsor will take possession of phone until practice/performance is over)

Public display of affection with boyfriend-200

Snapdragon arrested or testing positive for drugs-automatic removal from squad

Public disagreement with any member of another spirit group (whether at MHS, camp or games) will result in suspension from squad or possible removal from squad.

\*\*\*Sponsor may assign kicks to any Snapdragon for any problem that may arise other than those listed above.\*\*\*

## Prom Committee

**Purpose:** The Prom Committee is to act as the junior class representation as they make plans for the annual junior/senior prom. The committee is primarily responsible for planning and fundraising for the event. Along with all other juniors attending the Prom, the committee will be responsible for decorating and clean up of the event. The committee members will be held more responsible for all of the Prom decisions and actions necessary than other juniors.

The committee will consist of 20-25 juniors, led by the class officers. In order to be eligible, the students must 1) have attended MHS the entire previous year 2) have an attendance percentage of 85% or better during the previous school year 3) no suspensions during the previous year, 4) run for a Junior class officer position, and 5) read all of the requirements listed in school handbook and a parent and student should sign in agreement. If more than 25 students qualify, the sponsors of the Prom Committee will make the final decision based on the students' dependability, skills, availability, and everyday behavior and academics.

Members must attend all Prom Committee meetings within school hours and make every effort to attend after school meetings if necessary.

**Duties** include: 1) to be willing to make a definitive decision for voting purposes on decorations or other decisions, 2) to go above and beyond fundraising expectations for other juniors, 3) to be available in evening hours in the days prior to Prom day in order to decorate if necessary, 4) to be available the entire day before Prom to completely finish decorating before anyone leaves the location, and 5) for clean-up whenever it is allowed to take place. Since location of Prom is off-campus, clean up may have to take place the night of Prom, so parents and students must stay after prom to take down decorations if necessary. Students who do not fulfill all of these duties must repay their prom dues their senior year.

**Officer Duties** include: 1) President will preside over meetings and introduce the seniors and their dates during the Senior Presentation & the Crowning of King, Queen, Prince, and Princess. 2) Vice President will read the results of the King, Queen, Prince, and Princess. 3) Secretary will keep records of members present at meetings and decorating dates, as well as all issues discussed and decisions made at the meetings. 4) The Treasurer will keep records of who has paid in the junior class, senior class, and dates.

The removal of a member from the committee will occur if the student is 1) absent from more than 2 school hour meetings, 2) Non-participation in fundraising 3) Refusal to vote during the decision-making process, 4) Disrespect towards sponsor, 5) or more than one discipline referral during the school year.

**Fundraising:** Former MHS Proms have cost up to \$6000 in the past. All juniors planning to attend prom will be responsible for fundraising, but the committee will be expected to go above and beyond. Funds raised will pay for the location rental, a DJ, decorations/supplies, t-shirts, senior gifts, crowns, refreshments, glasses/favors, police security, etc.

**Parental Involvement:** Parents are more than welcome to help decorate when the time comes, but all planning must be done by committee members during school meetings in the presence of and approved by the sponsor(s).

## Prom

**Mangham High School students must be *in good standing with school attendance and have no suspensions for the current school year or owe any seat time in order to attend prom.***

**Prom Guests:** All Juniors attending Prom will pay their \$100 dues that include their tickets for their Junior and Senior Prom. It does NOT include their date's ticket. Their date's ticket is an additional \$10 if they aren't already a paying MHS junior or senior. If after the deadline, a \$40 late fee will be applied.

Seniors who did not attend Prom and pay their dues during their junior year are required to pay \$50. This does not include a ticket for a date. Seniors who paid the discounted price their junior year because they helped fundraise do not have to pay again their senior year.

All guests who are not a MHS junior or senior must fill out a guest form. The sponsor and principal must approve all guests. Dates will be required to provide their name, age, school, and a signature. This information is used to assure the date is not a behavior problem and is 20 years old or under. Any dates not in high school anymore will be asked to provide a license upon arrival and will not receive it back until departure. No one who is not at least a freshman in high school will be allowed to attend prom regardless of his or her age. Guests of MHS students are required to adhere to the same rules and regulations set by the school. MHS reserves the right to dismiss anyone for unwanted behavior. Anyone participating in criminal behavior will be arrested by on-site police security.

**Dress Code:** Prom is a formal and elegant event. No, see through clothing (including flesh tone mesh), lingerie/lingerie style clothing, or clothing revealing breasts or other private areas. Please respect yourself and others by not exposing body parts that are meant to be covered. You will not be permitted into Prom and your tickets will not be refunded if you are not properly dressed. Please dress tastefully. If there are any doubts whether you can get in with the attire on, don't buy it. Don't take the chance. Below are more specific dress code rules.

**Boys:** Formal prom attire is classified as a tuxedo or dress suit, including a tie/bow tie, a button down shirt, slacks, and dress shoes. Also permitted are vest and cummerbund. Shirts, pants, and shoes must be worn at all times during the prom.

**Girls:** Formal prom attire is classified as an evening or cocktail dress. Dresses should be classy and not revealing of private areas. Dresses may be strapless or feature spaghetti straps. Bare or open backs are permitted but must not fall below the waist. Bare/mesh stomachs or midriffs are permitted ONLY if the opening is 3" or less. Undergarments should not be visible. Slits above mid-thigh, extremely tight, or extremely low-cut dresses are also not permitted. Dresses that are short in nature MUST not be any shorter than the bottom of a person's fingertips when arms are by their side. Keep it classy!

**Behavior:** Inappropriate behavior will result in immediate dismissal from the prom. Criminal behavior including underage drinking or violence will result in an arrest by on-site police security. If a student is found to be under the influence of drugs or alcohol upon arrival, they will be retained by police security, parents will be notified, and the student will be arrested or will leave only with their parents.

Once inside the ballroom, no one will be allowed to return to cars or leave and return. Students and dates will be asked to sign in upon arriving and sign out if they leave before the last dance. Once individuals leave the ballroom, they will not be allowed to come back inside the ballroom. Students should make



sure they have not left their phones, money, picture packets, etc before entering.

Students removed from Prom or who choose to leave early from Prom will not receive a refund.

Students who are absent from school on the day before Prom cannot attend Prom. Juniors are expected to leave by bus to go decorate for Prom on this day.

**Other:** The Junior Class Officers are required to (a) attend Prom Committee meetings; (b) help with Prom set up, (c) help with Prom clean up. The Sophomore Class Officers will be responsible for refreshment set-up, refilling, and clean up. If a sophomore officer is unavailable to help, the sponsors will select a proper replacement.

Juniors and seniors will vote on King and Queen. To be eligible, seniors must have attended MHS the entire previous year and be physically present at school 85% of the days school was in session. The seniors must attend at the time of the announcement of the King and Queen to receive the crown; otherwise, it will be given to the person with the next highest number of votes.

Prom will begin at 7:00 pm at a location and on a date to be announced later. Only paying students and their dates are allowed at the prom location. Junior Class pictures will occur at 7:30 and Senior pics will occur immediately afterwards

**RICHLAND PARISH SCHOOL BOARD**  
**SCHOOL CALENDAR OPTION 1 – 2023-2024**

August 10, 2023 - School Opens – All personnel report-THURSDAY

August 14, 2023 – First day for Students – MONDAY

May 10, 2024-Last Day for Seniors - FRIDAY

May 24, 2024- Last Day for Students –FRIDAY

May 28, 2024 – Regular School Year Ends/Staff Development Day- FRIDAY

# of Instructional Minutes to place in schedule: 388 or more

**NON-STUDENT DAYS:**

August 10-11, 2023- Staff Development/All employees	2 days
September 29, 2023-Parent Teacher Conference Day	1 day
December 1,2023 -Staff Development/All employees	1 day
February 2, 2024– Staff Development/All employees	1 day
March 1, 2024-Parent Teacher Conferences	1 day
May 28, 2024 – Staff Development/End of School Year/All employees	<u>1 day</u>

**HOLIDAYS -- NON-TEACHING DAYS: (30)**

September 4	Labor Day
October 9-11	Fall Break
November 10	Veterans' Day
November 20-24	Thanksgiving Holidays
December 21-Jan. 3 (noon dismissal Dec. 20)	Christmas/New Year's Holidays
January 15	Martin L. King Holiday
February 19	Presidents' Day
February 23-26	Winter Break
March 25- April 1	Spring Break/Easter

Spring 2023 Testing Schedule			
GRADE LEVEL	ASSESSMENT	DELIVERY METHOD	TEST DATE(s)
3	LEAP, ELA, Math, Soc. St	PBT	April 15- May 17
3-8	LEAP, ELA, Math, Soc. St	CBT	April 25-May 26 (window)
HS	LEAP 2025	CBT	Apr 15-May 17(window)
HS	ACT	CBT	March 12-15, 18-22

#### MARKING PERIOD ENDS

September 22, 2023

November 7, 2023

January 8, 2024

February 22, 2024

April 12, 2024

May 24, 2023

#### REPORT CARD DISTRIBUTION DATES

September 29, 2023 (Parent/Teacher Conferences)

November 12, 2023

January 12, 2024

March 1, 2024 (Parent/Teacher Conferences)

April 18, 2024

May 24, 2024

Approved 4-11-2023

# **Mangham High School Alma Mater**

Let our voices loudly ringing  
Echo far and near  
Songs of praise thy children singing  
To thy memory dear.

Mangham High School, Mangham High School  
Tender, fair, and true;  
Mangham High School, Mangham High School  
All our vows renew.

# **Mangham High School Parent and Family Engagement Policy 2023-2024**

In support of strengthening student academic achievement, *Mangham High School* receives Title I, Part A funds and must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the district.

## ***Mangham High School* agrees to implement the following requirements as outlined by Section 1116:**

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the targeted assistance or schoolwide program plan.
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:
  - *Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:  
Parents play an integral role in assisting their child's learning,*
  - *Parents are encouraged to be actively involved in their child's education at school,*
  - *Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child, and Other activities are carried out, such as those described in Section 1116 of ESSA.*

## **Required School Parent and Family Engagement Policy Components**

The school parent and family engagement policy includes a description of how the school will implement or accomplish each of the following components:

● **Jointly Developed**

*Mangham High School* will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

*The district and school policies, and the School Improvement Plans are reviewed each school year and revised annually. Sources used in the development of these policies and plans include individual school meetings, annual parent survey results, parent meetings, and parent-teacher conferences. This policy and all school policies are posted on our system and school websites where they are available for parent comments and suggestions. This policy is a working document subject to review and revision.*

● **Annual Title I Meeting**

*Mangham High School* will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

*Mangham High School will conduct its annual Title I meeting in conjunction with its annual Back-to-School Night. Parents will be informed about the school's Title I program, the requirements of the program for school and parents, the school family engagement policy, the school-parent compact, and the school's planned family engagement activities. Parents will be surveyed to determine whether parent engagement needs are being met effectively and appropriately through the implementation of the parent and family engagement programs. Parents will be given the option to complete the survey via paper copy or electronically. The results of these surveys will be used to develop strategies for school improvement and to revise the district and school Parent and Family Engagement Policies. These results are also used in planning future parent meetings. Areas evaluated include academics and school leadership, parent involvement, Title I, school environment, and the school Parent and Family Engagement Program.*

## ● **Communications**

*Mangham High School* will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs,
- Flexible number of meetings, such as meetings in the morning or evening
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

*Mangham High School will make the School Family Engagement Policy available to all parents by publishing the policy in all student handbooks and on the district website.*

## ● **School-Parent Compact**

*Mangham High School* will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

*Mangham High School will hold an annual parent meeting to review and discuss any needed changes to the jointly developed school compact. This compact will outline how the entire school staff, parents, and students will share the responsibility for improved student academic achievement. The compact will describe not only the school's responsibility in providing high quality instruction and curriculum, but the student and parent responsibilities for meeting and supporting the learning processes. The compact will address how parents have reasonable access to staff, receive frequent reports on their progress, and have the opportunity to volunteer and observe in the classroom.*

## ● **Reservation of Funds (only applicable to districts with Title I allocations of \$500,000 or more)**

If applicable, *Mangham High School* will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

*Each Parent and Family Engagement Coordinator offers each parent the opportunity to give feedback on the 1% reservation of funds by surveying parents on the use of funds. During the Annual Title I meeting, the school will share the budget for parent and family engagement activities.*

## ● Coordination of Services

**Mangham High School** will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

*Mangham High School will coordinate with Mangham Junior High and ULM Trio to facilitate smooth transitions for both parents and students from jr. high to high school and by working collaboratively with these outside agencies to transition from high school to college or career.*

## ● Building Capacity of Parents

**Mangham High School** will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards;
- Provide materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement; and
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The challenging State's academic standards,
  - The State and local academic assessments including alternate assessments,
  - The requirements of Title I, Part A,
  - How to monitor their child's progress, and
  - How to work with educators to improve the achievement of their child.

*Mangham High School will provide tips and ideas to parents on helping their children with core content subject areas through presentation at monthly family academic events.*

## ● Building Capacity of School Staff

**Mangham High School** will provide training to educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to,



communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

*Sending home newsletters*

*Sending home progress reports*

*Scheduling parent/teacher conferences*

*Making phone calls; sending home homework, and parent communication flyers*

*Encouraging parents to serve as PAC members and SIP team members*

*Serving together on school and district committees*

## Parent Goals:

1. Attend school meetings that will inform me about Title 1 Programs and other programs that my school is involved in.
2. Attend conferences/meetings with my child's teacher to develop an understanding of what is expected of my student. (i.e., Parent teacher Conference days, Back to School Parent Teacher Conference, Family Nights.)
3. Volunteer in my child's school and/or classroom.
4. Use the school's parent resource center materials that will improve my parenting skills and provide me the opportunity to learn more about my child's development.
5. Participate, as appropriate, in decisions relating to the education of my child.
6. Adhere to the agreements I have made in the compacts.

"Speak to your children as if they are the wisest, kindest, most beautiful, and magical humans on earth, for what they believe is what they become."

Brooke Hampton

## My Student Goals

1. Bring all materials and completed assignments to class each day and actively participate in my learning process.
2. Ask for help when I need to and participate in activities offered to support my learning.
3. Study and read at least 30 minutes every day outside of school time.
4. Give to my parents all notes and information received by me from my school every day.

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## My goals as a parent are:

MHS parents have joined members of our staff to help develop ideas to support our students' success at school.

Some of our at-home activities include:

1. Accept invitation from teachers to join high-tech platforms used in the classroom.
2. Check student grades and assignments.
3. Encourage your child to read each night.
4. Attend MHS Family Nights throughout the year.



Mangham High School will prepare all students to be responsible citizens who are respectful, compassionate, and strive to do their best to improve themselves and their community.

801 Main Street  
Mangham, La. 71259  
(318) 248-2485

Principal: Bobbye J. Futch  
Assistant: Eddie Dunn  
Secretary: Sandy Wheeler

## What is a School-Parent Compact?

A School-Parent Compact for Achievement is an agreement that parents, students and teachers develop together. It explains how parents and teachers will work together to make sure all our students reach or exceed grade-level standards.

Richland Parish Title 1 believes that it is the system's responsibility to assist schools in coordinating and implementing programs for and with parents that will address the needs of students, parents, families, communities, and the school.

### How can you get involved?

- Join the Parental Action Committee. Meetings are held four times each year where parents and staff can review the school's improvement plan, parental involvement policies, and parent nights.
- Attend our annual Back to School Night. At this meeting, you can find out about the requirements of the Title 1, Part A program. An explanation of this policy is also included in the school's handbook.
- Attend our parent nights twice each semester to learn about the school's goals and objectives for our students, the various curricula and assessments used by the school, the Louisiana State Student standards and the

## "You Can't Hide that Dragon Pride!" Family Nights

You, as a parent of a student at MHS, have the opportunity to learn about our school through academic family nights. These are held throughout the school year to promote school and family engagement.

## Communication about Student Learning

Mangham High School is committed to frequent communication with parents about children's learning. Here are the ways you can expect us to reach you:

- JCALL or JTEXT (all students)
- DoJo, Google Classroom, Remind, Canvas (used by teachers)
- Newsletters and flyers
- District and school Website
- Facebook Page
- Progress Reports/Report Cards
- Individual student report about your child's performance on the State assessment.

## Our Goals for Student Achievement

The Richland Parish School Board and Mangham High School are committed your child's learning.

### District Goals

Richland Parish educators will:

1. demonstrate skillful curriculum use
2. maintain high expectations
3. provide opportunities for student demonstration of learning

### School Goals

Mangham High School will provide:

1. University and JumpStart pathway academic courses
2. Opportunities to earn college credit and vocational credentials through dual enrollment courses
3. ACT and WorkKeys test-prep academic support